



Provision No. 69 by the Dean of the Faculty of Science, USB

On establishing fees for chargeable administrative acts from 25 September 2014

Administrative acts and documents that students are entitled to according to Act No. 111/1998 Coll. on Higher Education Institutions, or according to other standards, are provided by the Faculty free of charge as part of the gratuitous access to education. Chargeable administrative acts are provided by the Faculty on the basis of a student's application and will be charged to compensate for the actual expenses incurred by administering the service, or to contribute to a part of the expenses related to the cost of materials and to the wages for the average time needed to conduct the act requested.

This ruling establishes the fee for each chargeable act. See list below.

Applications for conducting an act are submitted to the Students' Affairs Department along with a receipt of payment of the fee (either in cash at the cash desk of the Faculty of Science, USB, or by bank transfer to the account of the Faculty of Science, USB – more detailed information about bank transfers is available on the website of the Faculty of Science).

The amount of fee for a particular act is stipulated as follows:

1	Application for an additional change of an enrolment already carried out within six weeks after the beginning of tuition in the respective semester (cancellation of the enrolment for a course, adding another enrolment after the beginning of the semester, for one application regardless of the number of changes ¹).	80 CZK
2	Application for an additional change of an enrolment already carried out (cancellation of enrolment on a course, adding another enrolment on a course) after the period stipulated for this reason (see Point 1).	150 CZK

¹ Cancelling the enrolment on a course that was cancelled by the respective lecturer / department / institute is free of charge if the student presents his / her record book for striking off by the end of the examination period of the semester in which the course was supposed to be held, along with a confirmation of the respective lecturer / head of department, or as the case may be, the resp. institute proving that the course was cancelled.

Included in the gratuitous cancellation of the enrolment for a course that was cancelled by the respective lecturer / department / institute, the applicant may enrol for any number of other courses provided that this is conducted within six weeks after the beginning of the semester and simultaneously with the cancellation of the enrolment for a course that was cancelled.



	The application must provide adequate reasons, and the application submitted is assessed by the vice-dean for students' affairs.	
3	Application for an enrolment to be carried out after the deadline stipulated²	200 CZK
4	Application for allowing an enrolment without a prior pre-enrolment.	200 CZK
5	Application for allowing an additional inspection after the deadline stipulated – see footnote No. 2.	200 CZK
6	Application for extending the examination period – see footnote No. 2.	200 CZK
7	Application for issuing a record of examinations taken	150 CZK
8	Application for issuing a copy of the diploma	250 CZK
9	Application for issuing a replacement student's record book in the event that the record book was lost or destroyed	400 CZK
10	Application for issuing a Diploma Supplement, to graduates who completed their study at the Faculty of Biology of the University of South Bohemia before 1 January 2005: - Diploma Supplement for the Bachelor's degree course - Diploma Supplement for the Master's degree course	1500 CZK 1200 CZK
12	Attending to any other application for chargeable administrative acts, except for: - an application to acknowledge courses of the output minimum of a Master's degree course that the student completed during his/her Bachelor's degree course (this application is dealt with free of charge); - administrative acts related to rigorosum proceedings (the fees for these acts are dealt with by a separate directive).	150 CZK

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² In the event that a medical certificate giving sufficient reasons for the application for extending the enrolment deadline is submitted, the vice-dean for students' affairs may exempt the applicant from the fee.