

The Ministry of Education, Youth and Sports registered in accordance with Section 87 par. 1 a), Section 36 par. 2 and par. 4, and Section 41 par. 2 of Act no. 111/1998 Coll., on Higher Education Institutions and Amending Other Acts (the Higher Education Act), as amended, on 1st January 2020 the Rules of study-related fees of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. under ref. MSMT-32404/2019-2.

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Director of Higher Education Department

ŠKODA AUTO VYSOKÁ ŠKOLA o. p. s.
Rules of Study-related Fees

ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.

Rules of Study-related Fees

Article I: Introductory Provisions

1. The Rules of Study-related Fees of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. (hereinafter referred to as the “Rules”) are internal regulations of ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. (hereinafter referred to as “ŠAVŠ”). The Rules are issued in accordance with Section 17 (1) (k) of Act No. 111/1998 Coll., on Higher Education Institutions and Amending Other Acts, as amended (the Higher Education Act) (hereinafter referred to as the “the Act”) and apply to all students of Bachelor's and Master's degree programmes offered by ŠAVŠ.
2. ŠAVŠ is a private higher education institution within the meaning of the Act.
3. A private higher education institution is at the highest level of the education system just as public higher education institutions are, and its activities are governed by the law.
4. Under this internal regulation, the private education institution defines the fees related to study in accordance with Section 59 of the Act.
5. Study-related fees paid by students typically cover only part of the costs of educational and creative activities of ŠAVŠ. To cover all the costs of its activities, ŠAVŠ has to use other sources.

Article 2: Types of Fees

1. If the Ministry of Education, Youth and Sports (hereinafter referred to as the “Ministry”) does not provide a subsidy to ŠAVŠ to provide the accredited study programmes according to Section 40 (2) of the Act, ŠAVŠ is obliged to acquire the resources for its educational and creative activities in accordance with Section 40 (1) of the Act, including through study fees.
2. ŠAVŠ has set the following types of study-related fees:
 - a. study fee, i.e. a contribution to cover study-related costs (hereinafter referred to as the “tuition fee”),
 - b. administrative fees, i.e. contributions to cover costs associated with administrative activities of ŠAVŠ,
 - c. fees for above-standard and extra services.

Article 3: Contribution to Cover Study-related Costs (Tuition Fee)

1. Contributions to cover study-related costs (tuition fee) collected from the students typically cover only a part of study-related costs. To cover all its costs, ŠAVŠ must seek other private sources.
2. The tuition fee may differ based on the study programmes, modes of study and language of study.
3. The tuition fee amount is set by a Rector's directive published in the Academic Information System (hereinafter referred to as the “AIS”).
4. Specification of the tuition fee takes into account the tuition fee amount of other institutions providing similar services as well as the offered value of studies at ŠAVŠ, particularly the employability of graduates.
5. The tuition fee is paid for study programmes taught in Czech typically for each semester based on student enrolment in the corresponding study programme of the given mode of study.
6. The tuition fee is paid for study programmes taught in English typically for each academic year based on student enrolment in the corresponding study programme of the given mode of study.
6. It is possible to arrange the payment of tuition fees in instalments with an instalment calendar for an administrative fee.

Article 4: Administrative Fees

1. Administrative fees are a contribution to cover the costs related to the different administrative operations related to studies. The fees are collected in addition to the tuition fee.
2. The basic types of administrative fees include:
 - a. a fee for the admission procedure and related operations,
 - b. a fee for the student card,
 - c. a fee for a payment schedule approval,
 - d. a fee for enrolment cancellation,
 - e. a fee for an extraordinary date of enrolment,
 - f. a fee for administrative tasks related to solving delayed payment of the tuition fee
3. The specification of the fees amounts takes into account the administrative costs, other cost implications and the regulatory function of the fees.
4. The fee amounts are set by a Rector's directive published in the AIS.

Article 5: Fees for Above-standard and Extra Services

1. Fees for above-standard and extra services cover the costs of above-standard and extra services related to study
2. Fees for above-standard and extra services include:
 - a. a fee for an extraordinary date of final state examination,
 - b. a fee for accommodation reservation and issuing receipt for visa purposes,
 - c. a fee for sending documents via international courier service,
 - d. a fee for assistance in recognition of previous foreign education (nostrification),
 - e. a fee for approval of thesis defence in English if the study programme was in Czech.
3. During the regular course of their studies, students do not have to use any above-standard and extra services.
4. The specific amount of the fees is set by a Rector's directive published in AIS.

Article 6: Decision on the Assessment of a Fee

5. The decision on the assessment of fees is governed by Section 68 of the Act, and students may file an appeal against the decision within 30 days of its notification.
6. Appeals are to be delivered through the Study Affairs Department of ŠAVŠ for fees under Article 3, 4 and Article 5, par. 2 a) and e) and through the International Office of ŠAVŠ for fees under Article 5 par. 2 b) through d).
7. Appeals are decided upon by the Rector based on the recommendation of a committee consisting of the Bursar and Vice-Rector for Study Affairs for fees under Article 3, 4 and Art. 5, par. 2 a) and e) and a committee consisting of the Bursar and Vice-Rector for International Relations for fees under Article 5 par. 2 b) through d).
8. There is no legal entitlement to a waiver or reduction of the assessed fee.

Article 7: Currency and Method of Payment of Fees

1. Fees are paid in the currency of the Czech Republic, Czech crowns (CZK).
2. Fees are paid by students through wire transfer to the account of ŠAVŠ published on the official notice board.

Article 8: Final Provisions

1. This internal regulation was approved by the Academic Board on 18/11/2019.
2. This internal regulation repeals the internal regulation "Study Fees" registered with the Ministry on 31st August 2017 under ref. MSMT-14995/2017-2.
3. The provisions on study programmes mentioned in these Rules are to be reasonably applied to studies in ŠAVŠ study programmes accredited before 1st September 2016, the date of effect of Act No. 137/2016 Coll.
4. This internal regulation becomes valid in accordance with Section 36 (4) and Section 41 (2) of the Act upon registration by the Ministry.
5. This internal regulation comes into effect on the day following the day of registration by the Ministry.