

## **Metropolitan University Prague**

*with registered office in Prague 3, Prokopova 100/16, postal code 130 00;  
and contact address Prague 10, Dubečská 900/10, postal code 100 31*

*Company Registration Number 264 82 789*

*registered in the Register of Public Benefit Companies administered by the Municipal Court in Prague,  
section O, insert 231*

*(hereinafter the “MUP”)*

is hereby issuing this

## **DIRECTIVE no. 9/2014**

### **on MUP Fees**

#### **I**

#### **Subject Matter of the Directive**

1. This directive is an internal regulation issued by MUP Director in accordance with the provisions of Article 14, Item 7 (a), of MUP Charter; it stipulates general rules regarding individual types of fees collected by MUP in relation to study at MUP and in relation to other services provided by MUP as well as the manner of their payment and collection, including their due dates. Furthermore, this directive stipulates the process of payment and collection of outstanding debts owed to MUP as a result of unpaid fees. This directive shall be applicable to resolution or write-offs of outstanding debts unless stipulated otherwise herein.
2. The amounts of individual fees collected by MUP in relation to study at MUP and other services provided by MUP are stipulated in the List of MUP Fees.
3. Fees collected by MUP are based on MUP Charter, MUP Study and Examination Code, MUP Examen Rigorosum Code, MUP Lifelong Learning Code, MUP Stipend Code, MUP Code of Admissions Procedure, Library Code of The Jiří Hájek Specialised Library, and other MUP internal rules and regulations, particularly Rector’s Directives.
4. Pursuant to Article 46 of MUP Charter, the following fees are connected to study at MUP:
  - a) administrative fee for operations relating to the admission procedure;
  - b) fees for study (hereinafter the “Tuition Fees”);
  - c) administrative fees.
5. Administrative fees for operations relating to the admission procedure pursuant to Item 4 (a) herein include the following:
  - a) administrative fees for operations relating to the admission procedure for Bachelor’s Degree, Master’s Degree, and Doctoral Degree study programmes;
  - b) administrative fees for operations relating to the admission procedure for Lifelong Learning Programmes.
6. Tuition fees pursuant to Item 4 (b) herein include the following:
  - a) Tuition Fees for study in Bachelor’s Degree, Master’s Degree, and Doctoral Degree study programmes (hereinafter the “Tuition Fees”);
  - b) Tuition Fees for lifelong learning programmes (hereinafter the “LLP Tuition Fees”).

7. Administrative fees pursuant to Item 4 (c) herein include the following:
  - a) administrative fees for submission of applications for Examen Rigorosum;
  - b) Examen Rigorosum fees;
  - c) fees for transfer of courses into the next year of study;
  - d) retake examination fees;
  - e) fees for extension of standard length of study by one academic year;
  - f) fees for additional foreign language courses as electives outside the study plan;
  - g) fees for administration of internationally recognised examinations in English;
  - h) fees for preparatory courses for internationally recognised examinations in English;
  - i) fees for other courses implemented at MUP;
  - j) fees for some services provided by MUP Student Services office;
  - k) fees stipulated in the Library Code of the Jiří Hájek Specialised Library;
  - l) fees for access cards in compliance with Directive on the Issue, Use, and Record Keeping of Access Cards.
8. The requirement to pay Tuition Fees pursuant to Item 4 herein is stipulated in MUP rules and regulations stated in Item 3 herein and in individual study contracts between MUP and its students or, as the case may be, recipients of other services provided by MUP, and in individual Binding Applications for other services provided by MUP. When administering and accepting Binding Applications, MUP employees and members of external MUP staff are required to use only the current effective template of the Study Contract, the Examen Rigorosum Contract, the Lifelong Learning Programme Contract, Binding Applications for examinations in English, and Binding Applications for preparatory courses and other courses implemented at MUP.
9. In case MUP is paying back overpayments or amounts due to MUP students, participants, or applicants pursuant to the provisions of MUP internal regulations, overpayments or payments due may be credited via bank transfers to the accounts from which the payments were disbursed to MUP account on the grounds of a written application. Payments that were made via money orders or cash deposit to MUP account and requested payments to other accounts than the accounts from which the payment in question was disbursed may be paid back to the requested account only on the grounds of a written request and provided that the application is submitted to MUP Student Services office in person; in such cases officers of MUP Student Services office shall verify the identity of the submitter and indicate this fact on the written request.
10. List of MUP Fees stipulates the amounts of individual fees in Czech Crowns (CZK) and Euros (EUR); remitters shall always pay the fee in the amount stipulated in the List of MUP Fees in the relevant currency, disregarding the current exchange rate. All bank fees and charges of the sending bank shall be paid by the remitter; MUP shall only cover bank fees for incoming payments on the receiver side according to its contractual agreement with the bank.
11. Payments made in Euros (EUR) from SEPA (Single Euro Payments Area) countries shall be made as SEPA payments; SEPA countries are members of the Single Euro Payments Area; SEPA payments are made in EUR within the SEPA countries with bank information in the following format: IBAN + BIC/SWIFT, and cost indication SHA - shared.
12. Students, or as the case may be, participants in the Rigorosum Proceedings or participants in MUP Lifelong Learning Programmes may choose whether they wish to make payments in Czech Crowns (CZK) or Euros (EUR). In case of payments of LLP Tuition Fees, participants in MUP Lifelong Learning Programmes shall choose the currency by selecting the relevant option in Article II, Item 3 of MUP Lifelong Learning Contract. In case of payments of Tuition Fees for Rigorosum Proceedings, participants in Rigorosum Proceedings shall choose the currency by selecting the relevant option in Article II, Item 3 of MUP Contract on the Administration of Rigorosum Proceedings. In case of payments of Tuition Fees, students shall choose the currency by selecting the relevant option in Article II, Item 3 of MUP Study Contract. In case of selecting the option "payment for one academic year in two instalments" for payment of Tuition Fees or

