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<p><b>Rector's Regulation No. 86/2026</b></p> <p><b>Tariff of Study related Fees in the Winter Semester of the Academic Year 2026/2027</b></p>		
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<p>Dr. rer. nat. Martina Mannová Rector signed electronically</p>		
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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 2026/2027.
- (3) The value of fees stated in CZK applies to the Prague and Brno branches, the value of fees stated in € applies to the Bratislava branch.
- (4) Requests are submitted preferentially in electronic form by way of the AMBIS information system “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 / € 5.

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) The fee for procedures related to the entrance process for both Bachelor's and follow-up Master's degree programs: N
  - CZK 690 / € 28,
  - 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) Fee for other administrative actions – assessment of foreign education for the purposes of the admissions process O, P
  - CZK 990 / € 40
- (3) 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:
  - CZK 3,500 / € 140.
- (4) 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 2,400 / € 95 per each change.

- (5) 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 / € 25 for one item, up to a maximum CZK 6,000 / € 250 for one request.
- (6) The fee for applying for recognition of a foreign language course based on passing a foreign language proficiency test (student applies by registering for the knowledge test): N
- CZK 1,500 / € 60 regardless of the number of semesters applied for (BE1–BE5).
- (7) The fee for the recognition of a foreign language course on the basis of a certificate in a foreign language:
- CZK 1,500 / € 60 regardless of the number of semesters applied for (BE1–BE5).

### **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 and for students who have started their studies at University College Prague – School of International Relations and School of Hotel Management and Economics is set out in separate announcements by the rector. E, P
  - If a student pays tuition fees in an interval shorter than a semester, the tuition fee increases by 15%.
  - The payment method can only be changed before the start of the billing period (academic year / semester).
- (2) Reduced tuition fee for the winter semester of the academic year 2026/2027 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<sup>1</sup>: N
- CZK 15,000 / € 600,  
for the study program Business Economics and Management commenced before the year 2024:
  - € 1.000.
- (3) Reduced tuition fee for the winter semester of the academic year 2026/2027 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 E, P

<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.

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>:

- CZK 15,000 / € 600,  
for the study program Business Economics and Management commenced before the year 2024:
  - € 1.000.
- (4) Students whose studies were continuously interrupted throughout the academic years 2022/2023 and 2025/2026 are not required to fulfil the conditions for the successful defence of the final thesis as outlined in paragraphs 2 to 3.
- (5) The fee for applying for a payment plan after the deadline specified in paragraph 1 of this Article: N
- CZK 1,600 / € 65.
- (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
- CZK 1,600 / € 65.
- (7) The fee for sending a 2<sup>nd</sup> reminder to pay tuition: N
- CZK 2,000 / € 80.

### **Art. 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
- CZK 20,000 / € 800 per full academic year,
  - CZK 12,000 / € 480 per one semester.
- (2) Tuition fee for study in a specific focus. The focus fee is only payable during the standard duration of study. N
- Fee amount:
- for students enrolling in the academic years 2020/2021 to 2022/2023:
- CZK 2,000 / € 80 per semester,
- for students enrolling in the academic year 2023/2024:
- CZK 3,500 / € 140 per semester,
- for students enrolling in the academic year 2024/2025:
- CZK 3,900 / € 155 per semester (the amount is annually adjusted for inflation),
- for students enrolling in the academic year 2025/2026 and 2026/2027:
- CZK 4,900 / € 200 per semester (the amount is annually adjusted for inflation).
- 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 2026/2027, this is September 1, 2026.

