Charles University
Faculty of Pharmacy in Hradec Kralove

Dean's Directive No. 5/2025

Fees, payments and charges collected at the Faculty of Pharmacy in Hradec Kralove

Part I
Fees

Article 1
Fees for Study

1. The amount of fees for:
   a) acts related to the admission procedure[1] to study programmes carried out at the Faculty of Pharmacy in Hradec Kralove (hereinafter referred to as „the Faculty"),
   b) study programmes in a foreign language[2] and
   c) longer study[3]

   is established on the basis of Act No. 111/1998 Coll., on higher education institutions and on amendments to other acts (hereinafter referred to as the „Higher Education Act") and the Constitution of Charles University (hereinafter referred to as the "Constitution of CU").
2. With reference to Article 2(1) of Annex 2 to the Constitution of CU, no fee is charged or collected for acts related to the review of compliance of education completed abroad with regard to the fulfilment of the requirements for admission to study.

Article 2
Fee Paid in Connection with Submission of an Application for the State Rigorosum Examination and Payments Connected with the Use of Facilities and Information Technologies

1. The amount of the fee connected with the submission of an application for the State Rigorosum Examination, which is not part of the study, and with the organisation of the examination, as well as the amount of payments connected with the use of facilities and information technologies necessary for the preparation for the examination, provided that he has accepted the services offered, is determined on the basis of the Higher Education Act, the Constitution of CU and the Rigorosum Examination Code of Charles University (hereinafter referred to as the "Rigorosum Code of CU")[4] in Annex 1.
2. Shall the applicant's request for recognition of a diploma or dissertation thesis as a rigorosum thesis not be granted and the applicant decides to terminate the rigorosum procedure, the fee specified in paragraph 1 of this article is reimbursed to the applicant, reduced by CZK 2,500, based on his written

[1] S. 58(1)(2) of the Higher Education Act and Art. 1 of Annex 2 to the Constitution of CU
[2] S. 58(4) of the Higher Education Act in connection with Art. 4(1) of Annex 2 to the Constitution of CU
[3] S. 58(3) of the Higher Education Act and Art. 3 of Annex 2 to the Constitution of CU
[4] S. 46(5), second and third sentences of the Higher Education Act, Art. 32 of the Constitution of CU and Art. 6(1)(2) of the Rigorosum Code of CU.

request, to the bank account stated in this request within 15 days from the request. Fees and payments under this article are otherwise non-refundable.

3. The fee may be waived by the Dean of the Faculty following a written request of the Faculty's doctoral study programme graduate, who duly completed his doctoral studies with a successful dissertation theses defence within 5 years from the beginning of his study. The time of interrupted study is included in this period.

Article 3
Fees Related to the Procedure for the Granting of Associate Professorship and Full Professorship

The amount of the fee for acts related to the procedure for granting of associate professorship[5] and full professorship[6] is determined on the basis of the Higher Education Act and the Code of Procedure for the Granting of Associate Professorship and Full Professorship of Charles University (hereinafter referred to as the "Code of Procedure for the Granting of Associate Professorship and Full Professorship of CU").

Article 4
Payment of Fees

1. Fees and payments under this article shall be paid by wire-transfer to the Faculty bank account, number 153149586/0300 for payments held in Czech crowns, or 166595745/0300 for payments held in euros. The fee for the admission procedure referred to in Art. 1(a) may also be paid online by card.
2. When transferring the funds, specific and variable symbol, which can be found on the Faculty website, is to be indicated.

Part II.
Payment for Lifelong Learning

Article 4

1. The amount of payment for Lifelong Learning Programme held at the Faculty is calculated in accordance with the Higher Education Act and the Rules for Lifelong Learning of Charles University (hereinafter referred to as the "CU Rules for Lifelong Learning")[7] and is set out in Annex 2 to this directive.
2. The amount of payment for issuing a Certificate of Completion of a Lifelong Learning Programme is determined by the Rector's Directive[8].

