

## **Faculty of Medicine in Hradec Králové, Charles University**

### **Dean's measure no. 3/2016-2017**

Title: **Details about the rights of applicants of the Faculty of Medicine in Hradec Králové, Charles University to access their files**

For the implementation of: Provision § 50 paragraph no. 5 of the law no. 111/98 Sb., The Higher Education Act and changes and adjustment of other laws, as amended (hereinafter “Higher Education Act”) and the Code of Admission Procedure of the Charles University.

Valid and effective: on the day of the Dean's signature

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#### **Article no. 1**

##### **Introductory provisions**

1. This measure edits details about the rights of applicants of the Faculty of Medicine in Hradec Králové, Charles University (hereinafter “applicant”) to access their files about the admission procedure (hereinafter “file”).
2. The term applicant refers to an applicant for study according to § 50 Higher Education Act. The applicant becomes a student on the day of enrolment into study.

#### **Article no. 2**

##### **Access to file**

1. An applicant who performs an entrance exam has the right to access his/her file after receiving a decision about acceptance to study.
2. An applicant must submit the request for file access at the Study department of the Faculty of Medicine in Hradec Králové (hereinafter “LF HK”). The Study department will agree a term when the applicant will be allowed to access his/her file.
3. Along with the right to access the file, the applicant has the right to make printouts and ask LF HK for a copy of the file or its parts.
4. The applicant must be identified prior to the access to his/her file.
5. The applicant can access the file in a designated location of LF HK under the supervision of an authorised employee.

### **Article no. 3**

#### **Fees for creating a copy of a file or its parts**

6. The amount of the fee for creating a copy of the file or its parts (hereinafter “fee”) is set by the Tariff law no. 634/2004, about administrative fees, as amended (hereinafter “administrative fees law”). Requests which are subjects to charge according to this measure are specified in item 3 of the Tariff. The relevant selected part is attached to this measure.
7. If the participant requires an electronic copy on a technical medium, LF HK will provide this, if technically possible.
8. The fee is imposed and cashed by LF HK and must be paid prior to the creation of the file’s copy or its parts. LF HK will not carry out the request if the participant fails to pay the fee.
9. The participant is obliged to pay the fee in cash at the Cash desk of the Dean’s office under variable symbol 83001.
10. No participant is exempted from the fee.

### **Article no. 4**

#### **Closing provisions**

1. This measure was discussed by the Dean’s Advisory Board on 16. 3. 2017.
2. This measure is valid and in effect from the day of signature of the Dean.
3. By the application of this measure the Dean’s measure no.5/08-09, Details about the rights of applicants to access their files decisive for their acceptance to study, is cancelled.

In Hradec Králové on 22. 3. 2017

prof. Dr. Miroslav Červinka, M.D., Ph.D.

Dean

## Appendix

### **Administrative fee tariff published as an appendix of administration fees law**

#### Item 3 – selected part

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