



## Payments for Exceptional and Non-Standard Administrative Services

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**Signature of issuer:**

doc. RNDr. Vojtěch Petráček, CSc.  
rector

## Overview of changes

<b>Appointment</b>	<b>Specification of the change and justification of the change compared to the previous version</b>
Čl. 1, a + g	Change in payment for card insurance

## List of related documents

Statut ČVUT v Praze (čl. 12, odst. 1)

## 1 Exceptional services and fees:

a) Repeated issuing of a CTU/ISIC student ID	CZK 250
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) First or Repeated issuing of an CTU/ISIC student card with a licence	CZK 250 + licence price
h) Issuing a certificate recognizing education completed abroad	CZK 500

## 2 Non-standard services and fees:

	Members of AO CTU	Nonmembers 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	-----

## 3 Miscellaneous

1. Postage prices are charged according to the valid price list of the Czech Post, s.p.

2. 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).
3. 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.
4. 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) and 1g).
5. 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) and 1g), 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) and 1g), 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 1h), it will be stipulated by the Registrar.
6. 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) and 1g), which constitute income of CTU CIC, and fees collected for Subsection 1h), which constitute income of CTU.