

<b>University of Chemistry and Technology, Prague</b>	
Directive	Decree No. A/V/961/9/2019
Subject	<b>Rules for entering fees for extended term of study and procedure for appeal against decision on charging a fee</b>
Applicability	Departments 963, 974, 940, 832, 150, 251, 352, 453
Effective from	01. 12. 2019
Effective to	Unlimited
Revision	Once a year
Cancelled	-
Prepared by	Department of Education - 963
Issued by	Prof. Ing. Karel Melzoch, CSc.

### **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 with study under Section 58 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments of and Supplements to Other Acts, as amended (hereinafter the “Higher Education Act”), Article 23 of the Statute of the University of Chemistry and Technology, Prague (hereinafter the “Statute”) and Articles 4 through 8 of the internal regulation Provisions on Fees Related to Study at UCT Prague.

### **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
5. **LL** – Lifelong learning

**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.

	<b>Standard term of study</b>	<b>+ 1 year</b>	<b>+ 2 years and more</b>
3 year bachelor study	1095	1460	1825
4 year bachelor study	1460	1825	2190
Follow-up master 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 based on the document Basis for Charging Study Related Fees Under Section 58 paragraph 2 of the Higher Education Act (Základ pro stanovení poplatků spojených se studiem podle § 58 odst. 2 zákona o vysokých školách) 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**  
**Charging of fee for extended term of study**

1. In compliance with Article 3 hereof and the data from SIMS, the Department of Education enters a record in the 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 of 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 always with the due date of December 31.

b) for first year students the fee, if applicable, is entered in SIS after publishing of the SIMS data as at October 31, i.e. no later than 14 after their publishing, with due date March 31.

3. Fees for summer semester are entered in SIS based on SIMS data as at October 31, no later than by December 31, with due date April 30.

## **Article 6**

### **Decision on charging a fee**

1. The decision on charging 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 Dean's Office no later than by September 30, allowing for at least 90 days before the due date.
2. The decision on charging a fee for the winter semester for the students to whom the fee record is entered under Article 5 paragraph 2 letter b) is issued by the Dean's Office no later than by December 31, allowing for at least 90 before the due date.
3. The decision on charging a fee for the summer semester is issued by the Dean's Office no later than by January 31.
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. In case of students who have been issued a decision on fee for the summer semester but they don't enrol in the summer semester, the fee proceedings shall be terminated ex officio.
6. The faculty shall inform the Department of Education of the cases under paragraphs 4 and 5 of this Article. The respective employee of the Department of Education shall remove the already entered fee from the SIS and, if necessary, ensure update of other information in interrelated systems.

## **Article 7**

### **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 charging the fee have been started, the faculty shall send to the student a request (e-mail) in SIS for payment of the fee – **Attachment 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.
4. The Department of Education will make sure the final demand signed by the lawyer of UCT Prague is sent to the contact address stated in SIS. The document is always sent as a letter with confirmation of receipt. If the document fails to be delivered, a notification of the possibility to receive the document will be placed on the official notice board of UCT Prague as well as on the electronic official notice board <https://www.vscht.cz/uredni-deska/dorucovani-verejnou-vyhlas kou>. The document shall be deemed delivered on the fifteenth day of such publishing on the notice board.
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 8**

### **Fees for study in a foreign language**

1. The fees for study in a foreign language are entered by the Department of Education in cooperation with the faculties, the Department of International Relations and the person in charge of study at faculties within life-long learning.
2. The fee is charged as a single fee, always for the entire academic year.
3. The decision on the fee is issued by the Dean's Office, the due date shall be at least 90 days.

## **Article 9**

### **Procedure in case of appeal against decision on charging a fee**

1. The student may appeal in writing against the decision on charging the fee within 30 days from delivery of the decision. For the appeal, the student shall always use the form **Attachment 2 – Appeal against a Decision on fees for extended term of study**.
2. Students shall submit their appeal against a decision on charging 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 his/her 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 of 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 2 counterparts of the decision on the result of an appeal, where:
  - a. upon prior agreement with the student, one original is demonstrably handed over through the Dean's Office to the student or sent by letter with confirmation of receipt by the provider of post services to the student's contact address stated in the SIS,
  - b. records of the second original are kept by the Department of Education,
  - c. a copy of the decision stays in the Dean's Office of the faculty; in case of foreign students studying in a foreign language, another copy of the decision is handed over to the Department of International Relations.
6. Any changes to the charged fee or its due date are made in the SIS by the Department of Education.

## **Article 10**

### **Cancellation 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 the SIS.

Dated in Prague, November 27, 2019,

prof. Ing. Karel Melzoch, CSc.  
Rector

**Attachment 1 – Specimen payment request** (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/ master/ 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 paragraph 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 for extended term of study

Surname, name ..... Date of birth.....

Contact address .....

Reference No. of the decision on fee ..... Dated.....

Faculty ..... Year of study..... Study sub-programme.....

Hereby I appeal against the decision on charging a fee for exceeded term of study and I request (mark the appropriate 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 appropriate option):

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

☐ receipt of social scholarship or scholarship for study results at UCT Prague (to be documented by the faculty's decision)

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

☐ 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 due date 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: .....