



Reference N.: 157/20/17911

**DEAN´S DIRECTIVE CONCERNING IMPLEMENTATION OF THE
EXTRAORDINARY STUDY OF SELECTED SUBJECTS WITHIN THE
LIFELONG LEARNING PROGRAM IN THE ACCREDITED BACHELOR AND
FOLLOW UP MASTER STUDY PROGRAMS AT THE CZECH TECHNICAL
UNIVERSITY, FACULTY OF BIOMEDICAL ENGINEERING**

Article 1

BASIC PROVISIONS

1. This directive is issued in compliance with § 60 of the Act N. 111/1998 Sb., On Higher Education Institutions and on modification and amendment of other acts, as amended (further only as the „ Act on Higher Education Institutions”), Rules of Lifelong Learning Program of the Czech Technical University in Prague (further only as the „CTU”) and the Directive of Bursar N. 48/2001 concerning implementation of the Rules of Lifelong Learning Programs of the CTU. It also regulates details of studies in Lifelong Learning Program (further only as the „LLP”) at the Faculty of Biomedical Engineering (further only as the „FBME”).
2. LLP means such types of education, which complement, deepen, refresh or broaden knowledge, skills and qualification of its participants and are provided as part of or beyond the study programs.
3. LLP participant is not a student pursuant to the Act on Higher Education Institutions and this study is not completed by awarding an academic degree.
4. CTU FBME keeps records of programs, participants and graduates of the LLP by means of the CTU Study information system.

Article 2

LLP PROGRAM

1. LLP means extraordinary study of selected subjects, which have the same content and the number of credits as subjects in study plans of accredited bachelor or follow up master study programs at the CTU FBME.
2. The LLP participants pass the subjects under the same conditions as students enrolled in regular form of accredited bachelor or follow up master study programs. Commencement and termination of participation in the LLP complies with the FBME Schedule of the relevant academic year and the concrete timetable.
3. Only a person, who is not studying any accredited bachelor or follow up master study program at CTU FBME and whose studies at the CTU FBME are not suspended, can be the participant of the LLP extraordinary study.

4. The CTU FBME can limit the number of participants in the LLP extraordinary study, who can enrol a particular subject, due to capacity. Only a subject, which is listed in the relevant semester and which is duly taught, can be studied. A subject, which takes place at the provider of healthcare services, cannot be studied.

Article 3

ADMISSION OF APPLICANTS

1. The LLP applicant will duly fill in the application form and send it electronically to the email address: studijni@fbmi.cvut.cz at least 14 days prior to the commencement of the relevant semester set in the „FBME Academic Year Schedule”.
2. The application form is accessible at the public part of the CTU FBME internet pages, see: <https://www.fbmi.cvut.cz/en/admissions/extraordinary-study-selected-subjects>.
3. After having received the application form, the CTU FBME study department will inform the applicant by email whether the application form was accepted. The applicant will also be asked to pay the fee pursuant to article 4 and the study department will send him/her payment details (variable symbol for the payment is written on the application form).
4. An agreement will be concluded with the LLP extraordinary study participant.

Article 4

FEE

1. The fee for passing the individual subjects of the extraordinary study, which is part of the LLP, amounts to:
 - A. CZK 800,- per 1 credit for the LLP extraordinary study participant studying subjects of accredited bachelor or follow up master study programs of the CTU FBME in the Czech language.
 - B. CZK 1 300,- per 1 credit for the LLP extraordinary study participant studying subjects of accredited bachelor study programs of the CTU FBME in the English language.
 - C. CZK 1 500,- per 1 credit for the LLP extraordinary study participant studying subjects of accredited follow up master study programs of the CTU FBME in the English language.
2. Number of registered credits is the sum of credits for all enrolled subjects.
3. Payment of the fee must be made by means of wire transfer prior to the commencement of the LLP extraordinary study.
4. The fee for passing the individual subjects is not refunded if the LLP extraordinary study participant terminates the extraordinary study prematurely.

Article 5

COURSE AND ORGANISATION OF THE LLP

1. The participant shall submit the proof of payment of the fee to the CTU FBME study department on the day of commencement of the LLP extraordinary study of the relevant semester set in the „FBME Academic Year Schedule” at the latest. Based on the submitted proof, the participant will be issued an agreement and s/he will be allowed to pass the LLP extraordinary study.

2. Issuing the Host Card, which authorises the participant to enter the CTU FBME premises is connected with a fee, which is payable by the applicant. The applicant shall apply for the card at the Department of Issuing and Administration of the CTU.
3. If the LLP extraordinary study participant is admitted to study a bachelor or follow up master study program, then upon his/her application the Dean can recognise the subjects s/he passed in the extraordinary study up to 60% of the total credit load of the given study program. The subjects must be part of the accredited study programs at the CTU FBME and with obtained grades A, B, C, D or E. Only subjects, which have the same manner of termination and which were passed not more than 2 years ago and have the same content as subjects in accredited study programs at the CTU FBME, can be recognised this way.
4. The study at LLP is based on passing subjects within the scope as listed in the agreement on extraordinary study.

Article 6

TERMINATION OF THE LLP

1. The graduates of the LLP extraordinary study will be issued a list of passed subjects from the LLP program of the CTU FBME.

Article 7

FINAL PROVISIONS

1. This directive was discussed and approved by the Academic senate of the CTU FBME on 23. 4. 2020
2. The validity of the directive is determined by the day of signature by the Dean of the CTU FBME on 24. 4. 2020 (validity date)
3. This directive is effective as of 1. 5. 2020 (effectiveness date).

In Kladno on 24. 4. 2020

prof. MUDr. Ivan Dylevský, DrSc.
FBME CTU DEAN