



## II. Amendments

### Rector's Directive No. 4/2018

**to deal with complaints, notifications, suggestions  
received by the Silesian University in Opava and the  
procedure for providing information upon request**



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**Article 1**

1. In Article 3(2), the words 'to the Internal Audit Department' shall be replaced by 'to Internal Audit'.
2. Annex 3 is deleted and replaced by a new Annex 3 as updated in accordance with this amendment.

**Article 2**

**Final provisions**

These amendments shall enter into force and effect on the date of their publication on the intranet.

In Opava on

doc. Mgr. Tomáš Gongol, Ph.D.

Rector

Attachment: Annex 3 - Schedule of fees

### Annex 3 - Schedule of

The following tariff is set out for the payment of costs associated with the provision of information under the Freedom of Information Act:

a) the price of a copy, if the information is provided in the form of a photocopy, is:

black and white A4 format	one-sided copy from loose sheets	1,50 CZK
	double-sided copy from loose sheets	2,00 CZK
	one-sided copy from bound copies	1,50 CZK
	double-sided copy from bound copies	2,50 CZK
black and white A3 format	one-sided copy from loose sheets	2,50 CZK
	double-sided copy from loose sheets	3,50 CZK
	one-sided copy from bound copies	2,50 CZK
	double-sided copy from bound copies	4,00 CZK
colour A4 format	one-sided copy	12,00 CZK
	double-sided copy	24,00 Kč
colour A3 format	one-sided copy	18,00 CZK
	double-sided copy	36,00 CZK
maps to scale	1:500 (until 1980)	80,00 CZK
	1:500 (since 1981)	120,00 CZK
	1:2000	80,00 CZK
	1:10000	140,00 CZK
	1:15000 (until 1970)	40,00 CZK
	1:25000	90,00 CZK
	1:50000	50,00 CZK
	1:2000 (rheumatrice)	35,00 CZK
	1:25000 (map sheets)	120,00 CZK
	1: 15000 (street index)	400,00 CZK

b) the price of the technical data carrier, if the information is provided in the form of a record on a technical medium, namely:

- CD disc - 10,00 CZK

(c) the price of the computer output if the information is provided in the form of a computer printout

- black and white A4 format - 2,00 CZK
- colour A4 text - 6,00 CZK
- colour A4 format graphic - 12,00 CZK

d) postage costs, if the information is sent by post upon request, according to the postal services tariff

(e) personal costs if the processing and retrieval time exceeds one hour

- for each hour started - 500,- CZK

On the basis of Act No. 235/2004 Coll., on Value Added Tax, as amended, the above prices according to paragraphs a) - e) incl. VAT at the basic rate.

In the event that the material costs of the information referred to in paragraphs a) - d) provided to one applicant in relation to one application do not exceed CZK 100, it shall be provided free of charge.

Part of the university:	Rector's Office
Designation:	<b>Rector's Directive</b>
Number:	<b>II.Amendments to Rector's Directive No. 4/2018</b>
Name of the standard:	<b>on the handling of complaints, notifications, suggestions received by the Silesian University in Opava and the procedure for providing information on request</b>
Approves:	doc. Mgr. Tomáš Gongol, Ph.D.
Derogation:	
Validity from:	Day of publication on the intranet
Effectiveness from:	Day of publication on the intranet
Release Date:	
Published by:	Rector
Elaborated by:	Mgr. Sabina Březinová
He collaborated:	
Number of pages:	1
Number of attachments:	1
Method of publication	Intranet and public part of the website
Translation into AJ	YES
Area of adjustment	General (for all employees)
Adaptation minimum	all employees