



Ref. No. JU/09/02333/21

Vodňany, 3<sup>rd</sup> May 2021

**Dean's Measure No. 23/2021**  
**Price list of payments for extraordinary and above-standard  
administrative acts provided to students and graduates of the  
FFPW USB, or other persons**

- 1) I hereby issue a price list of payments for administrative acts provided to students and graduates of the FFPW USB, or other persons. The price list follows the USB Quaestors' Measure No. K 5 of 1<sup>st</sup> October 2004 and the Supplement K 13 of 2006.
- 2) In case of uncertainty whether it is an administrative act within the services provided in connection with full-time study in an accredited study program, or it is an above-standard unclaimable act, the Vice-Dean for Study Affairs of the Faculty decides on the payment.
- 3) The Dean of the Faculty may, in justified cases, waive payments for extraordinary and above-standard acts. This applies in particular to fees associated with habilitation and professorship proceedings.

This Measure will become effective on 1<sup>st</sup> September 2021.

After the entry into force of this Measure, the Dean's Decision No. 21/2011 is cancelled.

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

Annex: Price list of acts



## Annex to the Dean's Measure No. 23/2021

### PRICE LIST

of payments for extraordinary and above-standard administrative acts provided to students and graduates of the FFPW USB, or other persons

Name of the act	Amount in CZK	
Submission of an application for an unclaimable administrative act by a student	200,-	
Issuance of a duplicate: - Diploma only - Diploma Supplement only - Plus for each subject Diploma Supplement, which is not in IS / STAG - Diploma including Diploma Supplement	300,- 300,- 100,- 500,-	
Issuance of a duplicate of the Study Report (Index)	200,-	
Material expenses for services related to graduation	500,-	
Standard confirmation of ongoing study	0,-	
Specific certificates of study for state administration authorities, employers, etc.	150,-	
Any confirmation of performed exams that cannot be generated from IS STAG - for one exam - maximum	50,- 500,-	
Start of the habilitation procedure (§ 72 of the Higher Education Act) - for employees / workers of the FFPW USB - others	0,- 2 000,-	
Start of the procedure for professor's appointment (§ 74 of the Higher Education Act) - for employees / workers of the FFPW USB - others	0,- 3 000,-	