LLP Tuition Fees, both instalments of the Tuition Fees or LLP Tuition Fees must be made in the same currency. Students may change the currency of their Tuition Fees; such changes shall always be effective as of the new academic year. Such changes may be effectuated by payment of the relevant amount of the Tuition Fees in accordance with the List of MUP Fees in the chosen currency. With respect to other fees stipulated in the List of MUP Fees, the payer shall choose the currency independently by making the payment in the adequate amount and currency according to the List of MUP Fees. Unless the currency is indicated in the relevant contract, the default currency for all payments shall be the Czech Crown (CZK).

13. **Administrative fees for operations relating to the admission procedure** pursuant to Article II herein, **Tuition Fees** pursuant to Article III herein, **LLP Tuition Fees** pursuant to Article IV herein, **administrative fees for submission of applications for Final State Rigorosum Examinations** pursuant to Article V herein, **Examen Rigorosum fees** pursuant to Article VI herein, **fees for transfer of courses into the next year of study, fees for retake examinations, fees for extension of standard length of study by a second academic year, fees for additional foreign language courses as elective outside the study plan** pursuant to Article VII herein, **fees for preparatory courses for internationally recognised examinations in English** pursuant to Article IX herein, **fees for other courses implemented at MUP** pursuant to Article X herein, and **fees for some services provided by MUP Student Services offices** pursuant to Article XI herein may be paid only via a bank transfer or deposit to MUP bank account or via a credit/debit card, if this option is offered by MUP; in such cases, the on-line payment terminal accessible from MUP website or postal orders remitting MUP bank account must be used; the following MUP bank accounts are appointed for payment of fees stipulated in Article I, Item 12 herein:
  - a. for payments in Czech Crowns (**CZK**): payments shall be made to the account administered by **Česká spořitelna** a.s.: account number/ bank code **294158339/0800** (in the international format: IBAN: CZ33 0800 0000 0002 9415 8339, BIC/SWIFT: GIBACZPX),
  - b. for payments in Euros (**EUR**): the payer undertakes to make any payments in Euros (EUR) payable to the account administered by Sparkasse Oberlausitz-Niederschlesien, IBAN: **DE17 8505 0100 0232 0135 19**, BIC/SWIFT: **WELADED1GRL**.
14. **Payments for administration of internationally recognised examinations in English** pursuant to Article VIII herein may be made only in Czech Crowns (CZK) to MUP bank account administered by **Česká spořitelna, a.s.**, account number: **2097339359/0800** (in the international format **IBAN: CZ92 0800 0000 0020 9733 9359**, BIC/SWIFT: GIBACZPX), or via a debit/credit card, if this option is offered by MUP; in such cases the on-line payment terminal accessible from MUP website must be used. Postal orders remitting MUP bank account may also be used to make payments.
15. When signing MUP Study Contract or, as the case may be, MUP Lifelong Learning Contract, students or participants in MUP Lifelong Learning Programme may chose a payment plan for the payment of their Tuition Fees or LLP Tuition Fees, provided the relevant contract allows for this possibility; they may chose between the following options: "payment for one academic year in full" or "payment for one academic year in two instalments". Students are entitled to change the Tuition Fee payment plan; nevertheless the change can only be made upon the lapse of one academic year at the latest on the due date of the Tuition Fees or, as the case may be, the due date of the first instalment of the Tuition Fees for the next academic year; the change shall be effected by payment of the changed amount of Tuition Fees or, as the case may be, of the first instalment. In case Students pay Tuition Fees in a different amount than the amount stipulated in the List of MUP Fees, the payment plan shall remain without changes throughout the subsequent year. Unless a payment plan is chosen in the relevant contract, the default payment option of "payment for one academic year in full" shall apply.

