

**Directive of the Dean on the extraordinary study
of subjects of accredited study programmes
within the Framework of the lifelong learning at
CTU, Faculty of Transportation Sciences**

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m.p.

prof. Ing. Ondřej Příbyl, Ph.D.
dean of the Faculty of Transportation Sciences

Overview of changes

Provision	Specification of the change and justification of the change compared to the previous version

List of annexes:

The directive does not contain any annexes

List of related documents

Lifelong Learning Code of CTU

Art. I

Introductory provision

1. This measure is issued in accordance with § 60 and § 60a of the Higher Education Act No. 11/1998, as amended (hereinafter the „Act“) and CTU Status, the Lifelong learning Code of CTU in Prague and the Bursar’s Directive No. 132/2023.

Art. II

Fundamental provisions

1. The lifelong learning (later on „CŽV“) represents such types of education that complement, deepen, restore or expand knowledge, skills and competence of its participants and that are provided within or outside the framework of the study programmes accredited at CTU
2. The lifelong learning means also an extraordinary study of subjects that are identical – both in content and number of credits – to the subjects of the study plans of the accredited study programmes at CTU in Prague Faculty of Transportation Sciences (hereinafter „ČVUT FD“).
3. ČVUT FD keeps the record of programmes, participants and graduates from the lifelong learning through the information system of CTU.
4. The participants in CŽV are the subject to legal regulations and internal standards of CTU dealing with limitation of education due to international sanctions.

Art. III

Participants in lifelong learning

1. A participant in the lifelong learning is not a student according to the Act.
2. Participants in CŽV take these subjects under the same conditions and according to the same study regulations as the students in regular study but they pay fee according to the Bursar’s Directive on CŽV Code.
3. A participant in the CŽV extraordinary study can only be a person who is not a student in the relevant study programme of ČVUT FD.
4. A participant in the CŽV extraordinary study can only be a person who reaches the age of 18 years by the date of signing the agreement.

Art. IV

Admission of applicants

1. An applicant will send electronically filled in and signed *Registration of an applicant for lifelong learning* to the Study Department of the Faculty, email: fiserova@fd.cvut.cz within the period of registration into a relevant semester set in the „Timetable of the academic year for the bachelor’s and master’s study programme at CTU Faculty of Transportation Sciences“.

2. The registration is published in the public part of the web sites CTU <https://www.fd.cvut.cz/zajemci-o-studium/celozivotni-vzdelavani.html/>
<https://www.fd.cvut.cz/english/applicants/lifelong-learning-courses.html>.
3. The guarantor of the programme decides on the admission of applicants into the CŽV programmes.
4. After receiving the registration, the Study Department will inform the applicant about the variable symbol for the CŽV participant's payment, the total amount of the fee and the term of registration to the study.
5. On the base of the filled-in data in the *Registration of an applicant for lifelong learning* the Study Department will prepare the Agreement on the study within the programme of lifelong learning at CTU in Prague in two copies.
6. The agreement will be concluded with each CŽV applicant in which the fee for completing chosen subjects according to Art. V will be indicated as well as the period of applicant's study. The applicant will be registered through the information system of CTU on the day of his registration to the study. The agreement will be drawn up in two copies, one copy for the applicant and one for the Study department of the Faculty. In the case of applicant's interest in the study held in English, English equivalent of the agreement without signatures of the applicant and the dean will be drawn up in addition.

Art. V

Fee

1. The fee for completing particular subjects
 - A. 1 000,- CZK for one credit for participants in the CŽV extraordinary study who study in Czech the subjects of the bachelor's or master's study programme,
 - B. 1 840,- CZK for one credit for participants in the CŽV extraordinary study who study in English the subjects of the bachelor's study programme,
 - C. 2 200,- CZK for one credit for participants in the CŽV extraordinary study who study in English the subjects of the master's study programme.
2. The payment of the fee has to be transferred before the registration to the study on account No.: 19-3322370227/0100 with a variable symbol of the agreements number.
For the payment from abroad: BANK DETAILS: KB PRAHA 1, SWIFT (BIC): KOMBCZPPXXX, IBAN: CZ6301000000193322370227
3. After the fee payment a participant will submit a proof of payment or he will send it by email (pdf format) to the Study Department (notification on recovery order).
4. In the case of not covering the fee by a participant in CŽV, the validity of the agreement is ceased and the study is terminated.
5. In the case of cease or interruption of the study due to participant's serious personal or health reasons – and providing the participant would request for it – the dean of the part that provides the CŽV programme may decide on refunding of an aliquot amount of the fee.

Art. VI

The course and organization of the education programme

1. The extraordinary study of particular subjects is carried out according to the regulations valid for relevant accredited study programmes according to the valid Timetable of the academic year for the study in bachelor's and master's study programme CUT Faculty of Transportation Sciences, timetable of particular subjects and information on organization of tutors.
2. The access to the CTU systems within the framework of the study is displayed on the public part of the websites of the Faculty <https://www.fd.cvut.cz/o-fakulte/informacni-systemy.html>
3. The card of a visitor is necessary for entering the premises of CTU, Faculty of Transportation Sciences. A participant requests its issue at the CTU Card Centre in Prague. The issue fee is covered by a participant.

Art. VII

Completing education programme

1. The graduates from the extraordinary study of the subjects of accredited programmes will be given evidence of the study completion within the programme of lifelong learning at a university.
2. In the case of acceptance and registration to study a student may ask for recognition of particular completed subjects of the extraordinary study of the subjects of accredited programmes that were graded A, B, C, D by the height of 60% of the total credit load of a relevant study programme.

Art. VIII

Final provisions

1. More information is provided by the officer of the Study Department Blanka Fišerová, CTU in Prague, Faculty of Transportation Sciences, Konviktská 20, Praha 1, Tel. 224359578, email: fiserova@fd.cvut.cz
2. The Measure of the Dean No. 1/2020 on lifelong learning from 15 June, 2020 is repealed.
3. This measure shall enter into force on the date of issue.

