



Reference N.: CVUT00008567/2023

**DEAN'S DIRECTIVE GOVERNING THE IMPLEMENTATION OF THE
EXTRAORDINARY STUDY OF SELECTED COURSES WITHIN THE LIFELONG
LEARNING 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 to some other acts, as amended (further only as the "Act on Higher Education Institutions"), CTU Statute, Code Governing Lifelong Learning at Czech Technical University in Prague (further only as "CTU") and the Directive of the Bursar N. 132/2023 governing the Code of Lifelong Learning at CTU and it also closely regulates conditions of studies in Lifelong Learning program (further only as the "LL") at the Faculty of Biomedical Engineering (further only as the "FBME").
2. LL means such type of education, which complements, deepens, refreshes, or broadens the knowledge, skills, and qualification of its participants and which is provided within or outside the framework of the study programs.
3. LL 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 LL by means of the CTU Study information system.

Article 2

LL PROGRAM

1. LL program refers to the extraordinary study of selected courses, that are identical in content and the number of awarded credits as courses in study plans of accredited bachelor or follow-up master study programs at the CTU FBME.
2. The LL participants pass the courses under the same conditions and the same study regulations as students enrolled in regular forms of accredited bachelor or follow-up master study programs, but for consideration according to the Directive of the Bursar N. 132/2023 concerning the implementation of the Code of LL. Commencement and completion of participation in the LL comply with the FBME Schedule of the relevant academic year and the particular timetable.

3. Only a person, who is not studying the relevant accredited bachelor or follow-up master study program at CTU FBME and his/her studies at the CTU FBME are not suspended, can be a participant in the LL extraordinary study.
4. The CTU FBME can limit the number of participants in the LL extraordinary study, who can enrol in a particular course, due to limited capacity. Only a course, which is listed in the relevant semester, and which is duly taught, can be studied. A course, which takes place at the provider of healthcare services, cannot be studied.

Article 3

ADMISSION OF APPLICANTS

1. The LL program 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 on 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 and call upon the applicant to pay the fee pursuant to Article 4. Simultaneously, the study department will send him/her payment details (variable symbol for the payment is in the application form).
4. An agreement will be concluded with the participant in the LL extraordinary study.

Article 4

FEE

1. The fee for passing the individual courses of the extraordinary study, which is part of the LL program, amounts to:
 - A. CZK 1 000, - per 1 credit for the LL extraordinary study participant studying courses of accredited bachelor or follow-up master study programs of the CTU FBME in the Czech language.
 - B. CZK 1 833, - per 1 credit for the LL extraordinary study participant studying courses of accredited bachelor study programs of the CTU FBME in the English language.
 - C. CZK 2 200, - per 1 credit for the LL extraordinary study participant studying courses of accredited follow-up master study programs of the CTU FBME in the English language.
2. The number of registered credits is the sum of credits for all enrolled courses.
3. The payment of the fee must be made by means of a wire transfer prior to the commencement of extraordinary study which is a part of the LL.
4. The fee for passing the individual courses is not refunded if the LL extraordinary study participant terminates the extraordinary study prematurely. In the event of termination of studies for serious personal or health reasons, the Dean may decide to refund an aliquot part of the fee should the participant request so in writing.

Article 5

COURSE AND ORGANISATION OF THE LL PROGRAM

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 LL extraordinary study of the relevant

semester set in the FBME Academic Year Schedule at the latest. Based on the submitted proof of payment, the participant will be issued an agreement and s/he will be allowed to pass the LL extraordinary study.

2. There is a fee, payable by the applicant, for issuing the Host Card, which authorizes the participant to enter the CTU FBME premises. The applicant shall apply for the card at the Computing and Information Centre (CIC).
3. If the LL extraordinary study participant is admitted to study in a bachelor or follow-up master study program, then upon his/her written application, the Dean can recognize the courses that s/he passed in the extraordinary study as part of the accredited study programs at CTU FBME graded A, B, C, D or E up to 60% of the total credit load of the given study program. Only courses, which have the same manner of completion and similar content as courses in the accredited study programs at CTU FBME and which were passed not more than 2 years ago can be recognized this way.
4. The LL program study is based on passing courses within the scope as listed in the agreement on the extraordinary study.

Article 6

COMPLETION OF THE LL PROGRAM

1. The graduates of the LL extraordinary studies within the LL program will be issued a certificate of participation in the LL program at CTU FBME with an overview of enrolled and completed courses from IS KOS (CTU Information System - Study Component) in Czech or English.

Article 7

FINAL PROVISIONS

1. The Dean's Directive of 24 April 2020 under Ref. No. 157/20/17911 is invalidated.
2. This directive was discussed and approved by the Academic Senate of the CTU FBME on 10. 5. 2023
3. The validity of the directive is determined by the day of signature by the Dean of the CTU FBME (validity date)
4. This directive is effective as of 1. 9. 2023 (effectiveness date).

Kladno 10. 5. 2023

prof. MUDr. Jozef Rosina, Ph.D., MBA

FBME CTU DEAN