## II

### Administrative Fees for Operations Relating to the Admission Procedure

1. For the purpose of this directive, administrative fees for operations relating to the admissions procedure pursuant to Article I, Item 4 (a), and Article I, Item 5, herein are defined as follows:
  - a) administrative fees for operations relating to the admission procedure for Bachelor's Degree, Master's Degree, and Doctoral Degree study programmes; and
  - b) administrative fees for operations relating to the admission procedure for Lifelong Learning Programmes.
2. The amount of administrative fees for operations relating to the admission procedure is stipulated in the List of MUP Fees.
3. Administrative fees for operations relating to the admission procedure shall be paid as a single payment per each individually submitted application for study in Bachelor's Degree, Master's Degree, and Doctoral Degree study programmes in both full-time and part-time forms of study as well as for each individual application for study within the framework of the Lifelong Learning Programme. MUP List of Fees may stipulate a different amount of the fee in case of on-line applications and paper-based applications.
4. Applicants who paid the administrative fees for operations relating to the admission procedure for study in Bachelor's Degree, Master's Degree, or Doctoral Degree study programmes and subsequently enrolled into a Lifelong Learning Programme instead, or vice versa, may transfer the paid fee pursuant to Article II, Item 1 (a) herein and use it as a paid fee pursuant to Article II, Item 1 (b) herein and vice versa.
5. Administrative fees for operations relating to the admission procedure may only be paid in single lump-sum transactions.
6. Applicants who are citizens of the Czech Republic and who were allocated a birth number shall use their birth number without the slash as a variable symbol of the payment of administrative fees for operations relating to the admission procedure; other applicants shall use their date of birth in the following format: YMMDD (year, year, month, month, day, day).
7. In case of online applications, applicants shall proceed according to the instructions they receive by e-mail upon submission of the online application. An e-mail confirming the payment of the fee for operations relating to the admission procedure shall be sent to the applicant; if the applicant fails to receive the e-mail within 14 days of the submission of the application, he/she shall send a scan of the relevant receipt by e-mail to [application@mup.cz](mailto:application@mup.cz). In case of paper-based applications, applicants who paid the administrative fee for operations relating to the admission procedure via a postal order, similar money orders, a bank transfer, or a bank deposit shall glue the receipt of payment of the administrative fee for operations relating to the admission procedure into the specified box on the application form. Otherwise, applicants shall include the date of the transaction and the number of their bank account that was used to make the payment.
8. Administrative fees for operations relating to the admission procedure are due at the latest on the day of submission of the relevant paper-based application to MUP or at the latest by the end of the fifth working day following the submission of the relevant online application.
9. Administrative fees for operations relating to the admission procedure shall be deemed as paid as of the day of crediting the relevant amount with the correct variable symbol to the designated MUP account.
10. The Head of MUP Student Services office shall assume responsibility for informing applicants on the manner of payment of the administrative fees for operations relating to the admission procedure.