Article 5
Payment of the payment

1. The payment shall be paid by wire transfer to the Faculty bank account in Czech crowns,
   a) number 153149586/0300 for courses within the University Clinical Pharmacy Centre,

[5] S. 72(16) of the Higher Education Act in conjunction with Art. 8 of the Code of Procedure for the Granting of Associate Professorship and Full Professorship of CU, according to which the fee for acts connected with the procedure of granting the Associate Professorship is CZK 2,000.
[6] S. 74(10) of the Higher Education Act, in conjunction with Art. 18 of the Code of Procedure for the Granting of Associate Professorship and Full Professorship of CU, according to which the fee for acts connected with granting Full professorship is CZK 5,000.
[7] S. 60(1) of the Higher Education Act in conjunction with Art. 6(2) of the CU Rules for Lifelong Learning.
[8] Rector's Directive issued on the basis of Article 6(3) of the CU Rules for Lifelong Learning.

b) number 153149607/0300 for other lifelong learning programmes held at the Faculty.

2. When transferring the funds, the specific and variable symbol, which can be found on the Faculty website, must be indicated.

Part III.
Charges for certain administrative acts collected from the students

Article 6

1. The list of administrative acts and the amount of charges collected from students for each act, calculated in accordance with the Constitution of CU and the Rector's directive[9], are set out in Annex 3 to this directive.
2. The amount of charges for acts related to violations of the library regulations, and certain other acts related to interlibrary loan services and international interlibrary loan services, and for printing and copying at the Faculty Centre for Scientific and Library Information (hereinafter referred to as "CSLI") is determined by the Dean's Directive[10].

Article 7
Charge collection

1. Each administrative act is done:
   a) at the request of the student,
   b) upon charge collection and
   c) on presentation of proof of charge collection.
2. Collection of charge for act is done:
   a) in cash during office hours at the Dean's Office cash desk; or
   b) by wire transfer or postal order to the Faculty bank account number 153149586/0300 for payments in Czech crowns, or to the account number 166595745/0300 for payments in euros.

Part IV.
Charges for certain administrative acts collected from non-students and contractual payments

Article 8

1. In accordance with the Higher Education Act, non-students include graduates and former students, candidates for the State Rigorosum Examination, participants and former participants in lifelong learning programmes, and other persons that demonstrate a legal interest.
2. Charges for administrative tasks from non-students and the contractual payments from all persons including students (not fees, payments and charges collected under Parts I to III) are set out in Annex 4 to this directive.

[9] Article 31(1) of the University Statutes in connection with Rector's Directive No. 24/2017.

[10] The list of fees and services at the CSLI is attached as Annex 1 to Dean's Directive No. 2/2017, the CSLI Regulations, issued on the basis of Rector's Directive No. 24/2016, Charles University Library Regulations, in connection with the provisions of Art. 4(7) of Act No. 257/2001 Coll., on libraries and the conditions for operating public library and information services (Library Act), as amended.

3. The amount of charges collected for acts related to violations of the library regulations, and certain other acts related to interlibrary loan services and international interlibrary loan services, and for printing and copying at the Faculty's Centre for Scientific and Library Information (hereinafter referred to as "CSLI") is determined by the Dean's Directive.[11]

Article 9
Collection of charges and payments

1. Each administrative act is done:
   a) at the request of the person,
   b) upon collection of charge or payment; and
   c) on presentation of proof of collection of charge or payment.
2. Charge or payment for acts is collected:
   a) in cash during office hours at the Dean's Office cash desk; or
   b) by wire transfer or postal order to the Faculty bank account number 53149586/0300 for payments in Czech crowns, or to the account number 166595745/0300 for payments in euros.

Part V.
Charge for the provision of information

Article 10

For the provision of information concerning the activities of the Faculty upon the request for information pursuant to Act No. 106/1999 Coll., on free access to information, as amended, charges are collected in accordance with the Rector's directive issued on the basis of this Act[12].

