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Name of document:		
<p><b>Rector's Regulation No. 70/2024</b></p> <p><b>Tariff of Study related Fees in the Winter Semester of the Academic Year 2024/2025</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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## **Art. I**

### **Introductory provisions**

- (1) This regulation sets out the amounts of study related fees in accredited study programmes 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 16 of the AMBIS vysoká škola, a.s. (AMBIS University, hereinafter referred to only as “**AMBIS**”) Statute.
- (2) This regulation sets out the study related fees in the winter semester of the academic year 2024/2025.
- (3) Requests 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 request is submitted in writing (by letter or e-mail), the total fee set out in articles II to V is increased by CZK 100.

In this regulation, the optional form of submitting the request 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 request). A different manner of submitting a request than set out in this regulation in the given paragraph is not admissible.

## **Art. II**

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

- (1) Fee for procedures related to the entrance process for both Bachelor's and follow-up Master's degree programs: N
  - CZK 490.
  - Graduates of Bachelor's degree programs/fields from AMBIS University do not pay the entrance process fee for the follow-up Master's degree program.
  - 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.
- (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: E, P
  - CZK 3.000.
- (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): E, P
  - CZK 2.000 per each change.
- (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 request must be submitted by the deadline specified in the Rector's measure OP-R-14 Recognition of courses from previous studies: E, P

- CZK 600 for one item, up to a maximum CZK 6.000 for one request.
- (5) The fee for applying for recognition of a foreign language course based on passing a foreign language proficiency test: E, P
- CZK 1.200 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:
- CZK 1.200 regardless of the number of semesters applied for (BE1–BE4).

### **Art. III**

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

- (1) Price of studies (tuition fee): N
- the tuition fee is determined by the directive of the rector for the admission process in the given academic year and is also specified in the Contract of Study or its appendix; the tuition fee for students of the Hospitality and Tourism Management study program who were enrolled before the academic year 2022/2023 is specified in a separate directive issued by the rector. E, P
  - Students who commenced their studies at AMBIS University before the academic year 2020/2021 pay tuition fees on a per-semester basis. Tuition fees per semester are also paid by students who commenced their studies in the academic year 2020/2021 or later but exceeded the standard duration of study.  
In accordance with the Contract of Study, a student may request a payment instalment plan, and if approved, the tuition fee is increased by 15%. The tuition fee is payable in a maximum of five instalments, and approval of the instalment plan is valid for one semester only.  
A request for a payment instalment plan or payment deferral must be submitted before the start of the semester, no later than the end of June (for the winter semester) or the end of December (for the summer semester). The request for a payment instalment plan must be submitted within the deadline specified in the email invitation from the Study Department.
  - A student who commenced their studies in the academic year 2020/2021 or later and did not exceed the standard duration of study pays tuition fees for the entire academic year. E, P  
In accordance with the Contract of Study, a student may request the option to pay tuition fees on a per-semester basis. The amount of semester tuition is specified in the Contract of Study.  
A student may also request a payment instalment plan with a maximum of 10 instalments, and if approved, the tuition fee is increased by 15%. The request and its approval are valid for one academic year. The request must be submitted within the deadline set by the Student or Customer Department.
- (2) Reduced tuition fee for the winter semester of the academic year 2024/2025 due to a retake or postponement of the state final N

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<sup>1</sup>:

- CZK 15.000,

For the study program Business Economics and Management commenced before the year 2024:

- € 1.000.

- (3) Reduced tuition fee for the summer semester of the academic year 2024/2025 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 request<sup>1</sup>: E, P
- CZK 15.000,
- For the study program Business Economics and Management commenced before the year 2024:
- € 1.000.
- (4) Reduced tuition fee for the summer semester of the academic year 2024/2025 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 fulfill 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 request. This reduced tuition fee may be granted for a maximum of one semester<sup>1</sup>:
- CZK 5.000,
- For the study program Business Economics and Management commenced before the year 2024:
- € 200.
- (5) Students whose studies were continuously interrupted throughout the academic years 2022/2023 and 2023/2024 are not required to fulfil the conditions for the successful defence of the final thesis as outlined in paragraphs 2 to 4.
- (6) The fee for applying for a payment plan after the deadline specified in paragraph (1) of this Article: N
- CZK 1.500.
- (7) 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
- CZK 1.500.
- (8) The fee for sending a 2<sup>nd</sup> reminder to pay tuition: N

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<sup>1</sup> The holding of the final thesis defence before fulfilling all conditions for successful completion of the study is addressed in the measure "OP-PR-10 State Final Examination" at AMBIS University, issued by the Vice-Rector for Pedagogical Affairs.

- CZK 2.000.