### III Tuition Fees

1. For the purpose of this directive, Tuition Fees pursuant to Article I, Item 4 (b) and Article I, Item 6 (a) herein are defined as Tuition Fees for study in Bachelor's Degree, Master's Degree, and Doctoral Degree study programmes.
2. The amount of the Tuition Fees is stipulated in the List of MUP Fees and in the relevant Study Contract, with regard to MUP Study and Examination Code and MUP Stipend Code.
3. Tuition Fees are stipulated in as a fixed amount for each academic year. The List of MUP Fees may stipulate a different amount of Tuition Fees for study in the full-time and part-time forms of study and a different amount of Tuition Fees in case of "payment for one academic year in full" and in case of "payment for one academic year in two instalments".
4. Tuition Fees payment plans, *i.e.* "Payment for one academic year in full" or "Payment in 2 instalments", are stipulated in the List of MUP Fees. In substantiated cases, MUP Director of Financial Affairs and Operations may permit students to pay Tuition Fees in a higher number of instalments than stipulated in the List of MUP Fees or, as the case may be, different due dates than stipulated herein on the grounds of a substantiated written request. In such cases, the payment plan stipulated in the Instalment Agreement shall be effective.
5. The List of MUP Fees may stipulate a different amount of Tuition Fees for parallel study of another Bachelor's Degree or Master's Degree specialisation. Tuition Fees for the study of a second parallel Bachelor's Degree specialisation are stipulated as a fixed amount for each academic year; the amount of Tuition Fees is different for the first year of study, the second year of study, and the third year of study. Tuition Fees for the study of a second parallel Master's Degree specialisation are stipulated as a fixed amount for each academic year; the amount of Tuition Fees is different for the first year of study and the second year of study.
6. Students shall use the number of the relevant Study Contract as the variable symbol of their payment of Tuition Fees. Exceptions are granted to first payments of Tuition Fees by students enrolled in the first year of study at MUP; in such cases students who are citizens of the Czech Republic and who were allocated a birth number shall use their birth number without the slash; other students shall use their date of birth in the following format: YYMMDD (year, year, month, month, day, day).
7. The due dates of the Tuition Fees are stipulated as follows:
  - a) Tuition Fees for the first academic year are due at the latest on the day of signing the Study Contract by both contractual parties;
  - b) Tuition Fees for each following academic year are due in advance, at the latest by 30 June of the preceding academic year;
  - c) students who pay Tuition Fees as "payment for one academic year in two instalments" shall pay the first instalment of the Tuition Fees at the latest on the day of the signing of the Study Contract; during the following academic year, first instalments shall be paid by 30 June of the preceding academic year; second instalments shall be paid by 10 January of the appropriate academic year.
8. Tuition Fees shall be deemed as paid as of the day of the crediting of the pertinent amount with the use of the correct variable symbol to the designated MUP account.
9. Verifiable payment of Tuition Fees is required in order for MUP to proceed and sign the Study Contract.
10. MUP students can obtain information on payment of their Tuition Fees in MUP Student Information System (hereinafter the "SIS") or from authorized officers of MUP Department for Verification of Payment of Tuition Fees.

#### IV LLP Tuition Fees

1. For the purpose of this directive, LLP Tuition Fees pursuant to Article I, Item 4 (b) and Article I, Item 6 (b) herein are defined as Tuition Fees for study in Lifelong Learning Programmes implemented at MUP.
2. The amount of the LLP Tuition Fees is stipulated in the List of MUP Fees and in the relevant Lifelong Learning Programme Contract, with regard to MUP Lifelong Learning Programme Code.
3. LLP Tuition Fees are stipulated in a fixed amount for each academic year. The List of MUP Fees may stipulate a different amount of Tuition Fees for study of lifelong learning programmes in the full-time and part-time forms of study.
4. Payment options of LLP Tuition Fees for programmes implemented within the accredited study programmes of the lifelong learning programme, *i.e.* "payment for one academic year in full" or "payment for one academic year in two instalments" are stipulated in the List of MUP Fees. LLP Tuition Fees for other lifelong learning programmes may not be paid in instalments.
5. Participants in MUP lifelong learning programmes shall use the number of the relevant Lifelong Learning Programme Contract as the variable symbol of their payment of LLP Tuition Fees.
6. The due dates of LLP Tuition Fees are stipulated as follows:
  - a) LLP Tuition Fees are due at the latest on the day of the signing of the Lifelong Learning Programme Contract by both contractual parties;
  - b) Participants in MUP lifelong learning programmes who pay LLP Tuition Fees as "payment for one academic year in two instalments" shall pay the first instalment of the LLP Tuition Fees at the latest on the day of the signing of the Lifelong Learning Programme Contract; the second instalment shall be paid by 10 January of the appropriate academic year.
7. LLP Tuition Fees shall be deemed as paid as of the day of the crediting of the relevant amount with the use of the correct variable symbol to the designated MUP account.
8. Verifiable payment of LLP Tuition Fees is required in order for MUP to proceed and sign the Lifelong Learning Programme Contract.
9. Participants in MUP lifelong learning programmes can obtain information on payment of their LLP Tuition Fees in the SIS or from authorized officers of MUP Department for Verification of Payment of Tuition Fees.

#### V

##### **Administrative Fee for Submission of Applications for Final State Rigorous Examinations**

1. The amount of administrative fees for submission of applications for Final State Rigorous Examinations pursuant to Article I, Item 4 (c), and Article I, Item 7 (a), herein is stipulated by List of MUP Fees, with regard to MUP Examen Rigorous Code.
2. Administrative fees for submission of applications for Final State Rigorous Examinations shall be paid as a single payment per each submitted application for Final State Rigorous Examination.
3. Administrative fees for submission of applications for Final State Rigorous Examinations may only be paid in single lump-sum transactions.
4. Applicants who are citizens of the Czech Republic and who were allocated a birth number shall use their birth number without the slash as a variable symbol of the payment of administrative fees for submission of applications for Final State Rigorous Examinations; other applicants shall use their date of birth in the following format: YYMMDD (year, year, month, month, day, day).
5. In case of online applications, applicants shall proceed according to the instructions they receive by e-mail upon submission of the online application. An e-mail confirming the payment of the administrative fee for submission of application for Final State Rigorous Examination shall be

