



Directive for the establishment of the prices of
study fees

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*The Ministry of Education, Youth and Sports registered the **Directive for the Establishment of the Prices of Study Fees of Moravian Business College Olomouc** in compliance with § 36, Paragraph 2 and 4, § 41, Paragraph 2 and § 8, 7 Letter a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act) under Ref. No. MSMT-35195/2018 on the 13th of November, 2018.*

Directive for the Establishment of the Prices of Study Fees



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Article. 1 General Provisions

This directive determines the prices of fees for study-related administrative transactions, which can be done based on the Act No. 111/1998 Coll., on institutions of higher education and its amendments and supplementation in the form of further regulations (hereinafter referred to only as “the Act”), or in agreement therewith, to be charged to students and graduates of Moravian Business College (hereinafter referred to only as “MVSŮ”).

Article. 2 The establishment of the prices of study fees

1. Tuition Fee

The amount and the form of the tuition fee (hereinafter referred to only as “tuition”) and the deadline for its payment are governed by means of contract between the college and the student.

2. Fees for the administration of schedules of instalments

Transaction	Amount in CZK	Note
(two payments – by the date of enrolment and then on the 1st of February)	2 000 CZK	A request for the issuance of a schedule of instalments is to be submitted in writing to the Accounting Department on the “Request for a Schedule of Instalments” form. The application for the schedule of instalments must be submitted in the given academic year 10 days prior to enrolment at the latest and is always valid for one academic year; before enrolling into the next academic year, it is necessary to submit this request again. The approval of this request falls under the authority of the Deputy Director. It is usually approved for social reasons.
monthly schedule of instalments 10 payments – by the date of enrolment and thereafter on the 15th of October-June)	4 000 CZK	

3. Administrative-regulatory fees for study-related transactions

Transaction	Amount in CZK	Note
Re-examination by the Examination Board, a special date for a graded examination or a pass/fail oral “colloquium” or a written pass/fail credit test set by the Rector, or for a differential examination	2 000	It is necessary to make the payment before taking a graded oral examination or a pass/fail oral “colloquium” or a written pass/fail credit test
A further date for the fulfilment of study obligations (a graded oral examination or a pass/fail oral “colloquium” or a written pass/fail credit test) at the 2nd retake attempt	1 000	It is necessary to make the payment before taking a graded oral examination or a pass/fail oral “colloquium” or a written pass/fail credit test (If the overall study requirements are made up of several parts, the student pays only a single fee for all of them together)
An individual term for a graded examination or a pass/fail oral “colloquium” or a written pass/fail credit test, either for the first attempt or the first make-up retake attempt	1 000	By “individual term,” a date is meant which is scheduled at a different time than the standard terms set out by the instructor or a date scheduled outside of the examination



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An individual term for a graded examination or a pass/fail oral “colloquium“ or a written pass/fail credit test at the 2nd make-up retake attempt	2 000	period, during which the examination was supposed to take place. A decision to enable the student to take a graded oral examination or a pass/fail oral “colloquium“ or a written pass/fail credit test on an individually set date is completely within the competence of the instructor.
An individual date for the fulfilment of study obligations –particular requirements for the overall fulfilment of the requirements for a given subject (above all, for the completion of a term paper)	500	A decision to enable the student to fulfil particular study requirements within the framework of the overall requirements for the completion of a given subject on an individually set date is completely within the competence of the instructor.(it is necessary to agree to the individual term before the standard term set for the fulfilment of the given requirements).
Repetition of the state final examinations (hereinafter referred to only as “SFE“) - at the 2nd make-up retake attempt	2 500 for each thematic area of interest on the SFE and for the defence of a Bachelor’s thesis	It is necessary to pay the fee simultaneously when submitting the request to be allowed to take the SFE.
Repeated submission of the thesis (following an unsuccessful defence or after a revision of the thesis due to a lack of recommendations by its reviewers)	2 500	The fee must be paid at the latest by the time the thesis is submitted (this fee does not include the cost of the defence of the thesis)
A change to the assignment of the thesis (at the request of the student)	300	
Administrative application for conditional enrolment	1 000	
An alternative date for study enrolment	700	If the student does not show up, not even to the alternative term for enrolment and does not, within five days of the set date, submit a written explanation of the reason for absence, it means that the study program requirements have not been fulfilled and that the student’s studies will be ended IAW § 56 paragraph 1 letter b) of the Act
Administration of the request for a transfer to MVSO	500	
The arrangement and administration of a request for recognition of courses completed at another school	For 1 – 5 subjects, a further fee of 800 is to be paid for each of the further 1 – 5 subjects	The procedure for the acknowledgement of subjects taken at another school is set forth in the Study and Examination Regulations.
The administration of a request for an individual study plan	500	
An individual study plan/ semester	10 000	The procedure for the approval and the fulfilment of an individual study plan is described in the Directives governing individual study plans.
Individual Study Plan/ per one academic year	15 000	



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		The fee is payable after the approval of the individual study plan by both parties, to be paid at the latest at the time of the submission of the Supplement to the Request for an Individual Study Plan at the Study Department.
The issuing of a Duplicate of the Student Record Book ("index")	300	
The issuing of a duplicate of the diploma (graduation or degree certificate)/or diploma supplement	600	
The issuing of a notarised copy of the syllabus of one subject	20	
Graduation ceremony fee	950	

4. Administrative-regulatory fees for services provided by the centre for informational services and the department of operations and services

Transaction	Amount in CZK	Note
One A4-sized copy or printout of one page	2	
One double-sided A4-sized copy or printout	3	
One A4-sized scanned copy of one page	2	
Library membership registration	50	
Fee per week for exceeding the deadline for returning borrowed materials	30	
ISIC card, ALIVE card	350	
Duplicate of either the ISIC or the ALIVE card	150	
Annual validation of either the ISIC or the ALIVE card	250	

Article. 3 Method of payment

1. Fees can be paid by electronic transfer into Account No. 197621416/0300 or in cash at the MVS0 cash desk. The variable symbol to be used when making payments into MVS0's account is the student number without its first letter (for example: If the student number is M10245 -> variable symbol 10245.)
2. Proof of payment must be included with the request or presented in person before the requested service is provided.

Article. 4 Transaction Administration

1. The administration of fees IAW the schedules of instalments as well as fees for the graduation ceremony is executed by the Accounting Department.
2. The administration of fees for a second make-up retake attempt at a graded oral examination or a pass/fail oral "colloquium" or a written pass/fail credit test, a re-examination by a commission or a term set for an examination by the Rector, a graded oral examination or a pass/fail oral "colloquium" or a written pass/fail credit test done outside of the examination period and an individual term for the fulfilment of study obligations are all executed by the respective examiner.
3. The administration of fees connected with the Centre for Information Services and the Department of Operations and Services are executed by the employees of the Centre for Information Services.
4. The administration of fees for the second retake attempt of the FSE, the repeated submission of a thesis and other transactions are all carried out by the Study Department.



Article. 5 Final Provisions and Annulment of the Previous Directive

1. Exceptions to the provisions laid down in the text of this directive are in the competence of the Director.
2. The Director can, within the framework of making a decision in response to a student's request for the reassessment of a decision regarding the setting of a fee, lower the amount to be paid, waive the student the fee or postpone the deadline for its payment with a view in particular to the study results of the student, any health-related reasons and/or the social situation of the student.
3. The enactment of this new Directive annuls the previous Directive for the establishment of the prices of study fees at Moravian Business College Olomouc, registered with the Ministry of Education, Youth and Sports, dated the 20th of October 2016 under Ref. No. MSMT-13617/2016-3./