

University of Chemistry and Technology, Prague	
Directive	No. A/S/961/4/2026
Subject	Rules for entering fees for extended term of study and procedure for appeal against decision on assessing a fee
Applicability	Departments 963, 974, 940, 832, 150, 251, 352, 453
Effective from	1 September 2026
Effective to	Unlimited
Revision	Once a year
Cancelled	A/S/961/13/2025
Prepared by	Department of Education – 963
Issued by	Prof. Ing. Milan Pospíšil, CSc.

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

Article 1 Introductory provisions

1. The aim of the directive is to specify the rules and procedures for entering, record keeping and administration proceedings for fees related to study under Section 58 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts, as amended (hereinafter referred to as the 'Higher Education Act'), as amended (hereinafter referred to as the 'Act'), Article 23, Para 2 and Article VI (1) of Annex No. 2, 'Amounts of Fees Related to Study at UCT Prague', the internal regulation 'Statute of UCT Prague' (hereinafter referred to as the 'Statute').

Article 2 Definition of terms and acronyms

1. **MEYS** – Ministry of Education, Youth and Sports
2. **CISR** – Combined information of student registers
3. **SIS** – Study information system used at UCT Prague
4. **SER** – Study and examination rules of UCT Prague
5. **LL** – Lifelong learning
6. **SFE** – State final examination
7. **ECTS** – European Credit Transfer System

Article 3
Obligation of payment for extended term of study

1. The obligation to pay a fee for extended term of study occurs when as at the first day of the second month of the semester the student's total duration of study has exceeded the standard term of study by more than one year.

	Standard term of study	+ 1 year	+ 2 years and more
3-year Bachelor's study	1095	1460	1825
4-year Bachelor's study	1460	1825	2190
Follow-up Master's study	730	1095	1460

Article 4
Definition of fee amount

1. The fee amount for the academic year is annually set forth in compliance with Article 23 of the Statute of UCT Prague. The base for setting the fees related to study under Section 58, Para 2 of the Higher Education Act is issued by the MEYS, <https://www.msmt.cz/vzdelavani/vysoke-skolstvi/financovani-vysokych-skol>.
2. The fee amount for the following academic year is published by the Rector's decree.
3. The calculation and preparation of the decree is ensured by the Department of Education usually within 14 days from publishing of the base by the MEYS.
4. The decree is published on the websites of UCT Prague no later than on the last day of the deadline for submitting applications for study.

Article 5
Assessing of fee for extended term of study

1. In compliance with Article 3 hereof and the data from CISR, the Department of Education enters a record in SIS on origination of fee payment obligation for all students who are obliged to pay such fee.
2. Fees input to SIS for winter semester:
 - a) for students in the second and higher year of study and for students re-enrolled in the first year, the fees are entered no later than the before the start of the classes and are always payable within 90 days.
 - b) for first year students the fee, if applicable, is entered in SIS after publishing of the CISR data as at 31 October no later than 30 days after their publishing and is payable within 90 days.
3. Fees for summer semester are entered in SIS based on CISR data as at 31 October no later than by 15 January and are payable within 90 days.

Article 6

Fees for study in a foreign language

1. Fees for study in foreign languages are entered by the Department of Education in collaboration with faculties, the Department of International Relations and an employee responsible for study at faculties within the framework of LLL.
2. The fee is usually assessed once, always for the entire academic year. Exceptions may be made in particular in cases according to Para 3 of Article 6.
3. In case the student has not fulfilled or is yet to fulfil the following study obligations, the fee may be assessed in the following way:
 - a) a subject from both the winter and summer semesters + final thesis – a fee will be assessed for both semesters in full amount,
 - b) a subject from the winter semester + submitting final thesis – a fee will be assessed for the winter semester. If the student fails to complete their studies in February, a fee will be assessed for the summer semester;
 - i) failure to complete the required amount of ECTS and submitting final thesis – a fee will be assessed for the summer semester,
 - ii) final thesis not submitted – a fee will be assessed at $\frac{1}{2}$ of the amount allocated to the summer semester,
 - c) the student has not submitted the final thesis – a fee will be assessed at $\frac{1}{2}$ of the amount allocated to the given semester.
4. The decision on fees is issued by the Dean, the due date must be at least 90 days.

Article 7

Decision on assessing a fee

1. The decision on assessing a fee for the winter semester for the students of the second and higher year and for student re-enrolled in the first year is issued by the faculty's Dean's Office no sooner than on the day of enrolment, the due date must be at least 90 days.
2. The decision on assessing a fee for the winter semester for the students to whom the fee record is entered under Article 5, Para 2, letter b) is issued by the faculty's Dean's Office no later than by December 31, allowing for at least 90 before the due date.
3. The decision on assessing a fee for the summer semester is issued by the faculty's Dean's Office no sooner than on the day of enrolment in the subsequent part (summer semester) of study, the due date must be at least 90 days.
4. In case of students who are assumed not to be enrolled in the summer semester, the issuing of the decision is put on hold. This is always done in cooperation with the Department of Education.
5. The faculty shall inform the Department of Education of the cases under Para 4 of this Article. The responsible employee of the Department of Education shall remove the already entered fee from SIS and, if necessary, ensure update of other information in interrelated systems.