## **Art. IV**

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

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| (1) | The 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>• CZK 20.000 per full academic year,</li> <li>• CZK 12.000 per one semester.</li> </ul>   |      |
| (2) | Tuition fee for study in a specific focus. The focus fee is only payable during the standard duration of study.  | N    |
|     | <p>Fee amount:</p> <p>for students enrolling in the academic years 2020/2021 to 2022/2023:</p> <ul style="list-style-type: none"> <li>• CZK 2,000 per semester,</li> </ul> <p>for students enrolling in the academic year 2023/2024:</p> <ul style="list-style-type: none"> <li>• CZK 3,500 per semester,</li> </ul> <p>for students enrolling in the academic year 2024/2025:</p> <ul style="list-style-type: none"> <li>• CZK 3,900 per semester (the amount is annually adjusted for inflation),</li> </ul> <p>Study in the focus area for a given semester is considered commenced on the first day of the semester — for the winter semester of the academic year 2024/2025, this is September 1, 2024.</p> |      |
| (3) | The fee for additional registration of a subject, enrolment or change of seminar group in the AMBIS information system after the deadline (the fee is payable starting from the second semester of study):   | O, E |
|     | <ul style="list-style-type: none"> <li>• CZK 1.700 per one request.</li> </ul>   |      |
| (4) | The fee for re-enrolment of an unfulfilled subject (or corresponding subject from a newly accredited study programme):   | N    |
|     | <ul style="list-style-type: none"> <li>• CZK 2.000 per one subject, maximally CZK 10.000,- per one semester.</li> </ul>  |      |
| (5) | The fee approval of a request for a third repetition (rector's) classification term:   | E, P |
|     | <ul style="list-style-type: none"> <li>• CZK 2.000 per one subject.</li> </ul>   |      |
| (6) | Fee for accommodating a request for an extraordinary examination date during the extended examination period in the full-time study mode, based on a student's request:  | E, P |
|     | <ul style="list-style-type: none"> <li>• CZK 2.000 per one subject.</li> </ul>   |      |
| (7) | Fee for registering for an examination date in the extended examination period (only for the combined mode of study):  | N    |
|     | <ul style="list-style-type: none"> <li>• CZK 1.000,- per one subject.</li> </ul>   |      |
| (8) | The fee for a request for an individual exam term:   | E, P |
|     | <ul style="list-style-type: none"> <li>• CZK 3.000.</li> </ul>   |      |
| (9) | The fee for interruption of studies for a maximum of one year. i.e. 2 consecutive semesters (requests pursuant to s. 54 para. 2 of the Higher  | E, P |

Education Act are exempt from this fee):

- CZK 1.500.
- (10) The fee for extension of (further consecutive) interruption of studies (requests pursuant to s. 54 para. 2 of the Higher Education Act are exempt from this fee): E, P
- CZK 3.300.
- (11) The fee for the authorisation of a certificate of completed subject (syllabus verification):
- CZK 300 per subject (up to a maximum CZK 3.000,- per one request), in case the student delivers the required subject syllabi in person, O
  - CZK 500 per subject (up to a maximum CZK 5.000 per one request) in case the student does not deliver the required subject syllabi. AMBIS guarantees to provide the syllabus for the three years preceding the date of the request. E, P
- (12) The fee for the setting and sending of a new password for the IS: P, O
- CZK 400.
- (13) The fee for sending a 2<sup>nd</sup> reminder to pay a fee: N
- CZK 1.000 (however maximally up to the amount of the outstanding fee).
- (14) The fee for another administrative action: E, P
- associated with a change / additional enrolment in a focus area for students who commenced their studies in the academic year 2024/2025:
- CZK 2.000,
- associated with the additional setup of an online support package
- CZK 2.000,
- other:
- CZK 2.000.

## **Art. V**

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

- (1) Fee for additional registration of the thesis topic after the submission deadline set in the Academic Year Schedule or for submitting a request to edit the thesis topic after the deadline; the fee does not apply to requests for modification of the topic submitted after rejection by the program guarantor despite prior approval by the thesis supervisor or to changes initiated by AMBIS. E, P
- CZK 2.200.
- (2) Fee for approval to process the final thesis in a language other than Czech, Slovak, or English: E, P
- CZK 12.000.

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| (3) | 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 |
|     | • CZK 3.300.   |      |
| (4) | Fee for issuing a translation of the university diploma into English for a study program accredited in a language other than English:  | E, P |
|     | • CZK 1,500 per document.  |      |
| (5) | 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 / October term:                              | N    |
|     | • CZK 2.000 per each subject or defence.   |      |
| (6) | Graduation registration fee:   | N    |
|     | • CZK 700.   |      |
| (7) | The fee for sending the diploma / diploma supplement or its duplicate / identical copy by post:  | P    |
|     | • CZK 350.   |      |
| (8) | 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 |
|     | • CZK 1.000.   |      |

### **Art. VI**

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

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| (1) | The fee connected with the issuing of a duplicate student's card:                            | E, P |
|     | • CZK 200.   |      |
| (2) | The fee connected with the issuing of a duplicate diploma or diploma supplement:             | E, P |
|     | • CZK 1.000 per document.  |      |
| (3) | The fee connected with the issuing of a certificate on passed exams (transcript of records): | E, P |
|     | • CZK 1.000 per document.  |      |

### **Art. VII**

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

- (1) Fees are invoiced in the AMBIS information system based on the student's request (excluding the admission fee and library service fee), where the invoice is also made available to the requesting student.
- (2) (2) The student can pay the invoice either via bank transfer to the school's account, which is listed on the invoice along with the variable symbol, through the payment gateway in the AMBIS information system, or by credit card at the Study Department.
- (3) (3) Payment of the invoiced fee is generally a prerequisite for the commencement of the administrative processing of the request.
- (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.

## **Art. 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 regulations,
  - Schedule of the academic year 2024/2025.

## **Art. IX**

### **Final Provisions**

This fee schedule is valid from the date of the Rector's signature and applies to fees related to studies for the winter semester of the 2024/2025 academic year.

## **Art. X**

### **Distribution List**

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