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|------|---|------|
| (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 |
|      | • CZK 2,000 / € 80 per one request.   |      |
| (4)  | The fee for re-enrolment of an unfulfilled subject (or corresponding subject from a newly accredited study programme):  | N    |
|      | • CZK 2,300 / € 95 per one subject, maximally CZK 11,500 / € 475 per one semester.  |      |
| (5)  | The fee approval of a request for a third repetition (rector's) classification term:  | E, P |
|      | • CZK 2,300 / € 95 per one subject.   |      |
| (6)  | The 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 |
|      | • CZK 2,300 / € 95 per one subject.   |      |
| (7)  | The fee for registering for an examination date in the extended examination period (only for the combined and distance mode of study):  | N    |
|      | • CZK 1,200 / € 50 per one subject.   |      |
| (8)  | The fee for granting a request for an individual (extraordinary) appointment:   | E, P |
|      | • CZK 5,000 / € 200.  |      |
| (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 Education Act are exempt from this fee):  | E, P |
|      | • CZK 1,500 / € 60.   |      |
| (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 3,500 / € 140.  |      |
| (11) | The fee for the authorization of a certificate of completed subject (syllabus verification):  |      |
|      | • CZK 300 / € 10 per subject (up to a maximum CZK 3,000 / € 120 per one request), in case the student delivers the required subject syllabi in person (AMBIS does not print the document in this case),   | O    |
|      | • CZK 500 / € 20 per subject (up to a maximum CZK 5,000 / € 200 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 AMBIS:   | P, O |
|      | • CZK 400 / € 16.   |      |
| (13) | The fee for sending a 2 <sup>nd</sup> reminder of unpaid fee:   | N    |
|      | • CZK 1,000 / € 40 (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 2026/2027 and later:
- CZK 2,000 / € 80,
- associated with the additional setup of an online support package for students who commenced their studies in the academic year 2026/2027 and later:
- CZK 2,000 / 80 €,
- associated with the additional setup of an online support package for students who commenced their studies in the academic year 2025/2026 and later:
- CZK 3,000 / 120 €,
- associated with the additional establishment of an online support package for students who started their studies in the academic year 2024/2025:
- CZK 7,000 CZK / € 280,
- other:
- CZK 2,000 / € 80

## **Art. V**

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

- (1) The fee for additional registration of the thesis topic after the deadline set in the Academic Year Schedule; the fee is does not apply to change initiated by AMBIS: E, P
- CZK 2,700 / € 110.
- (2) The fee for submitting a request to edit the assignment of the final thesis after the deadline specified in the Academic Year Schedule; 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 2,500 / € 100.
- (3) The fee for approval to process the final thesis in a language other than Czech, Slovak, or English: E, P
- CZK 12,000 / € 480.
- (4) 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 4,500 / € 200.
- (5) The 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 / € 60 per document.
- (6) Fee for each oral exam in a vocational subject of the state final state exam or defence of the final thesis in September/October term: N
- CZK 2,400 / € 100 per each subject or defence (up to a maximum CZK 7,200 / € 300 per one request).

- (7) Graduation registration fee (includes the participation of the graduate and his family and other guests): N
- CZK 800 / € 35.
- (8) The fee for sending the diploma / diploma supplement or its duplicate / identical copy by post: P
- CZK 500 / € 25.
- (9) 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 1,200 / € 50.

### **Art. VI**

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

- (1) The fee connected with the issuing of a duplicate student's card: E, P
- CZK 200 / € 10.
- (2) The fee associated with the issuing of a new diploma or diploma supplement in cases pursuant to Section 57a, paragraph 2 of the Higher Education Act: E, P
- CZK 1.000 / € 40 per document.
- (3) The fee associated with the issuance of a duplicate of a diploma or diploma supplement:
- CZK 1.100 / € 50 per document.
- (4) The fee connected with the issuing of a certificate on passed exams (transcript of records): E, P
- CZK 1.100 / € 50 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) 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) 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 Amending and Supplementing 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 2026/2027.

### **Art. IX Final Provisions**

- (1) For the purposes of this measure, where "fee" is mentioned, it also means "fee associated with studies at a private higher education institution" within the meaning of the relevant provisions of Act No. 111/1998 Coll., on Higher Education Institutions and Amending and supplementing Other Acts (the Higher Education Act), as amended.
- (2) 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 2026/2027 academic year.

### **Art. X Distribution List**

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