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Name of document:		
<p><b>Rector's Regulation No. 63e/2023</b></p> <p><b>TARIFF OF FEES</b></p> <p><b>CONNECTED WITH STUDIES IN THE WINTER SEMESTER OF ACADEMIC YEAR 2023/2024</b></p>		
Drawn up by: Ing. Milan Hála (Guarantor of the document)		
Approved by: (Issuer of the document)		
Dr. Martina Mannová Rector signed electronically		
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## **Article I**

### **Introductory provisions**

- (1) This regulation sets out the amounts of fees connected with studies in study programmes accredited in English language in compliance with s. 59 of Act no. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (Higher Education Act), in valid wording, and article XV of the AMBIS vysoká škola, a.s. (hereinafter referred to only as „AMBIS VŠ“) Statute.
- (2) This regulations sets out the fees connected with studies in the winter semester of the academic year 2023/2024.
- (3) Applications are submitted preferentially in electronic form by way of the AMBIS VŠ information system „Úřadovna“ („Bureau“) (<https://is.ambis.cz/auth/uradovna>). If electronic submission is possible (type E) and the application is submitted in writing (by letter or e-mail), the fee total set out in articles II to V increased by € 5.
- (4) In this regulation, the optional form of submitting the application is given on the right of the fee (E – electronically by way of the Bureau (Úřadovna), P – in writing by letter or e-mail, O – by personal submission at the study department, N – without application). A different manner of submitting an application than set out in this regulation in the given paragraph is not admissible.

## **Article II**

### **Fees connected with the payment of tuition**

- (1) Price of studies (tuition):
  - The amount of the price of studies (tuition) is set out in the Study Contract.
  - If the student requests a payment schedule of tuition fees split by semesters, the payment for one semester will be increased by € 200.
- (2) Nostrification Assistance Fee O, P

This fee includes 1. completion of the application form, 2. certified copy of legalized foreign school diploma prepared by a Czech notary and translated by the Czech court interpreter, 3. administrative fee for the Nostrification office, 4. submitting the nostrification application and communication with the Nostrification office. This fee does not include the cost for the court interpreter necessary for the nostrification exam. The fee is non-refundable.

  - € 450.
- (3) Visa Assistance Fee O, P

This fee includes: communication between the students and the external visa expert, support in obtaining visa, information about the necessary steps or implementation of these steps on the basis of the power of attorney, translations, communication with relevant authorities (e.g. embassies, Ministry of Interior/education) and information about the current status of visa processing. The fee does not include fees associated with the application and issuance of the visa in the country of application.

  - € 500.

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|-----|---|------|
| (4) | The fee for a change in the invoice after its issuing at the student's request (does not apply to requests for correcting an incorrectly issued invoice): | O, P |
|     | <ul style="list-style-type: none"> <li>• € 60</li> </ul>  |      |
| (5) | Fee for sending a 2 <sup>nd</sup> reminder to pay tuition:  | N    |
|     | <ul style="list-style-type: none"> <li>• € 80.</li> </ul>   |      |

