

Název normy

Kód:	FSv_SD_2023_05_V01
Druh:	Směrnice děkana
Č. j.:	nebylo přiděleno
Oblast normy:	ST
Organizační závaznost:	ČVUT – Fakulta stavební
Garant:	11910 proděkanka pro pedagogiku prof. Ing. arch. Ing. Zuzana Pešková, Ph.D.
Vydavatel:	prof. Ing. Jiří Máca, CSc. děkan Fakulty stavební
Počet stran:	5
Počet příloh:	0
Rozdělovník:	Martina Vavřínová (B-11910- SEKRETARKA)
Dotčené osoby:	všichni
Forma zveřejnění:	webové stránky fakulty
Nahrazuje:	Opatření děkana 3/2021
Datum vydání:	14.11.2023
Účinnost:	14.11.2023
Platnost:	14.11.2023
Další informace:	
Podpis vydavatele:	

v.r.

prof. Ing. Jiří Máca, CSc.
děkan Fakulty stavební ČVUT v Praze

Přehled změn

Nejsou.

Seznam příloh

Nejsou.

Seznam souvisejících dokumentů

Řád celoživotního vzdělávání ČVUT v Praze.

**DEAN´S DIRECTIVE
on Lifelong Learning Studies –
Part-Time Study of Selected Courses that are Part of
Accredited Study Programmes at the Faculty of Civil
Engineering CTU in Prague**

**Article 1
Basic provisions**

1. This directive is issued pursuant to § 60 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to some Other Acts as amended (hereinafter “The Higher Education Act”), the Statute of CTU, the Code of Lifelong Learning of the Czech Technical University in Prague (hereinafter “CTU”) and the Bursar’s Directive No. 132/2023 on the Implementation of the CTU Code of Lifelong Learning, and it further regulates the conditions of study in the lifelong learning (hereinafter “LLL”) programme at the Faculty of Civil Engineering CTU in Prague (hereinafter “Faculty”).
2. The Faculty offers LLL courses called Part-Time Study of Selected Courses, which are identical in content and awarded credit points to the courses of the curricula of accredited Bachelor’s and follow-up Master’s degree study programmes. The content, tuition fee, organisation, course and other terms and information are regulated by this directive.
3. The LLL participant does not have the student status pursuant to the Higher Education Act and this study is not completed by obtaining an academic degree.
4. the Faculty keeps records of LLL programmes, their participants and graduates in the CTU Study Information System.

**Article 2
Part-time study of selected courses that are part of Faculty´s
accredited study programmes**

1. The Faculty enables passing individual selected courses taught in the Bachelor’s or Master’s degree study according to the applicant’s choice.
 - For the list and annotations of offered courses as specified by individual departments see portal.fsv.cvut.cz/student/predmety/.
 - For the list of courses specified according to study programmes see portal.fsv.cvut.cz/student/bakalmag/prehled/.

The lifelong learning programme does not allow passing courses like Professional Practicum, Final Graduation Thesis Seminar or Final Graduation Thesis.

2. The participants of LLL courses complete courses under the same conditions and according to the same study regulations as the students enrolled in full-time studies in accredited Bachelor’s or follow-up Master’s degree study programmes but, pursuant to the Bursar’s Directive No. 132/2023 on the Implementation of the CTU LLL Code, the courses are subject to a fee. The guarantor of the relevant course in coordination with the relevant Head of Department is responsible for the implementation of instruction.

3. The start and completion of courses coincide with the start and the end of individual semesters of study according to the [Faculty time schedule](#) for the respective academic year.
4. The prescribed course completion (credit, classified credit, examination) is not compulsory for the lifelong learning participants. However, a certificate of participation in the course is only issued after a successful completion of the course.
5. The course cannot be attended if the applicant
 - has interrupted full-time Bachelor's or Master's degree studies at the Faculty, or
 - is a student in full-time Bachelor's or Master's degree studies at the Faculty.
6. Applications for courses can be submitted to the Faculty's Student Administration
 - from 1st to 15th September for instruction in the winter semester,
 - from 10th January to 10th February for instruction in the summer semester.
7. The Faculty reserves the right not to allow an applicant to participate in the instruction in a selected course, particularly in the case that the time schedule capacity of the respective course has been fully used or for other organizational reasons.

Article 3

Admission to courses

1. The applicants register for the course by filling in the [form](#) published on the Faculty's website. This form is sent by e-mail at the contact address listed in the form. The applicants can obtain more detailed information on LLL courses from the [Head of Student Administration](#).
2. After the application has been received by the Faculty's Student Administration, communication with the applicant will continue via the email address used for sending the application form. In this way, the applicant will be informed whether the application has been accepted and will be provided additional organisational instructions, including payment instructions.
3. A binding agreement on participation in a LLL course is concluded between the applicant and the Faculty.

Article 4

Tuition fee

1. The course fee is specified in Art. 3 of the Bursar's Directive No. 132/2023 on the Implementation of the CTU Code of Lifelong Learning as follows:
 - A. CZK 1000 Kč per 1 credit point for a participant of part-time study in the LLL programme in courses accredited within the Bachelor's or follow-up Master's degree study programme taught in Czech. This does not apply to courses of the "Studio" type.
 - B. CZK 1 900 per 1 credit point for a participant of part-time study in the LLL programme in courses of the "Studio" type in the accredited Bachelor's or Master's degree study programme of Architecture and Building Sciences taught in Czech.

- C. CZK 2200 per credit point for a participant of part-time study in the LLL programme in courses accredited within the Bachelor's or follow-up Master's degree study programme taught in English.
2. Should the participant withdraw from part-time study in the LLL programme before the end of the semester, the fee for the completion of individual courses is not refundable. In the event of withdrawal from study for serious personal or health reasons, the Dean may decide to refund a proportional part of the fee if the participant applies for it in writing.

Article 5 Effect

1. This directive comes into force on the day it is issued.
2. This directive replaces the Dean's Measure No. 3/2021 on Lifelong Learning Studies – Part-Time Study of Selected Courses at the Faculty of Civil Engineering CTU in Prague.

m.p.
prof. Ing. Jiří Máca, CSc.
Faculty of Civil Engineering's Dean