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Name of document:		
<b>Rector's Regulation No. 67e/2023</b>		
<b>TARIFF OF FEES CONNECTED WITH STUDIES IN THE SUMMER SEMESTER OF THE ACADEMIC YEAR 2023/2024</b>		
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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. (AMBIS University, hereinafter referred to only as “AMBIS”) Statute.
- (2) This regulation sets out the fees connected with studies in the summer semester of the academic year 2023/2024.
- (3) Applications are submitted preferentially in electronic form by way of the AMBIS information system (IS) “Document Office” module (<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 total fee set out in articles II to V is 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 “Document Office” in the IS, 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 start of studies**

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|---|------|
| (1) Admission fee: <ul style="list-style-type: none"><li>• € 25.</li></ul> <p>If the applicant registers on the AMBIS website, he/she does not have to pay the fee; registration can only be done before the admission interview, later registrations will not be taken into account.</p>   | N    |
| (2) The fee for a change of study programme / field of study after the start of the first semester of study according to the Schedule of the academic year (not payable in the case where the change is due to the non-opening of the field/programme); the fee also includes any recognition of completed courses in the original field/programme on AMBIS: <ul style="list-style-type: none"><li>• € 150.</li></ul> | E, P |
| (3) The fee for changing the form of study or changing the school branch after the start of classes in the first semester of study according to the Schedule of the academic year (not refundable if the change is due to the non-opening of the form of study at the relevant school branch): <ul style="list-style-type: none"><li>• € 100 per each change.</li></ul>   | E, P |
| (4) The fee for the recognition of individual courses (does not apply to courses including professional practice) completed at another university or higher vocational school, the application must be submitted by the deadline specified in the Rector's measure OP-R-14 Recognition of courses from previous studies: <ul style="list-style-type: none"><li>• € 30 for one item, up to a maximum € 300.</li></ul>  | E, P |

- (5) The fee for applying for recognition of a foreign language course based on passing a foreign language proficiency test: E, P
- € 60 regardless of the number of semesters applied for (BE1–BE4)
- (6) The fee for the recognition of a foreign language course on the basis of a certificate in a foreign language:
- € 60 regardless of the number of semesters applied for (BE1–BE4)

### **Article III**

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

- (1) Price of studies (tuition fee):
- The amount of the price of studies (tuition fee) is set out in the Study Contract and in the Rector's measure on admission to study for the given academic year.
  - If the student requests a payment schedule of tuition fee split by semesters, the payment for one semester will be increased by € 200.
  - Student may also apply for a payment plan with a maximum of 10 instalments; if approved, the tuition fee is increased by 20%; the application and its approval is valid for one academic year.
  - The application must be submitted by the deadline set by the Study or Customer Service Department.
- (2) Reduced tuition fee for the summer semester of the academic year 2023/2024 due to a retake or postponement of the state final examination, provided that the student meets all the requirements for the examination and has successfully defended the final thesis; the reduced tuition fee are invoiced automatically without a request. N
- € 1.000.
- (3) Reduced tuition fee for the summer semester of the academic year 2023/2024 in the case of exceptional permission to complete a maximum of two courses beyond the standard period of study (courses including professional practice are considered one course for the purposes of this paragraph) and successful completion of the thesis defence. The student must apply for the reduced tuition fee before the start of the semester (in the case of final year students, within five days of the end of the regular examination period), and must meet the conditions for the reduced tuition fee on the date of application<sup>1</sup>: N
- € 1.000.
- (4) Reduced tuition fee for the summer semester of the academic year 2023/2024 in the case of exceeding the standard study period and successfully completing the defence of the final thesis, provided that the student lacks only the professional practice to fulfil the study obligations. The student must apply for the reduced tuition fee before the start of the semester (in the case of final year students, within five days of the end of the regular examination period), and the student must meet the conditions for the reduced tuition fee on the date of application. N

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<sup>1</sup> The holding of a thesis defence before all conditions for successful completion of studies have been met will be dealt with in a separate internal directive.

This reduced tuition fee may be granted for a maximum of one semester<sup>1</sup>:

- € 300.
- (5) The fee for applying for a payment plan after the deadline specified in paragraph (1) of this Article: N
- € 60.
- (6) 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
- € 60.
- (7) The fee for sending a 2<sup>nd</sup> reminder to pay tuition: N
- € 80.

## **Article IV**

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

- (1) The fee for an individual study plan (payment above the tuition fee according to the study contract): E, P
- € 900 per full academic year,
  - € 500 per one semester.
- (2) The fee for additional registration of a subject, enrolment or change of seminar group in the AMBIS information system after the deadline: O, E
- € 100 per one request.
- (3) The fee for re-enrolment of an unfulfilled subject (or corresponding subject from a newly accredited study programme): N
- € 100 per one subject, maximally € 500 per one semester.
- (4) The fee approval of a request for a third repetition (rector's) classification term: E, P
- € 100 per one subject.
- (5) The fee for a request for an individual exam term: E, P
- € 150.
- (6) The fee for interruption of studies for a maximum of one year. i.e. 2 consecutive semesters (applications pursuant to s. 54 para. 2 of the Higher Education Act are exempt from this fee): E, P
- € 190.
- (7) The fee for extension of (further consecutive) interruption of studies (applications pursuant to s. 54 para. 2 of the Higher Education Act are exempt from this fee): E, P
- € 250.
- (8) The fee for the authorisation of a certificate of completed subject (syllabus verification):
- € 20 per subject (up to a maximum of € 200), in case the student delivers the required subject syllabi in person, O
  - € 30 per subject (up to a maximum of € 300), in case the student does not deliver the required subject syllabi. AMBIS guarantees E, P

to provide the syllabus for the three years preceding the date of the application.

- (9) The fee for the setting and sending of a new password for the IS: P, O
- € 20.
- (10) The fee for sending a 2<sup>nd</sup> reminder to pay a fee: N
- € 40 (however maximally up to the amount of the outstanding fee).
- (11) The fee for another administrative action: E, P
- 100 €.

## **Article V**

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

- (1) The 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 is exempt from the fee: E, P
- € 100.
- (2) The fee for a request to prolong the term for the submission of a final thesis (maximally by seven workdays) submitted at the latest by the term for the submission of the final thesis: E, P
- € 160.
- (3) The fee for each oral exam from a vocational subject of the final state exam or defence of a final thesis held in a repetition or September term: N
- € 100 per each subject or defence.
- (4) Graduation registration fee: N
- 35 €.
- (5) The fee for sending the diploma / diploma supplement or its duplicate / identical copy by post: P
- at actual cost.
- (6) The fee for the correction and issuance of a diploma or a diploma supplement due to an error on the part of the student: E, P
- 50 €.

## **Article VI**

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

- (1) The fee connected with the issuing of a duplicate student's card: E, P
- € 10.
- (2) The fee connected with the issuing of a duplicate diploma or diploma supplement: E, P
- € 40 per document.

- (3) The fee connected with the issuing of a certificate on passed E, P exams(transcript of records):
- € 40 per document.

## **Article VII**

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

- (1) Fees are invoiced in the AMBIS information system on the basis of a request by the student (with the exception of the fee for admission proceedings, the library service fee 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 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 VIII**

### **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 documents:
  - Statute,
  - Study and examination code,
  - Schedule of the academic year 2023/2024.

## **Article IX**

### **Final Provisions**

- (1) This tariff shall apply to students studying at AMBIS within the framework of a bilateral or other agreement concluded between AMBIS 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 summer semester of academic year 2023/2024.

## **Article X**

### **Distribution list**

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