sent to the applicant; if the applicant fails to receive the e-mail within 14 days of the submission of the application, he/she shall send a scan of the relevant receipt by e-mail to [aapplication@mup.cz](mailto:aapplication@mup.cz). In case of paper-based applications, applicants who paid the administrative fee for submission of applications for Final State Rigorousum Examinations via a postal order, similar money orders, a bank transfer, or a bank deposit shall attach the receipt of payment of the administrative fee to the application form. Otherwise, applicants shall include the date of the transaction and the number of their bank account that was used to make the payment.

6. Administrative fees for submission of applications for Final State Rigorousum Examinations are due at the latest on the day of the delivery of the paper-based application to MUP or at the latest by the end of the fifth working day following the submission of the relevant online application.
7. Administrative fees for submission of applications for Final State Rigorousum Examinations shall be deemed as paid as of the day of crediting the relevant amount with the correct variable symbol to the designated MUP account.
8. The Head of MUP Student Services shall assume responsibility for informing students on the manner of payment of the administrative fee for submission of applications for Final State Rigorousum Examinations.

## VI

### Examen Rigorousum Fees

1. The amount of the Examen Rigorousum fees pursuant to Article I, Item 4 (c), and Article I, Item 7 (b), herein is stipulated by List of MUP Fees, with regard to MUP Examen Rigorousum Code.
2. Examen Rigorousum fees shall be paid as a single payment for the use of MUP facilities and information technologies and for consultations provided by members of MUP faculty in connection with the Rigorousum Dissertation and preparation for the Final State Rigorousum Examination for each individual Examen Rigorousum procedure.
3. Examen Rigorousum fees may only be paid in single lump-sum transactions.
4. Participants in the Examen Rigorousum proceedings who are citizens of the Czech Republic and who were allocated a birth number shall use their birth number without the slash as a variable symbol of the payment of administrative fees for operations relating to the admission procedure; other participants shall use their date of birth in the following format: YYMMDD (year, year, month, month, day, day).
5. Examen Rigorousum fees are due at the latest on the day of the signing of the Examen Rigorousum Contract by both contractual parties.
6. Examen Rigorousum fees shall be deemed as paid as of the day of crediting the relevant amount with the correct variable symbol to the designated MUP account.
7. Verifiable payment of Examen Rigorousum Fees is required in order for MUP to proceed and sign the Examen Rigorousum Contract.
8. Participants in the Examen Rigorousum proceedings can obtain information on payment of their Examen Rigorousum fees from the authorized officer of MUP Department for Verification of Payment of Tuition Fees.

## VII

### Fees for Transfer of Courses into the Next Year of Study, Retake Examination Fees, Fees for Extension of Standard Length of Study by a Second Academic Year, and Fees for Additional Foreign Language Courses as Electives outside the Study Plan

1. For the purpose of this directive, administrative fees pursuant to Article I, Item 4 (c), *i.e.*:
  - a) fees for transfer of courses into the next year of study pursuant to Article I, Item 7 (c), herein;
  - b) retake examination fees pursuant to Article I, Item 7 (d), herein;

- c) fees for extension of standard length of study by a second academic year pursuant to Article I, Item 7 (e), herein; and
  - d) fees for additional foreign language courses as electives outside the study plan pursuant to Article I, Item 7 (f), hereinare stipulated in the List of MUP Fees, with regard to MUP Study and Examination Code.
2. Fees for transfer of courses into the next year of study are stipulated as a single payment for each transferred course.
3. Retake examination fees are stipulated as a single payment for each individual retake examination date.
4. Fees for extension of standard length of study by a second academic year are stipulated as a single payment for the use of the opportunity to extend the standard length of study by a second academic year pursuant to MUP Study and Examination Code.
5. Fees for additional foreign language courses taught as electives outside the study plan are stipulated as a single payment for each individual additional foreign language course outside the study plan for each semester separately or as a lump-sum payment for two semesters.
6. Fees pursuant to Article VII herein may only be paid in lump-sum transactions.
7. Students shall use the number of the relevant Study Contract as the variable symbol of their payment of fees pursuant to Article VII herein.
8. Fees for transfer of courses into the next year of study are due at the latest on the day of submission of the relevant application for transfer of courses into the next year of study to MUP within the deadlines stipulated in MUP Study and Examination Code.
9. Retake examination fees are due at the latest on the day of submission of the relevant application for the retake examination within the deadlines stipulated in MUP Study and Examination Code.
10. Fees for the extension of the standard length of study by a second academic year are due at the latest on the day of the submission of an application for the extension of the standard length of study by a second academic year within the deadlines stipulated by MUP Study and Examination Code.
11. Fees for additional foreign language courses as electives outside the study plan are due at the latest by the first day of the relevant semester.
12. Administrative fees pursuant to Article VII herein shall be deemed as paid as of the day of crediting the relevant amount with the correct variable symbol to the designated MUP account.
13. MUP Vice-Rector for Student Affairs shall assume responsibility for informing students on the manner of payment of fees pursuant to Article VII, Item 1 (a), (b), (c) herein; the Head of MUP Department of Foreign Languages shall assume responsibility for informing students on the manner of payment of fees pursuant to Article VII, Item 1 (d) herein. Students may obtain information on payment of fees for transfer of courses into another year of study and fees for the extension of the standard length of study by a second academic year in the SIS or from authorized officers of MUP Department for Verification of Payment of Tuition Fees.