Part VI.
Final Provisions

Article 11

1. This directive repeals the Dean's Directive No. 17/2024.
2. This directive enters into force on the date of its signature and becomes effective on the date of its publication.

Annexes:

1. Fee Paid in Connection with Submission of an Application for the State Rigorosum Examination and Payment Connected with the Use of Facilities and Information Technologies
2. Payment for Lifelong Learning Programme
3. Charges for certain administrative acts for students
4. Charges for certain administrative acts for non-students and contractual payments

---

11

12 Art. 4(2) of Rector's Directive No. 41/2014, as amended by Rector's Directive No. 7/2020, chargé is not collected if the estimated charge for providing the information is less than CZK 100. The individual charges for the provision of information are set out in the list annexed to this Rector's Directive.

In Hradec Králové on April 1st, 2025

doc. PharmDr. Jaroslav Roh, Ph.D. Dean of the Faculty

Annex 1 - Fee Paid in Connection with Submission of an Application for the State Rigorosum Examination and Payment Connected with the Use of Facilities and Information Technologies

Item	Description	Price (CZK)
Fee paid in connection with submission of an application and organization of the State Rigorosum Examination	examination in Czech	**9,500,-**
	examination in English	**9,500,-**
Payment connected with the use of Information Technologies necessary for the preparation for the examination		**8,000,-**
Payment connected with the use of facilities necessary for the preparation for the examination		**7,000,-**

Annex 2 – Payment for Lifelong Learning Programme

Responsible dept.	Lifelong Learning Programmes		Price (CZK)
Study department	University of the Third Age – Man and medicine		**900,-/course**
	University of the Third Age - Archery		**1,600,-/course**
	Archery		**3,900,-/course**
	Medicinal plants – basic course		**3,500,-/course**
	Medicinal plants – 1 year course		**24,000,-/course**
	Medicinal plants in homemade cosmetics		**3,800,-/ course**
	Mineral substances in dietary supplements: how to understand them and how to choose the right ones		**3,800,-/ course**
	Introduction to Apitherapy		**1,800,-/course**
	Afternoon seminar with medicinal plants		**150,-**
	Christmas / Easter workshops for children		**350,-**
Department of Social and Clinical Pharmacy	Medical Information Centre		**1,900,-/training**
	University Clinical Pharmacy Centre		**according to current offer**
	University Clinical Pharmacy Centre Microcredentials: Education in the basic specifics of rational geriatric pharmacotherapy		**15,000,-/course**
Professional Language Training department	foreign language courses	2nd foreign language course	**1,000,-/semester**
		course FCE, CAE	**2,500,-/semester**
		course and exam UNICERT III	**3,900,-/course and, international exam**

Annex 3 – Charges collected from students for certain administrative acts and the amount of co-payment associated with schooling

Item	Description	Price (CZK)	
print and copies	colour	black and white	multicolour
	A4	**2,-**	**5,-**
	A4 both pages	**4,-**	**8,-**
foreign language study programme	co-payment for extra lesson: seminar, practical lesson	**1 000,-/hod.**	
	co-payment for extra lesson: consultation	**600,-/hod.**	
	additional payment for division of yearly fee in two payments	**200,- eur**	
co-payment associated with certain sports lessons	basketball	**100,-**	
	floorball advanced	**100,-**	
	self defense for women	**100,-**	
	volleyball	**150,-**	
	fitness exercises / dance aerobik	**100,-**	
	scooters	**100,-**	
	football / futsal	**100,-**	
	squash	**600,-**	
	spinning	**700,-**	
	climbing	**400,-**	
	swimming	**300,-**	
	tennis	**800,-**	
	zumba	**500,-**	

Annex 4 – Charges collected from non-students for certain administrative acts and contractual payments

Item	Description	Price (CZK if not otherwise stated)	
print and copies	colour	black and white	multicolour
	A4	**2,-**	**5,-**
	A4 both pages	**4,-**	**8,-**