



Extraordinary study of individual courses of study programmes within the framework of the Lifelong Learning Programme

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List of related documents

Act No. 111/1998 Coll., on Higher Education Institutions, as amended (hereinafter referred to as the "Higher Education Act")

Statute of the Czech Technical University in Prague (hereinafter referred to as the "CTU Statute")

Rules of CTU Lifelong Learning (hereinafter referred to as "CTU Lifelong Learning Rules")

Study and Examination Regulations for CTU Students (hereinafter referred to as "CTU Study and Examination Regulations")

Directive of the Bursar of CTU_SK_2023_07 Implementation of the CTU Lifelong Learning Regulations (hereinafter referred to as the "Bursar's Directive")

Dean's Directive No. 57/2023 for the implementation of the Bachelor's and Master's degree programme in Computer Science at the Faculty of Information Technology of the CTU in Prague, as amended (hereinafter referred to as the "Dean's Directive")

1 Introductory provisions

- 1.1 The purpose of this Directive is to define more detailed conditions for the extraordinary study of individual courses of study programmes within the framework of lifelong learning at the Faculty of Information Technology (hereinafter referred to as "FIT") of the Czech Technical University in Prague (hereinafter referred to as "CTU").
- 1.2 Lifelong learning (hereinafter referred to as "LL") means those types of learning that complement, deepen, renew or extend the knowledge, skills and qualifications of its participants.
- 1.3 LL is also understood as the extraordinary study of individual subjects identical in content and credit to the subjects of the curricula of FIT study programmes.
- 1.4 The implementation of LL is governed by the CTU Lifelong Learning Rules.
- 1.5 A LL participant is not a student according to the law. However, the provisions of the Study and Examination Regulations of the CTU, the Dean's Directive and other internal regulations and internal standards of the CTU and FIT related to study at the FIT, which are published in the public section of the FIT website, apply to him/her accordingly.
- 1.6 FIT keeps records of programmes, participants and graduates of LL through the CTU information system.

2 Extraordinary studies in the Lifelong Learning Programme

- 2.1 Participants in the Extraordinary Studies in LL programme take courses under the same conditions as FIT students.
- 2.2 Only a person who is not a student of FIT, e.g. an FIT student who has interrupted his/her studies, can be a participant in the LL programme.

3 Admission of applicants

- 3.1 The applicant shall complete and submit a printed and signed application form to the FIT Study Department or send a scan of the application form in electronic form to czv@fit.cvut.cz by the date specified in the Timetable in the LL information published in the public part of the FIT website, and pay the study fee according to Article 4.
- 3.2 The application form for extraordinary study in the LL programme is published in the LL information in the public section of the FIT website.
- 3.3 A contract will be concluded with each participant of the extraordinary study in the LL programme upon enrolment in the semester, subject to the conditions set out below. A model contract is published in the public section of the FIT website.

4 Extraordinary Study Award in the LL programme

- 4.1 The price of an extraordinary study in the LL programme is set as follows:
 - 4.1.1 CZK 1,000 per 1 credit for participants of the extraordinary LL studies studying in the Czech language subjects of the Bachelor's or Master's degree programme;
 - 4.1.2 2135 CZK for 1 credit for participants of the extraordinary LL studies studying in English language subjects of the Bachelor's or Master's degree programme.
- 4.2 Payment of the total price according to paragraph 4.1 must be made by the applicant before the start of the semester to account No.43-4999220217/0100, variable symbol 85600, constant symbol 968 and specific symbol the applicant's birth number without a slash. Bank details: Komerční banka, a.s., Prague 1, Na Příkopě 33 čp. 969, 114 07, P.O. BOX 839, IBAN: CZ23 0100 0000 4349 9922 0217, SWIFT/BIC: KOMBCZPPXXX.
- 4.3 Due to early termination of the study by the participant, the price of the extraordinary study is not refundable.

5 The course and organisation of extraordinary studies in the LL programme

- 5.1 Extraordinary study in the LL programme is based on the completion of the courses specified in the application form and contract.
- 5.2 When enrolling in the semester specified in the Timetable of the Informatics and Informatics Study Programmes for Bachelor's and Master's Studies at FIT (hereinafter referred to as the "Timetable") for the relevant semester, the participant shall submit to the Study Department proof of payment of the price of the extraordinary study according to Article 4 and, on the basis of the submitted proof, a contract will be concluded with the participant according to paragraph 3.3 and the enrolment will be completed. The timetable is issued by order of the Dean and published in the public section of the FIT website.
- 5.3 The faculty will provide the participants of the extraordinary study in the LL programme with teaching in the teaching premises of FIT, will give them access to the faculty information systems and will also lend them the necessary study aids according to the needs of teaching and under the conditions set by the internal regulations and standards of FIT and CTU.
- 5.4 The issuance of a card that entitles a participant in an extraordinary study in the LL programme to enter the buildings and premises of FIT is associated with a fee, which is paid by the applicant who applies for the card at the CTU Card Centre.
- 5.5 Graduates of extraordinary studies in the LL programme have the right to apply to the FIT Study Department for a certificate pursuant to Section 60(2) of the Higher Education Act.

6 Recognition of LL courses in case of admission to FIT

- 6.1 In the case of subsequent admission to FIT studies, individual courses completed in the LL programme that have been graded A, B, C or D may be recognised by the Dean upon

written application, up to 60% of the total credit load of the study programme; the details will be determined by the Vice-Dean for Study Affairs and will be communicated to the students concerned.

6.2 There is no legal right to recognition of items under this article.

7 Final provisions

7.1 Compliance with this Directive is continuously monitored by the Vice-Dean for Study Affairs.