## VIII

### Fees for Administration of Internationally Recognised Examinations in English

1. Pursuant to this directive, the following examinations are deemed internationally recognised “Cambridge ESOL” certified language courses in English:
  - **PET – “Cambridge English, Preliminary”, or “Preliminary English Test”,**
  - **FCE – “Cambridge English, First”, or “First Certificate in English”,**
  - **CAE - “Cambridge English, Advanced”, or “Certificate in Advanced English”,**
  - **CPE - “Cambridge English, Proficiency”, or “Certificate of Proficiency in English”.**



2. The amount of fees for administration for internationally recognised examinations in English pursuant to Article I, Item 4 (c) and Article I, Item 7 (g), herein is stipulated in the List of MUP Fees.
3. Fees for administration of internationally recognised examinations in English are defined as a single payment for each attempt to pass the internationally recognised examination in English. Fees for administration of internationally recognised examinations in English shall not be returned in case the participant fails to appear at the examination, in case the participant decides to withdraw from the examination, nor in case of the student's failure to pass the examination. Participants who fail to appear at the examination due to an illness that prevented them to take part in the examination and who provide the original doctor's note proving their illness to MUP within 7 days after the examination date may submit a written request to MUP for reimbursement of 50% of the fee for administration of internationally recognised examination in English.
4. Fees for administration for internationally recognised examinations in English may only be paid in one lump-sum payment.
5. Participants undertake to use the number of the relevant Binding Application as the variable symbol; in addition, participants shall denote their name and the type of examination (*e.g.* "Jerry Smith CAE") in the column designated for the recipient or in the comment field.
6. Fees for administration of internationally recognised examinations in English are due at the latest 50 days prior to the first date of the two-part examination.
7. Fees for administration for internationally recognised examinations in English shall be deemed as paid as of the day of crediting the relevant amount with the correct variable symbol to the designated MUP account.
8. The Head of MUP Department of Foreign Languages shall assume responsibility for compliance with all instructions specified herein, for informing the participants on the manner of payment of fees for administration of internationally recognised examinations in English, for accurate record-keeping of participants, and for prompt delivery of complete documentation to authorized officers of MUP Department for Verification of Payment of Tuition Fees.

## IX

### **Fees for Preparatory Courses for Internationally Recognised Examinations in English**

1. Pursuant to this directive, preparatory courses for internationally recognised examinations in English are defined as preparatory courses organized at MUP for internationally recognised examinations in English stipulated in Article VIII, Item 1, herein.
2. The amount of fees for preparatory courses for internationally recognised examinations in English pursuant to Article I, Item 4 (c) and Article I, Item 7 (h), herein are stipulated in the List of MUP Fees.
3. Fees for preparatory courses for internationally recognised examinations in English may only be paid in lump-sum payments.
4. Participants undertake to use the number of the relevant Binding Application as the variable symbol; in addition, participants shall denote their name and the designation PREPARATORY COURSE (*e.g.*, "Jerry Smith PREPARATORY COURSE") in the column designated for the recipient or in the comment field.
5. Fees for preparatory courses for internationally recognised examinations in English are due at the latest on the day stipulated in the relevant Binding Application.
6. Fees for preparatory courses for internationally recognised examinations in English shall be deemed as paid as of the day of crediting the relevant amount with the correct variable symbol to the designated MUP account.
7. Due payment of the fees for preparatory courses for internationally recognised examinations in English is required to allow participants take part in the course.

8. Pursuant to Article IX herein, the Head of the MUP Department of Foreign Languages shall assume responsibility for informing participants on the manner of payment of the relevant fees.

