



Ref. No. JU/09/00270/24

Vodňany, 29th January 2024

Dean's Measure No. 2/2024
Price List of Payments to the FFPW USB Students and
Graduates or to Other Persons for Administrative and Other
Activities.

- 1) I hereby issue a price list of payments for administrative activities provided to students and graduates of the FFPW USB, or other persons. The price list follows the USB Quaestor's Measure No. K 161 of 12th December 2023.
- 2) In case of uncertainty whether it is an administrative or other activity subject to payment according to this Measure for students or graduates of the FFPW USB, the Vice-Dean for Study Affairs of the Faculty decides.
- 3) The Dean of the Faculty may, in justified cases, waive payments for administrative and other activities. This applies in particular to fees associated with habilitation and professorship proceedings.

This Measure will become effective on 29th January 2024.

After the entry into force of this Measure, the Dean's Decision No. 23/2021 is canceled.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of FFPW USB

Annex: Price list of activities



Annex to the Dean's Measure No. 2/2024

PRICE LIST

of payments for administrative and other activities provided to students and graduates of the FFPW USB, or other persons

Name of the activity	Amount in CZK
Submission of an application to change the form of study, change the model study plan of the given study program, or admission to another study program	700,-
Submission of an application according to the point above, when the change in the form of study, model study plan, or study program is implemented at the initiative of the Faculty, e.g. in connection with a change in the accreditation of the study program, or in the case when the applicant is a student to whom the provisions of Articles 11 to 13 of the USB Study and Examination Regulations apply (a student parent, a sports representative or a student with other specific needs)	0,-
Issuance of a duplicate: - university diploma - diploma supplement, or certificate	1 000,- 1 000,-
Issuance of a new document to a graduate (if the graduate proves that he/she was assigned a new birth number or was allowed to change his/her name or surname): - university diploma - diploma supplement, or certificate	1 000,- 1 000,-
Issuance of a new document to a graduate according to the previous point, if the applicant proves that the change of data was authorized or carried out due to the initiation or termination of treatment for gender change	0,-
Material expenses for services related to graduation	700,-
Preparation of confirmation of the content of the study (one confirmed course syllabus, statement of the scope or content of one semester of completed internship, etc.) - for each item - maximum for studies	50,- 1 500,-
Other requests/requirements of students not listed above	0,-
Start of the habilitation procedure (§ 72 of the Higher Education Act) - for employees/workers of the FFPW USB - others	0,- 15 000,-
Start of the procedure for professor's appointment (§ 74 of the Higher Education Act) - for employees/workers of the FFPW USB - others	0,- 15 000,-