### **Article III**

#### **Fees connected with the course of studies**

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|------|---|------|
| (1)  | Fee for an individual study plan (payment above the tuition fee according to the study contract):   | E, P |
|      | <ul style="list-style-type: none"> <li>• € 900 per full academic year,</li> <li>• € 500 per one semester.</li> </ul>  |      |
| (2)  | Fee for additional registration of a subject, entry or change of seminar group in the AMBIS VŠ information system after the deadline:   | O, E |
|      | <ul style="list-style-type: none"> <li>• € 100 per one request.</li> </ul>  |      |
| (3)  | Fee for repeated registration of an unfulfilled subject (or corresponding subject from a newly accredited study programme):   | N    |
|      | <ul style="list-style-type: none"> <li>• € 100 per one subject, maximally € 500 per one semester.</li> </ul>  |      |
| (4)  | Fee for a request for a third repetition (rector's) classification term:  | E, P |
|      | <ul style="list-style-type: none"> <li>• € 100 per one subject.</li> </ul>  |      |
| (5)  | Fee for a request for an individual exam term:  | E, P |
|      | <ul style="list-style-type: none"> <li>• € 150.</li> </ul>  |      |
| (6)  | Fee for a request to interrupt studies maximally for one year (applications pursuant to s. 54 para. 2 of the Higher Education Act are exempt from this fee):                  | E, P |
|      | <ul style="list-style-type: none"> <li>• € 190.</li> </ul>  |      |
| (7)  | Fee for a request to prolong (for further consecutive) interruption of studies (applications pursuant to s. 54 para. 2 of the Higher Education Act are exempt from this fee): | E, P |
|      | <ul style="list-style-type: none"> <li>• € 250.</li> </ul>  |      |
| (8)  | Fee for the authorisation of a certificate of completed subject (syllabus verification):  |      |
|      | <ul style="list-style-type: none"> <li>• € 20 per subject (however maximally € 200), in case the student delivers the required subject syllabi in person,</li> </ul>          | O    |
|      | <ul style="list-style-type: none"> <li>• € 30 per subject (however maximally € 300), in case the student does not deliver the required subject syllabi.</li> </ul>            | E, P |
| (9)  | Fee for the setting and sending of a new password for the IS:   | P, O |
|      | <ul style="list-style-type: none"> <li>• € 20.</li> </ul>   |      |
| (10) | Fee for sending a 2 <sup>nd</sup> reminder to pay a fee:  | N    |
|      | <ul style="list-style-type: none"> <li>• € 40 (however maximally up to the amount of the outstanding fee).</li> </ul>   |      |

## **Article IV**

### **Fees connected with the completion of studies**

- (1) Fee for the change of topic or assignment of a thesis or additional registration of the topic of a thesis after the term for submitting the assignment of a thesis set out in the Schedule of the academic year (only in exceptional cases); a change initiated by AMBIS VŠ is exempt from the fee: E, P
  - € 100.
- (2) Fee for a request to prolong the term for the submission of a thesis (maximally by seven workdays) submitted at latest by the term for the submission of the thesis: E, P
  - € 160.
- (3) Fee for each oral exam from a vocational subject of the final state exam or defence of a thesis held in a repetition or September term: N
  - € 100 per each subject or defence.

## **Article V**

### **Fees connected with the issuing of document duplicates**

- (1) Fee connected with the issuing of a duplicate student's card: E, P
  - € 10.
- (2) Fee connected with the issuing of a duplicate college diploma or amendment to diploma: E, P
  - € 40 per document.
- (3) Fee connected with the issuing of a certificate on passed exams: E, P
  - € 40 per document.

## **Article VI**

### **Manner of payment of fees**

- (1) Fees are invoiced in the AMBIS VŠ information system on the basis of a request by the student (with the exception of the fee for admission proceedings and regular tuition), where the invoice is also made available to the student submitting the request.
- (2) The student may pay the invoice either by wire transfer to the school's account no. 2301621563/2010 with the variable symbol given in the invoice, or through the payment gateway of the IS, or by debit card at the study department.
- (3) Payment of the invoiced fee is generally the premise for initiation of the requested action.
- (4) AMBIS VŠ may invoice further third party fees to students (e.g. the issuing, prolongation or duplicate of the ISIC card). The amount and form of these fees is determined by the third party that is the beneficiary of the fee.

## **Article VII**

### **List of related documents**

- (1) This measure is based on the following acts:
  - Act no. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (Higher Education Act), in valid wording.
- (2) This measure is based on the following AMBIS VŠ documents:
  - Statute,
  - Study and examination code,
  - Schedule of the academic year.

## **Article IX**

### **Final Provisions**

- (1) This tariff shall apply to students studying at AMBIS VŠ within the framework of a bilateral or other agreement concluded between AMBIS VŠ and a partner university or education institution adequately in accordance with the terms and conditions of the given agreement.
- (2) This tariff is valid as of the date of its signing by the Rector and in effect for the period of the winter semester of academic year 2023/2024.

## **Article X**

### **Distribution list**

- (1) Printout no. 1 administrator's copy.
- (2) Printout no. 2 copy for lending.