## **X**

### **Fees for Other Courses Implemented at MUP**

1. Fees for other courses implemented at MUP shall always be defined as a fixed lump sum.
2. The amount of administrative fees for other courses implemented at MUP pursuant to Article I, Item 4 (c) and Article I, Item 7 (i), herein is stipulated in the List of MUP Fees.
3. Fees for other courses implemented at MUP may only be paid in lump-sum payments.
4. Participants shall use the number of the Binding Application for the relevant course as the variable symbol.
5. Unless stipulated otherwise in the Binding Application for the relevant course, fees for other courses implemented at MUP are due at the latest on the day of delivery of the Binding Application to MUP.
6. Fees for other courses implemented at MUP shall be deemed as paid as of the day of crediting the relevant amount with the correct variable symbol to the designated MUP account.
7. Due payment of the fees for other courses implemented at MUP are required to allow participants to take part in the relevant courses.

## **XI**

### **Fees for Some Services Provided by MUP Student Services Office**

1. Fees for some services provided by MUP Student Services office are the following:
  - a) Fees for transcripts of records;
  - b) Fees for duplicates of MUP Diplomas or Diploma Supplements;
  - c) Fees for additional registration to free-choice courses
2. Fees for some services provided by MUP Student Services office are always stipulated as a fixed single payment.
3. The amount of administrative fees for some services provided by MUP Student Services office pursuant to Article I, Item 4 (c), and Article I, Item 7 (j), herein is stipulated in the List of MUP Fees.
4. Fees for some services provided by MUP Student Services office may only be paid in lump-sum payments.
5. Students shall use the number of the relevant Study Contract as the variable symbol.
6. Fees for some services provided by MUP Student Services office are due at the latest on the day of completion of the relevant service by MUP Student Services office or in case of fees for additional registration to free-choice courses at the latest on the day of application for additional registration to free-choice courses should the application be submitted after the deadline stipulated by MUP Study and Examination Code, as amended.
7. Fees for some services provided by MUP Student Services office shall be deemed as paid as of the day of crediting the relevant amount with the correct variable symbol to the designated MUP account.
8. Due payment of the fees for some services provided by MUP Student Services office is required to allow MUP Student Services office to complete the relevant service or in case of fees for additional registration to free-choice courses to register the student to free-choice courses.

## XII

### Fees Stipulated in the Library Code of the Jiří Hájek Specialised Library

Fees stipulated in the Library Code of the Jiří Hájek Specialised Library, including their amount and manner of collection, are governed by the Library Code of the Jiří Hájek Specialised Library.

## XIII

### Fees for Access Cards

Fees for access card, including their amount and manner of collection, are governed by the Directive on Issue, Use, and Registration of Access Cards.

## XIV

### Other Fees

1. Any and all payments for study stays or other stays organized by MUP or under the auspices of MUP shall be paid by the participants directly to the relevant organization that provides the service in question (*e.g.*, travel agencies, carriers, *etc.*)
2. Any and all MUP sports activities are organized by MUP Sports Club, identification number 27040453, registered office at Prague 10 – Strašnice, Dubečská 900/10; MUP Sports Club stipulates and collects any and all fees relating to sports activities.

## XV

### Record Keeping

1. Records of the originals of all Study Contracts, Examen Rigorosum Contracts, Lifelong Learning Programme Contracts, Binding Applications for Examinations in English, Binding Applications for Preparatory Courses, applications for other courses implemented at MUP, and Study Contract Amendments shall be kept by MUP Student Services.
2. Authorized officers of MUP Department for Verification of Payment of Tuition Fees shall keep records of all documents that are key for dividing payment of fees stipulated herein into instalments, including the due dates of individual MUP receivables.
3. Authorized officers of MUP Department for Verification of Payment of Tuition Fees shall keep records of the fees stipulated in this directive for each student, participant, and applicant, the dates and amounts of the received payments pursuant to this directive on the grounds of MUP bank account statements accessible via on-line banking or on the grounds of the electronic access to online data from payments via payment cards. Furthermore, the authorized officers shall monitor individual receivables arising from fees stipulated in this directive that are past due and they shall implement relevant measures in accordance with Article XVI herein.
4. Authorized officers of MUP Department for Verification of Payment of Tuition Fees shall identify all payments received to MUP bank account that are designated as payments for fees stipulated in this Directive; the officers shall identify the purpose of each payment and the student, participant, or applicant on whose behalf the payment was credited to MUP bank account. They shall subsequently provide this information to MUP accounting entity.

