

Title: Fees for administrative acts

For the execution: Rector's provision 25/2004

Brought into effect: 1. 10. 2008

Article No. 1

Subject

In connection on the above stated Rector's provision I determine on the base of the calculation the list of the acts, for which performance Faculty of Medicine in Hradec Králové will ask the students of the Faculty for the reimbursement. Further I determine the amount of reimbursement for the other acts for the graduated or former students of the Faculty and for other persons.

The list of acts and the amount of reimbursement are settled in the price list of the acts, which is an inseparable part of the provision in the enclosure (hereafter the price list).

Article No.2

The form and way of reimbursement

1. All acts are carried out on the request of the authorized person, i.e. the student, former student or graduate, always exclusively after submitting the evidence on payment of the adequate sum.

2. The payment could be done:

- in cash – in the cash desk of the Faculty in official hours
- with postal order
- with bank transfer in Czech crowns on the bank account in “ČSOB”

payable to account holder:

Univerzita Karlova v Praze, Lekarska fakulta v Hradci Kralove
Simkova 870, P. O. Box 38, 500 38, Hradec Kralove 1

to bank:

Ceskoslovenska obchodni banka (CSOB), a. s.

Ulrichovo namesti 734

502 02 Hradec Kralove 2, Czech Republic

SWIFT (BIC): CEKOCZPP

IBAN: CZ25 0300 0000 0000 0371 6290

- cash payment in Czech crowns on the same bank account in the stated bank

Account No.: 3716290/0300 (IBAN is not used in this case)

3. Variable symbols (VS) are given in the price list at the separate payments.

Article No. 3

Final provisions

This provision was discussed and approved by the Dean's Advisory Board on 3. 7. 2008.

By coming into force of this provision the Dean's instruction No.1/05-06 ceases.

In Hradec Králové on 10th July 2008

Prof. Vladimír Palička, M.D., Ph.D., Dr.h.c.
Dean

The Provision was translated by: Mrs. J. Sibalová

Amendment 1: List of acts and the amount of reimbursement (the price list)

1. Acts for students:

For students studying in the English language	VS 83007
Duplicate of „index“ (study records booklet)	300,- Kč
Duplicate of „index“ upon enrolment of new students	50,- Kč
Duplicate of the „6 th year index“ (pre-state exam practice details)	50,- Kč
Confirmation of study (<i>English & Czech</i>)	free of charge
Study report - <i>English</i>	free of charge
Study report - <i>Czech</i>	300,- Kč
List of lectures „Karolinka“ for new students and the teaching depts.	free of charge
List of lectures „Karolinka“ – other students	100,- Kč
Confirmation about completion of study (second and every further - before graduation – <i>English & Czech</i>)	100,- Kč
Study report for graduates (second and every further - before graduation – <i>English</i>)	300,- Kč
Study report for graduates (second and every further - before graduation – <i>Czech</i>)	500,- Kč

2. Acts for graduates and former students

For graduates and former students studying in the English language	VS 83007
Confirmation of study - <i>English</i>	300,- Kč
Confirmation of study - <i>Czech</i>	600,- Kč
Study report - <i>English</i>	1.500,- Kč
Study report – <i>Czech</i>	3.000,- Kč
State Examination Certificate duplicate (* for graduates before 2005)	3.000,- Kč
* Note: Graduates from 2005 obtain Diploma Supplement instead; Duplicate of Diploma and/or Diploma Supplement may be issued by Charles University only.	