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**Article 1**

**Introductory Provisions**

The Faculty of Logistics and Crisis Management of the Tomas Bata University in Zlín (hereinafter referred to as "FLCM") issues this internal standard in accordance with the Quaestor's directive SK8/2023 "Payments for administrative tasks related to the issuance of documents".

In accordance with Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (the Act on Universities), as amended (hereinafter referred to as the "Act") pursuant to § 57 paragraph 1 letter a) to c) and f) of the Act and with the published Quaestor’s directive SK/8/2023, this internal standard regulates the amount of payment for administrative actions connected with the issuance of unspecified documents and replacement documents of study.

**Article 2**

**Issuance of Replacement Study Documents, the original of which is received by the student or graduate free of charge**

(1) Student card: CZK 1,000. After handing over the damaged ID or presenting a document from the Police of the Czech Republic (or another) about the reported loss or theft, the fee is reduced to CZK 200.

(2) Statement of studies ("Progress of studies"): CZK 50 for each page, including those started. If the student prints the statement himself, the confirmation from the study department is free of charge.

(3) University diploma and report card: CZK 500 (issued together – for originals issued up to and including 2005). After handing over the damaged diploma or certificate or presenting a document from the Police of the Czech Republic (or others) about the reported loss or theft, the fee is reduced to CZK 250.

(4) University diploma with supplement to the diploma: CZK 1,000 (issued together – for originals issued since 2006). After handing over the damaged diploma or supplement to the diploma or presenting a document from the Police of the Czech Republic (or others) about the reported loss or theft, the fee is reduced to CZK 500.

(5) Certificate issued as part of lifelong education: CZK 300. After handing over the damaged certificate or presenting a document from the Police of the Czech Republic (or another) about the reported loss or theft, the fee is reduced to CZK 150.

**Article 3**

**Issuance of documents not specified by law and other actions connected with the study**

(1) Non-standard registration or pre-registration for the year, i.e. extraordinary registration or pre-registration on a different date than that set by the faculty:

 a) one full semester CZK 500,

 b) individual subjects – CZK 100 for each subject.

(2) Official deduction for each enrolled subject: CZK 100.

(3) Non-standard recognition of a subject completed within the framework of a previous study, i.e. recognition of a subject in a different term than that set by the faculty - CZK 100 for each subject.

**Article 4**

**Common and Final Provisions**

1. Documents and actions according to Articles 2 and 3 of this directive can be issued/performed only on the basis of a written request of a student or graduate. A confirmation of payment of the relevant administrative fee is a mandatory part of the application.
2. The clerks of the FLCM study department are obliged to inform the student or graduate in advance about the amount of payment for administrative tasks and the place of issue of the required document. Unless otherwise specified, the required documents will be issued at the FLKŘ study department.
3. Payments for administrative acts related to the issuance of documents, which are paid in accordance with Articles 2 and 3 of this directive, are increased by CZK 300, if the documents for the issuance of documents are older than ten years.
4. The fee can be paid by bank transfer or money order:

Bank name: Komerční banka, a.s., Zlín branch

Account number: 000027-1925270277/0100

Variable symbol: 21602920xx according to the table in Appendix 1

Constant symbol: 0379 when paying by direct debit, 0558 when paying by bank transfer

Specific symbol: 21 (personal student number without L or birth number)

1. In exceptional cases, the dean of the FLCM may, in justified cases, reduce or waive the payment of the payment for administrative tasks related to the issuance of documents or the performance of tasks according to Articles 2 and 3 by the applicant at his written request.

**Article 5**

**Conclusion**

 This directive replaces the Dean's Directive SD/02/2019 of 24 April 2019.

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