

RECTOR'S ORDER NO. 3 /2022

**Payments for Exceptional and Non-Standard Administrative Services¹
for the 2022/2023 Academic Year**

1. Exceptional services and fees:

a) Repeated issuing of a CTU student ID	CZK 200
b) Issuing a duplicate copy of a university diploma	CZK 500
c) Issuing a duplicate copy or issuing a diploma supplement retroactively	CZK 500
d) Issuing a top copy of the diploma and diploma supplement after change of identity	CZK 500
e) Issuing a duplicate copy of the LLL certificate	CZK 200
f) Faculty's study programme (the so-called White Book)	To be decided by the faculty depending on the size
g) Issuing an ISIC card with a licence	CZK 380
h) Repeated issuing of an ISIC card without a licence	CZK 200
i) Issuing a certificate recognizing education completed abroad	CZK 500

2. Non-standard services and fees:

	Members of AO CTU	Non- members of AO CTU
a) Issuing a record of passed examinations (for every new page)	-----	CZK 240
b) Certification and validation of a document prepared by applicant (for every new page)	CZK 60	CZK 120
c) Confirmation of studies	-----	CZK 120
d) Sending required documents to another institution	CZK 120	CZK 120
e) Late enrolment in a semester outside of set dates	CZK 500	-----

¹ Payments pursuant to Article 12, Para 1 of the CTU Statute.

3. Fees for administrative services and services in the field of lifelong learning (LLL) are regulated by the Code Governing Lifelong Learning and the prices are calculated by the relevant faculty (university institute).
4. Standard services and activities connected to regular studies (enrolment in the academic year on set dates, student ID, confirmation of studies, interruption of studies, enrolment after interruption, services connected with sending a student abroad, etc.) are **free of charge**. In case of any ambiguities regarding whether an administrative service is a service provided in connection with regular studies in an accredited study programme or whether it is a non-standard service, the decision on the payment is made by the faculty dean or by director of university institute.
5. Fees for exceptional and non-standard services pursuant to Sections 1 and 2 are maximum charges. In justified cases, the faculty dean, director of university institute or director of the Archive can reduce or waive the charge based on a request for a service submitted by the applicant, with the exception of Subsections 1a), 1g) to 1i).
6. Fees for exceptional and non-standard services are due and payable in a manner stipulated by the faculty dean, director of university institute or director of the Archive in the case of all subsections, with the exception of Subsections 1a), 1g) to 1i), but prior to the commencement of the service at the latest. The dean, director of university institute or director of the Archive is also responsible for keeping the records of individual services. In the case of Subsections 1a), 1g) and 1h), the obligations under these sections will be stipulated by the director of the CTU Computing and Information Centre (hereinafter referred to as "CTU CIC"); in the case of subsection 1i, it will be stipulated by the Registrar.
7. Fees collected for exceptional and non-standard services constitute income of a faculty, a university institute or the Archive, with the exception of fees collected for Subsections 1a), 1g) and 1h), which constitute income of CTU CIC, and fees collected for Subsection 1i), which constitute income of CTU.
8. Rector's Order No. 3/2021 is cancelled.
9. The Rector's Order² comes into effect and comes into force on September, 19th, 2022.

doc. RNDr. Vojtěch Petráček, CSc., m.p.
Rector

² In accordance with Article 12, Para 2 of the CTU Statute, it was discussed by the Collegium of the Rector on February, 2nd, 2022 and by the AS CTU on February, 23rd, 2022.