

RECTOR'S ORDER NO. 5/2019

**Payments for exceptional and non-standard administrative services¹
for the 2019/2020 academic year**

1. Exceptional services and fees:

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|---|--|
| a) repeated issuance of CTU student ID | CZK 200 |
| b) issuance of a duplicate university diploma | CZK 500 |
| c) issuance of a duplicate or retroactive issuance of a diploma supplement | CZK 500 |
| d) a faculty's study programme (so-called White Book) | to be set by the faculty based on the size |
| e) issuance of ISIC with a licence | CZK 380 |
| f) repeated issuance of ISIC without a licence | CZK 200 |
| g) issuance of a duplicate certificate of nostrification of education undertaken abroad | CZK 500 |

2. Non-standard services and fees:

| | members of the CTU Academic Staff | Non-members of the CTU Academic Staff |
|---|--|--|
| a) issuance of a record of passed exams, or of a record of studies (for each new page) | ----- --- | CZK 240 |
| b) verification and confirmation of a document submitted by the applicant (for each new page) | CZK 60 | CZK 120 |
| c) confirmation of student status | ----- --- ² | CZK 120 |
| d) sending requested materials to another institution | CZK 120 | CZK 120 |
| e) late enrolment for the semester outside the regular registration period | CZK 500 | ----- ----- |

3. Fees for administrative acts and services in the field of lifelong learning (LLL) are regulated by the LLL Code and the

¹ Fees pursuant to Article 12, Para 1, CTU Statute.

prices are calculated by the given faculty (university institute).

4. Standard acts and activities linked to regular studies (enrolment for the academic year within the registration period, student ID, confirmation of student status, suspension of studies, enrolment after resuming the studies, acts linked to sending a student abroad, etc.) are provided **free of charge**. In case of any ambiguities as to whether an administrative act is provided in the framework of services linked to regular studies in an accredited study programme, or whether it is a nonstandard act, the decision on the payment at the faculty level is made by the dean and at the level of a university institute by its director.
5. The amounts for exceptional and non-standard services set in sections 1 and 2 are maximum charges. In justified cases, the faculty dean or director of a university institute can reduce or waive the charge based on an application for act submitted by an applicant, with the exception of subsections 1a), 1e) to 1g).
6. Fees for exceptional and non-standard services are due and payable in a manner stipulated by the faculty dean or director of a university institute for all sections, with the exception of subsections 1a), 1e) to 1g), but prior to the commencement of the act at the latest. The dean or director of a university institute is also responsible for keeping the records of individual acts. In case of subsections 1a), 1e) and 1f), the obligations in accordance with these sections will be stipulated by the director of the CTU Computing and Information Centre (hereinafter as "CTU CIC"), and in case of subsection 1g) by bursar.
7. Fees for exceptional and non-standard services constitute income of a faculty or university institute, with the exception of fees for subsections 1a), 1e) and 1f), which constitute income of CTU CIC, and fees for subsection 1g), which constitute income of CTU.
8. The Rector's Order No.8/2018 is cancelled.
9. The Rector's Order² comes into force and effect on the day of 1 March 2019.

² Pursuant to Article 12, Para 2, CTU Statute, discussed by Rector's Collegium on 4 February 2019 and by the CTU Academic Senate on 27 February 2019.

doc. RNDr. Vojtěch Petráček, CSc.
Rector