

## RECTOR'S ORDER n. 5/2019

**payments for exceptional and non-standard administrative services pursuant<sup>1</sup> for  
the 2018/2019 academic year**

### 1. Exceptional services and related fees:

|                                                                              |                                                               |
|------------------------------------------------------------------------------|---------------------------------------------------------------|
| a) repeated issue of a CTU student ID card                                   | CZK 200,-                                                     |
| b) issue of a duplicate of a university diploma                              | CZK 500,-                                                     |
| c) issue of a duplicate or retroactive issue of a diploma supplement         | CZK 500,-                                                     |
| d) faculty study program (i.e. White Book)                                   | price set by the faculty, according to the length of the book |
| e) issue of an ISIC card with licence                                        | CZK 380,-                                                     |
| f) repeated issue of an ISIC card without licence                            | CZK 200,-                                                     |
| g) issue of a duplicate of a certificate on recognition of foreign education | CZK 500,-                                                     |

### 2. Non-standard services and related fees:

|                                                                                            | members of<br>CTU AC | non-<br>members of<br>CTU AC |
|--------------------------------------------------------------------------------------------|----------------------|------------------------------|
| a) issue of a record of examinations taken or issue of a study record (price per page)     | ----- <sup>1</sup>   | 240,- CZK                    |
| b) verification and certification of a document prepared by the applicant (price per page) | 60,- CZK             | 120,- CZK                    |
| c) confirmation of studies                                                                 | ----- <sup>1</sup>   | 120,- CZK                    |

<sup>1</sup> Payments pursuant to article 12 (1) of the Statute of the CTU

|                                                                      |           |           |
|----------------------------------------------------------------------|-----------|-----------|
| d) sending requested materials to another institution                | 120,- CZK | 120,- CZK |
| e) supplementary enrolment for a semester outside the set time limit | 500,- CZK | -----     |

3. Fees for administrative services and for services in the field of life-long education are regulated by special LLE regulations, and the price is determined by the relevant faculty (university institute).
4. Standard services and activities linked with regular (full time) studies (enrolment for the academic year on the announced dates, student ID card, confirmation of studies, interruption of studies, enrolment after interruption of studies, services connected with sending a student to study abroad, etc.) are free of charge. In the event that it is unclear whether the administrative service is a service provided in connection with regular studies in an accredited study programme, or whether it is a non-standard service, a decision is made by the dean of the faculty, and at a university institute the decision is made by its director.
5. Fees for exceptional and non-standard services in accordance with points 1 and 2 are maximum charges. Based on the application of the applicant, the dean of a faculty or the director of a university institute may waive or reduce the fee in justified cases, with the exception of points 1a), 1e) to 1 g).
6. Fees for exceptional and non-standard services are payable within time limits and in a manner set by the dean of a faculty or a director of a university institute for all points except for 1a), 1e) to 1)g but no later than prior to the commencement of the act/event. The dean or the director of a university institute is also responsible for keeping the records connected with the individual acts. In case of points 1a), 1e) and 1 f) the requirements, pursuant to this paragraph, shall be determined by the director of the Computational and information centre of the CTU (further only as „VIC ČVUT“), and in case of point 1g) they shall be determined by the bursar.
7. Fees for exceptional and non-standard services belong to the faculty or a university institute with the exception of payments for points 1a), 1e) and 1f) which belong to VIC ČVUT and payments for point 1g) which belong to the CTU.
8. Rector's order N. 8/2018 is cancelled.
9. Rector's order<sup>2</sup> becomes effective and enforceable as of March 1, 2019

**doc. RNDr. Vojtěch Petráček, CSc.**  
**Rector of the CTU**

<sup>2</sup>Pursuant to article 12 (2) of the Statute of the CTU, it was discussed by the Rector's Collegium on February 4, 2019 and by the Academic Senate on February 27, 2019