

RECTOR'S ORDER NO. 6/2017

Payments for exceptional and non-standard administrative services pursuant to Article 12, Para 1*, CTU Statute for the 2017/2018 academic year

In Prague on 30 March 2017
Ref. no.: 0198/17/51921

1. Exceptional services and fees:

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)	----- ¹	CZK 240
b) verification and confirmation of a document submitted by the applicant (for each new page)	CZK 60	CZK 120
c) proof of attendance	----- ¹	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	----- ¹
f) issuance of a university diploma in another language ²	CZK 400	CZK 400

* Till 31 August 2017, pursuant to article 11a, para 1

¹ It is a standard service for the members of the CTU Academic Staff.

² For this purpose, another language may refer to English for study programmes accredited in Czech; Czech for study programmes accredited in English; Czech or English for study programmes accredited in Russian.

3. Fees for administrative acts and services in the field of lifelong learning (LLL) are regulated by the LLL Code and the 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, proof of attendance, 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 non-standard 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 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 of 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 this 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 enters into force on the day it is signed and comes into effect on the day of the start of the 2017/2018 academic year, i.e. on 1 October 2017.
9. Acts commenced before the date of the taking effect of this Rector's Order will be completed pursuant to Rector's Order no. 1/2016 of 30 March 2016.

Discussed by Rector's Collegium on 20 March 2017

Discussed by the CTU Academic Senate on 29 March 2017

Prof. Ing. Petr Konvalinka, CSc. FEng., m. p.
Rector