Article 8

Payment details and payment method

1. Payment details are defined in the decision on the assessment of the fee. The creation of a variable symbol to identify payments generated in SIS is specified in Circular No. B/O/963/03/2022.
2. Fees related to study can be paid by a QR code, by card directly from SIS or by cashless transfer to the UCT's bank account.

Article 9

Checking payment of fees and the procedure for fee recovery

1. The Department of Education in cooperation with the faculty perform ongoing checks of fee payments.
2. If it is identified that a fee has not been paid and no appeal proceedings against the decision on assessing the fee have been started, the faculty shall send to the student a request (e-mail) in SIS for payment of the fee – **Annex 1 – Specimen request for payment.**
3. If the fee has not been paid and the student does not actively respond, the Department of Education will prepare the information for the lawyer of UCT Prague to draw a final demand notice.
4. The Department of Education will make sure the final demand signed by the lawyer of UCT Prague is sent out. Letters to graduates or students whose studies were terminated without graduation are sent via SIS or to the address that such persons have indicated as their contact address in SIS.
5. If the fee has not been paid and the student does not actively respond, the Dean may start the proceedings on suspension of study <https://www.vscht.cz/uredni-deska/vnitri-predpisy>.

Article 10

Procedure in case of appeal against decision on assessing a fee

1. The student may appeal in writing against the decision on assessing the fee within 15 days from delivery of the decision. For the appeal, the student shall always use the form in **Annex 2 – Appeal against a Decision on fees for extended term of study.**
2. Students shall submit their appeal against a decision on assessing a fee to the Rector through the Dean of the respective faculty. The appeal shall include relevant documents proving the facts based on which the student appeals. These are namely medical reports, confirmation of social allowances, confirmation by the faculty of a scholarship granted for excellent study results etc. The Dean shall always provide their statement on the student's appeal and shall propose the result of the appeal.
3. The faculty sends the appeal with the reasoned proposed result to the Department of Education, who will ensure further processing in compliance with Article 23 and Article VI (8,9) of Annex 2, 'Amounts of Fees Related to Study at UCT Prague', the Statute of UCT Prague.
4. In case of proposed reduction, deferral or division of the fee in several payments, the amount and payment dates will always be proposed by the faculty.
5. In compliance with the appeal proceedings, the Department of Education shall issue 3 counterparts of the decision on the result of an appeal, where:

- a. the first original copy will be handed over to the faculty's Dean's Office,
 - b. the second original copy will be recorded by the Department of Education,
 - c. the third original copy will be delivered to the student in accordance with Para 6 below.
6. The decision on the result of the appeal is sent to the student through SIS; the Department of Education is responsible for it.
 7. Any changes to the assessed fee or its due date are made in SIS by the Department of Education.

Article 11

Cancelation of fee in case of termination of study

1. In case of termination, suspension or withdrawal from study, the Dean's Office shall always check if the student has any fee defined for the following semester and, if necessary, ensures its further processing in cooperation with the Department of Education.
2. If the student does not enrol or is not allowed to enrol in the next semester due to failure to meet the requirements of the SER and proceedings regarding termination of study have started, this is a reason to cancel the entered fee in SIS.

In Prague, on 29 June 2026

Prof. Ing. Milan Pospíšil, CSc.
Rector

Annex 1 – Specimen payment request (e-mail reminder)

E-mail reminder

Subject: **Reminder**

Dear Mr/Ms..... ,

We have not received yet the payment of CZK xx.xxx as the fee for the Bachelor's/Master's/Doctoral study with due date on xx.xx.xxxx.

If the due amount is not paid within 15 days from today, the Dean may start the proceedings of suspension of the study according to Article 12, Para 10 of the Study and Examination Rules as amended. Please note that the suspension of study due to this reason does not release you from the obligation to pay the fee.

Regards,

.....

Appeal against a Decision on fees related to studies in a foreign language (hereinafter referred to as the 'Decision')

Surname, name: Date of birth:

Contact address:

Reference No. of the Decision: dated:

Faculty: Year of study: Study programme:

Hereby I appeal against the Decision and I request (mark the applicable option):

waiver of the fee **reduction of the fee** **deferral of the fee** **division of the fee in several payments**

For the following reasons (mark the applicable option):

extraordinary difficult social, health or family situation (brief reason needs to be documented by eg a medical report, confirmation of receipt of social benefits, death certificate in case of parent's death etc)

receipt of social scholarship or scholarship to a student studying in a foreign language in order to support study in the Czech Republic (to be documented by the faculty's or Department of International Relations' relevant decision)

extraordinary professional or social representation of UCT Prague (to be documented by confirmation by the faculty)

payment of fee for study in a language and professional preparatory programme within lifelong learning preparing for study in study programmes accredited at UCT Prague in this academic year

other extraordinary reasons (describe below)

Attached documents:

Date:

Student's signature:

Dean's recommendation in the matter:

I recommend to charge the assessed fee

I recommend to waive the fee

I recommend to reduce the fee to:

I recommend to defer the fee until:

I recommend to divide the fee in the following payments:

Date:

Dean's signature:

Rector's decision in the matter:

Date:

Rector's signature: