

Procedure for students in bachelor and follow-up master study programmes the accreditation of which is terminated during their studies

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Vice-Rector for Bachelor and Master Studies

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Study and Examination Rules (hereinafter referred to as SER)

Higher Education Act (hereinafter referred to as the Act)

Rules for Granting Scholarships (hereinafter referred to as RGS)

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Article 1 Subject matter

- 1.1 The purpose of this Methodological Guideline is to harmonize the procedure at faculties and other constituent parts of CTU (hereinafter referred to as “faculties”) for students in bachelor and follow-up master study programmes at CTU the accreditation of which is terminated during their studies.

Article 2 Transfer of current students to accredited study programmes

- 2.1 CTU must offer to students in study programmes the accreditation of which is terminated before the student is able to complete their studies in a regular manner an option to continue their studies in the same or similar accredited study programme (in case there are more study programmes to choose from, the student will be offered a choice).
- 2.2 The faculty will offer the student to continue in their studies in good time before the start of the academic year when the accreditation will be terminated. The offer will be made so that it is clear in what study programme (hereinafter referred to as an “SP”) the student will be able to continue their studies and where they can learn about its content. At the same time, the faculty will set a reasonable deadline (on the day of the announcement of the date of enrolment in the next academic year at the latest) for the student to express their opinion. A specimen offer is available in Annex 1 to this Methodological Guideline. Together with the offer the student will also be sent a specimen Consent to transfer to another SP (for the specimen, see Annex 2).
- 2.3 If the student does not express their will to continue studying in the offered SP or they fail to express their opinion within the set deadline, their studies will be terminated on the day the accreditation of the SP is terminated (event U05) unless another event happens before that by which the studies are terminated. Since the studies are legally terminated pursuant to the Act, no decision is issued; the student is informed about the termination by e-mail. They can continue in their studies until the day the accreditation of the SP is terminated.
- 2.4 If the student expresses their will to continue studying in the offered SP, they are enrolled in it at the beginning of the winter semester of the following academic year (or on the last date of the validity of the accreditation) and a document is issued to them confirming their transfer to the new SP. A specimen document is available in Annex 3 to this Methodological Guideline.
- 2.5 The student is enrolled in the new SP; event S01. The studies in the original SP are terminated by a transfer to another SP; event U10. The date of the termination of studies in the original SP and the date of enrolment in the new SP must be the same. Both studies must be entered in the Student Register as one study with a transfer.
- 2.6 For the purpose of checking the study results, after the student who is being transferred is enrolled, they are considered a student enrolled in a higher than 1st year of studies. Checking of study results is regulated in Article 14, Para 4 of SER.
- 2.7 For the purpose of granting a merit scholarship (pursuant to Article 2, Para 1a of RGS), the studies are considered one continuous study, not a new study. The decisive standard period of study is the standard period of the SP with the longer standard period of study.
- 2.8 In this case, the maximum period of study is regulated in Article 3a, Para 4 of SER.
- 2.9 Events are not transferred in the transfer of studies. One exception is event R01 (Recognized period of parenthood) and I59 (ESLA registration) in case the registration was not terminated by event I57. Other events must be newly created by the Study Department.

Article 3 Transfer of students with interrupted studies

- 3.1 Students whose interruption of studies ends during the summer semester of the academic year will be offered the transfer to an accredited SP when they apply for enrolment in studies after the interruption.
- 3.2 Students whose studies have been interrupted and the interruption ends after the termination of the accreditation of the existing SP will be offered to continue in their studies in another SP two months before the termination of the accreditation at the latest. The offer to students whose studies have been interrupted (in case of serious health issues when the student is unable to perform acts physically, the offer should be delivered to their legal representative or guardian) must be demonstrably delivered (sent through the data box or by letter delivered by hand).
- 3.3 In case the student has consented to being transferred to another SP, the transfer will be completed on the day the accreditation of the old SP is terminated; the student acknowledges that the interruption of studies will be cancelled for a brief period (1 day) in order for them to be transferred to the new studies and then renewed.
- 3.4 Further actions taken regarding these students are the same as in case of students whose studies have not been interrupted.

Article 4 Recognition of subjects

- 4.1 When they express their will to continue studying in the new SP, the student will request a transfer of subjects completed in the original SP (including the completed parts of the final state examination) and subjects in the original SP recognized from previous studies.
- 4.2 Based on their request (which was either part of the consent to being transferred or was submitted independently), the student will be issued a decision on recognition of subjects pursuant to Section 68, Para 1, letter d) of the Act.
- 4.3 Subjects completed in the original SP will be recognized based on the student's request regardless of the grade or the time that has elapsed since the student completed them.
- 4.4 Recognized subjects are entered in the IS KOS information system in a standard manner (by transfer).
- 4.5 The number of used second resits will be transferred from the original studies to the new studies. The total amount of resits corresponds to the length of the studies with the longer standard period of study.
- 4.6 The requirements for the fulfilment of the study plan in the new SP will be revised by the guarantor of the SP in collaboration with the vice-dean for education for each student individually based on the subjects they have completed in the original SP.
- 4.7 In case the student only needs to resit the final state examination in order to complete their studies in the old SP, the dean of the faculty shall announce an extraordinary date of the final state examination that will take place 14 days before the termination of the accreditation at the latest.
- 4.8 In case the student passed one part of the final state examination but did not pass the other parts during a regular date of examination, only the information on the completed parts of the final state examination will be transferred to the new accredited SP.

Article 5 Rules for setting the fee for longer period of study in transferred studies

- 5.1 For the purpose of fees for a longer period of study, the studies after the transfer are considered a continuous study, not a new study.
- 5.2 The date of enrolment in the SP the accreditation of which is being terminated is considered the date of enrolment in the study.

- 5.3 In case the original SP has a shorter standard period of study than the new SP and the student has already been given a lower number of fees than the difference between the standard period of studies in the new and the original SP calculated in 6-month amounts (hereinafter referred to as the “difference in the standard periods of study”), the transfer to a new SP does not constitute a reason to reduce or waive any fees calculated in the old SP. After the end of the assessment period of the last calculated fee, the start of the new assessment period will be shifted by the difference in the standard periods of study.

Article 6 Diploma supplement in transferred studies

- 6.1 In Section 2.2 “Main study programme and field/s of study”, the text will be as follows:
Název původního studijního programu – Název studovaného oboru (pokud byl program dělen na obory, v opačném případě uvedeno bez oboru); [Datum začátku akademického roku, kdy dochází k převodu] převedeno do studijního programu Název nového studijního programu / Name of the original study programme – Name of the study field; [The start date of the academic year when the transfer takes place] transferred to the study programme Name of the new study programme.
Example: Strojírenství – Konstruování podporované počítačem; 23. září 2024 převedeno do studijního programu Strojní inženýrství / Mechanical Engineering – Computer Aided Design; 23 September 2024 transferred to study programme Bachelor of Mechanical Engineering.
- 6.2 In the diploma supplement, in Section 4.3, all completed subjects in both programmes will be included with the dates that correspond to the dates the study obligation has been completed.
- 6.3 In Section 6.1 additional information about the terminated accreditation will be included as follows:
Z důvodu zániku akreditace studijního programu Název původního studijního programu bylo [Datum začátku akademického roku, kdy dochází k převodu] studium převedeno do studijního programu Název nového studijního programu / Due to the termination of the accreditation of the study programme Name of the original study programme, the study was transferred to the study programme Name of the new study programme on [The start date of the academic year when the transfer takes place].
Example: Z důvodu zániku akreditace studijního programu Strojírenství bylo 23. září 2024 studium převedeno do studijního programu Strojní inženýrství / Due to the termination of the accreditation of the study programme Mechanical Engineering the study was transferred to the study programme Bachelor of Mechanical Engineering on 23 September 2024.

Annex 1: Offer to continue studying in an accredited study programme

FACULTY XXXX
Address
Name
Dean



Name
Address
In **Prague**, on

Offer to continue studying in a newly accredited study programme due to the termination of the accreditation of the existing study programme

Dear Student,

Due to the fact that you are studying in the **bachelor** study programme "**Name**" in the field of study "**Name**" at the Faculty of **Name** of the Czech Technical University in Prague and the accreditation of this study programme will be terminated on **31 December 2024**, based on Section 80, Para 5 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act") we are offering you the possibility to study in a newly accredited **bachelor** study programme "**Name**" that has the same or similar content as the study programme in which you are currently studying. You can learn more about the content of the study programme here: website address

In case you wish to continue studying in the study programme "**Name**", please fill in the attached form where you will give your consent to the transfer to the newly accredited study programme. Please deliver the completed form to the Study Department of the Faculty of **Name** of the Czech Technical University in Prague by date at the latest. Together with your consent you can also request the recognition of the subjects you have completed so far during your studies.

If you do not give your consent, your studies will be terminated pursuant to Section 56, Para 1, letter d) of the Higher Education Act on the day the accreditation of your current programme is terminated.

Seal

Responsible person:

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Annex 2: Consent to transfer to another study programme



Consent to transfer to another study programme

Student

First and last name	
Date of birth	
Personal number at CTU	

studies in the **bachelor** study programme "**Name**" in the field of study "**Name**" at the Faculty of **Name** of the Czech Technical University in Prague.

The accreditation of this study programme will be terminated on **31 December 2024**.

I hereby confirm that on **date** CTU in Prague offered me a transfer to a newly accredited **bachelor** study programme "**Name**" that has the same or similar content as the study programme in which I am currently studying.

By affixing my signature below I give my consent to the transfer to the newly accredited study programme.

At the same time I request the transfer and recognition of the subjects I have completed during my studies in the **bachelor** study programme "**Name**" in the field of study "**Name**" at the Faculty of **Name** of the Czech Technical University in Prague to the **bachelor** study programme "**Name**" in the field of study "**Name**" at the Faculty of **Name** of the Czech Technical University in Prague.

In **Prague**, on **date**

.....

Student's signature

Annex 3: Notification of transfer to another study programme

FACULTY XXXX
Address
Name
Dean



Name
Address
In Prague, on

Notification of transfer to another study programme

To:

First and last name,
Date of birth: date

Dear Student,

Based on your request of date, you have been transferred from the bachelor study programme "Name" in the field of study "Name" at the Faculty of Name of the Czech Technical University in Prague to the bachelor study programme "Name" in the field of study "Name" at the Faculty of Name of the Czech Technical University in Prague.

Kind regards,

First and last name (by proxy)
Vice-Dean for Education

Responsible person:

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