



PAN-EUROPEAN  
UNIVERSITY

*Ministry of Education, Youth and Sports registered, pursuant to Section 87(1)(a), Section 41(2) in conjunction with Section 36(2) and (4) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, under Ref. No. MSMT-...../2025- , the **Rules on Fees Connected with Studies** of Pan-European University, a.s., on the date of signature of the registration.*

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*Mgr. Vojtěch Tomášek*  
*Director of the Department of Higher Education*

## **RULES ON FEES CONNECTED WITH STUDIES**



## **Article 1**

### **Introductory Provisions**

1. Paneuropean University, a.s. (hereinafter the "University"), in accordance with Section 59 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter the "Act"), and Article 37(j) of the Statute of the University, issues this internal regulation, the Rules on Fees Connected with Studies, which stipulates the types of fees connected with studies at a private higher education institution, the rules for determining their amount, the method of payment, and their due dates at the University (hereinafter the "Rules on Fees").
2. The internal regulation, the Rules on Fees, is prepared by the Rector, who submits it to the Scientific Council of the University for discussion and approval and ensures its registration by the Ministry of Education, Youth and Sports (hereinafter the "Ministry").
3. The fee connected with studies intended to cover the costs associated with studies (hereinafter the "tuition fee") is the basic fee related to the right to participate in instruction within the enrolled study programme.
4. Other fees under this internal regulation relate to acts and services the University provides to the student outside instruction.

## **Article 2**

### **Tuition Fee**

1. The tuition fee is determined by a decision of the Board of Directors of the University.
2. The Board of Directors is authorised to determine by its decision the amount of the tuition fee and other fees connected with studies, or to change them. The decision of the Board of Directors is published through a directive of the Bursar entitled the Schedule of Fees, which is published on the Document Server of the University Information System (hereinafter the "UIS").
3. The student pays the tuition fee in the specific amount and on the specific dates set out in the Study Agreement.
4. Decisions on the reduction or remission of fees connected with studies or the postponement of their due dates are made by the Bursar.
5. A change in the amount of the tuition fee or the granting of a discount under paragraphs 2, 3 and 4 does not constitute an amendment to the Rules on Fees and does not create an obligation to resubmit this internal regulation for registration by the Ministry.

## **Article 3**

### **Fees Connected with Studies**

1. The University sets the following types of fees pursuant to Article 1(4) of these Rules on Fees:
  - a) Fee for the admission procedure to a bachelor's, follow-up master's and doctoral study programme,
  - b) Fee for issuing proof of study
    - i. Issuance of an identification card
    - ii. Duplicate of the identification/access card
    - iii.
    - iv. First issuance of a chip access card (ISIC/ALIVE)
    - v. Request for prolongation of card validity (ISIC/ALIVE) within the regular deadline
    - vi. Prolongation of card validity (ISIC/ALIVE) after the regular deadline
    - vii. Issuance of a new chip card (ISIC/ALIVE) – damage, loss
  - c) Fee for issuing a transcript/duplicate of a diploma or diploma supplement
  - d) Other fees
    - i. Fee for an individual study plan (ISP)
    - ii. Fee for enrolment in a higher year outside the deadline set by the academic year schedule
    - iii. Fee for enrolment after interruption of studies, except for enrolment for the state final examination
    - iv. Fee for sending the second and subsequent reminders for unpaid tuition fee instalments



- v. Fee for issuing a description of the content of an individual study course at the request of a student or graduate
  - vi. Fee for issuing a written transcript of examinations and credits at the request of a student or graduate
  - vii. Study obligation – examination/credit in the first resit
  - viii. Study obligation – examination/credit in the second and third resit
  - ix. Fee for transfer to another mode of study
  - x. Fee for a change of study group (not applicable to first-year students during the first month of study).
2. The fees listed in paragraph 1 are payable upon submission of the application or upon the performance of the charged act.

#### **Article 4** **Final Provisions**

1. These Rules on Fees were discussed and approved by the Scientific Council on 17 June 2025, in accordance with Article 15(4)(h) of the Statute of Paneuropean University, a.s.
2. These Rules on Fees repeal the internal regulation "Tuition Fees and Fees Connected with Studies of Paneuropean University, a.s." registered on 20 May 2024 under Ref. No. MSMT-7813/2024-2 by the Ministry of Education, Youth and Sports.
3. These Rules on Fees become valid pursuant to Section 36(4) and Section 41(4) of the Act on the date of registration by the Ministry and effective on the day following the date of registration by the Ministry.

prof. RNDr. Vladimír Krajčík, Ph.D. v. r.  
Rector