## XVI

### Collection of Past Due Receivables

1. Students, participants, or applicants who fail to pay any fees pursuant to this directive or any instalments of said fees in the stipulated amount and due date, shall be in default. In case students, participants, or applicants fail to pay any instalment pursuant to this directive,

provided that an instalment plan is in effect, in due time the whole remaining amount of the unpaid fees pursuant to this directive for the relevant period, particularly for the academic year, will become due.

2. In case the administrative fees for operations relating to the admission procedure pursuant to Article II herein are not paid in due time, the relevant application shall be considered as not having been submitted in accordance with the provisions of MUP Code of Admission Procedure or MUP Lifelong Learning Code.
3. In case the administrative fee for submission of applications for Final State Rigorous Examinations pursuant to Article V herein are not paid in due time, the relevant application shall be considered as not having been submitted in accordance with the provisions of MUP Examen Rigorous Code.
4. In case the Tuition Fees pursuant to Article III herein or LLP Tuition Fees pursuant to Article IV herein (hereinafter jointly referred to as the "Tuition Fees") are not duly paid in the stipulated amount, the following measures shall apply:
  - a) Students or participants in Lifelong Learning Programmes who are in default longer than 30 days past the due date of Tuition Fees shall receive a notice with a demand for payment of the due amount via e-mail from an authorized officer of MUP Department for Verification of Payment of Tuition Fees.
  - b) Students or participants in Lifelong Learning Programmes who are in default longer than 45 days past the due date of Tuition Fees shall receive a second notice with a demand for immediate payment of the due amount via e-mail from an authorized officer of MUP Department for Verification of Payment of Tuition Fees.
  - c) Students or participants in Lifelong Learning Programmes who are in default longer than 60 days past the due date of Tuition Fees shall reconceive an official letter containing the third notice and information on the subsequent steps to be taken on behalf of MUP in this matter from an authorized officer of MUP Department for Verification of Payment of Tuition Fees. The official letter shall be delivered via restricted delivery to the addressee only pursuant to the provisions on delivery of documents in the relevant Study Contract or Lifelong Learning Programme Contract.
  - d) In case due amounts of Tuition Fees remain unpaid longer than 90 days past the due date, an authorized officer of MUP Department for Verification of Payment of Tuition Fees in cooperation with MUP accounting entity shall provide the information of student's default payment of Tuition Fees to MUP external legal representative for further enforcement.
  - e) MUP Department for Verification of Payment of Tuition Fees shall inform MUP Student Services office of students and participants in Lifelong Learning Programmes who are in default. In such cases, MUP Student Services office shall not enrol the student who is in default into the following academic year and it shall take further steps in accordance with the relevant Study Contract or Lifelong Learning Programme Contract and in accordance with MUP Study and Examination Code or, as the case may be, MUP Lifelong Learning Programme Code.
5. In case the Examen Rigorous Fee pursuant to Article VI herein is not duly paid, MUP shall not sign the relevant Examen Rigorous Contract and the Examen Rigorous procedure shall not take place.
6. In case the due amounts of administrative fees for transfer of courses into the next year of study, fees for retake examinations, or fees for additional foreign language courses as electives outside the study plan pursuant to Article VII, Item 1 (a), (b), and (d) herein, fees for administration of internationally recognised examinations in English pursuant to Article VIII herein, administrative fees for preparatory courses for internationally recognised examinations in English pursuant to Article IX herein, administrative fees for other courses implemented at MUP pursuant to Article X herein, or fees for some services provided by

MUP Student Services pursuant to Article XI herein are not duly paid, the relevant services will not be provided to the pertinent student, participant, or applicant.

7. In case the fees for extension of standard length of study by a second academic year pursuant to Article VII, Item 1 (c), herein are not paid, the relevant application for the extension of the standard length of study by a second academic year shall be considered as not having been submitted.
8. In case of fees pursuant to Article XI and Article XII, the relevant effective MUP internal rules and regulations shall apply.

## XVII

### Transitional and final Provisions

1. In case of students who had signed their Study Contracts prior to 1 April 2012 and who had not chosen the option of payment of Tuition Fees pursuant to Article I, Item 14, herein, it shall be assumed that their payment plan corresponds to their payment plan that was in effect on 1 April 2012. Students who wish to change their Tuition Fees payment plan shall proceed pursuant to Article I, Item 14, herein.
2. Any provisions stipulated in this directive that become contrary to the mandatory legal rules as a result of any future changes shall become void. Other provisions shall remain in effect.
3. Special conditions may be stipulated for the purpose of limited-time marketing, advertisement, and sales promotions.
4. Directive no. 2/2014 on MUP Fees issued on 23 January 2014 is hereby repealed as of the day on which this directive becomes effective.
5. This directive becomes effective as of 13 October 2014.

Prague, 8 October 2015

JUDr. Marek Beneš  
MUP Director