

Support for Students who are Parents in Bachelor's and Master's Degree Programs at CTU

Code:	ČVUT_SP_2025_02_V01
Type:	Vice-Rector's Directive
Ref. no.:	CVUT00012051/2025
Area of standard:	ST study
Organizational binding force:	CTU
Guarantor:	51921 Vice-Rector for Bachelor's and Master's Studies Doc. Dr. Ing. Gabriela Achtenová
Publisher:	Doc. Dr. Ing. Gabriela Achtenová Vice-Rector for Bachelor's and Master's Studies
Number of pages:	9
Number of appendices:	1
Distribution list:	Radka Slabá
Persons concerned:	Employees, Bachelor's and Master's Degree Students
Form of publication:	Inforek
Replaces:	Methodological Guideline No. 3/2015
Date of issue:	September 26, 2025
Effective date:	September 26, 2025
Validity:	September 26, 2025
Further information:	Approved at the Meeting of Vice-Deans for Studies on September 19, 2025
Signature of the publisher:	

Vice-Rector for Bachelor's and Master's
Studies

Overview of Changes

Provision	Detailed description of the change and justification for the change compared to the previous version

List of Related Documents

Study and Examination Regulations for Students of the Czech Technical University in Prague (hereinafter referred to as "SZŘ")

Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Regulations (hereinafter referred to as the "Act")

Lists of annexes

Sample Application for Registration of Recognized Parental Leave

List of abbreviations

CTU	Czech Technical University in Prague
IS	Information system
SIMS	Combined Student Registry Information
SD	Study Department
SFE	State Final Exams
RPL	Recognized Parental Leave

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Article 1 General principles of support for student who are parents at CTU

- 1.1 Every student who is a parent of a child under the age of three is entitled to a waiver of fees for extended study (§58(3) of the Act). This also applies to the cases mentioned in paragraph 2.5.
- 1.2 Students in the Recognized Parental Leave Period are entitled to additional benefits, which are summarized in the following articles of this directive.

Article 2 Recognized Parental Leave

- 2.1 Only a parent who cares for a child properly and on a full-time basis may be included in the Recognized Parental Leave (hereinafter referred to as "RPL") program.
- 2.2 RPL for the mother of the child begins eight weeks before the expected date of birth and ends when the child reaches the age of three.
- 2.3 The father of the child may be included in the RPL program if he has been granted parental allowance by the relevant administrative authority (i.e., if he provides full-time care for the child). In this case, the recognized period of parenthood for the father of the child begins at the child's birth and ends when the child reaches the age of three.
- 2.4 Persons meeting the conditions in the previous two paragraphs are hereinafter referred to as student-parents.
- 2.5 The same applies in the case of taking a child into care replacing parental care on the basis of a decision by the competent authority, in which case the recognized period of parenthood begins on the date on which the decision becomes final. In the case of taking a child into care after the age of three, but no later than the age of seven, the recognized period of parenthood lasts 22 weeks. If a child is taken into care before reaching the age of three in such a way that the period of 22 weeks would expire after reaching the age of three, the recognized period of parenthood shall last until the expiry of 22 weeks from the date of taking the child into care.
- 2.6 A child is considered to be a biological child or a child taken into care replacing parental care on the basis of a decision by the competent authority.
- 2.7 The recognized period of parenthood does not apply to students coming for a short-term internship or exchange program.

Article 3 Application for registration of recognized parental leave

- 3.1 RPL can only be registered by CTU on the basis of a submitted application for its registration.
- 3.2 In the case of concurrent study at multiple CTU faculties/institutes, the application must be submitted separately to each faculty/institute.
- 3.3 For student parents enrolled in study programs accredited at CTU, which are implemented in cooperation with CTU university institutes, the procedure in this and other articles of this methodological guideline shall be applied reasonably and appropriately as for faculties (hereinafter referred to uniformly as "faculty").
- 3.4 For mothers, the birth certificate of the child or a pregnancy card with the expected date of birth marked is a mandatory attachment to the application.

- 3.5 For the father, the birth certificate of the child and the decision of the competent administrative authority on the granting of parental allowance are mandatory attachments.
- 3.6 When taking a child into care, a parent who wishes to apply for RPL registration shall provide proof of this fact by means of a copy of the decision of the competent authority on taking the child into care replacing parental care and the child's birth certificate.
- 3.7 The application for RPL registration is submitted in writing to the study department (hereinafter referred to as "SD") of the faculty at which the student-parent is enrolled. The requirements for an application for registration of recognized parental leave are the identification of the applicant (name, surname, student ID), specification of the facts giving rise to the entitlement to registration of recognized parental leave, documentation of the alleged facts with relevant documents, and a handwritten signature. A sample application form is attached to these guidelines.
- 3.8 The procedure for the registration of recognized parental leave begins on the day the student-parent submits a written application to the faculty's study department. From this date, the student-parent is entitled to the benefits under paragraphs 7.3 to 7.6 and Article 8 of this directive.
- 3.9 The dean of the faculty shall decide on the submitted application within 30 days of its delivery to the faculty. The dean's decision shall not be issued; the faculty's study department shall notify the student-parent via the CTU IS of their inclusion in the RPL.
- 3.10 In the event of any change relating to the RPL, the student-parent is obliged to report this change without delay.

Article 4 Details on the registration of recognized parental leave

- 4.1 Recognized parental leave is recorded in the CTU information system with effect from the date on which it began (event R01). If the start date of the RPL falls on a date earlier than the initial enrollment in the study program or the date of interruption, the RPL date begins on the date of the first or re-enrollment in the study program. The record of interruption does not change retroactively; interruption due to parenthood begins on the date of submission of the application, even if the entitlement to RPL arose in the past.
- 4.2 The SD records the RPL in all active, interrupted, and unsuccessful studies to which the RPL period applies.
- 4.3 The termination of RPL is recorded in the CTU IS (event R02). Both records are made by the SD of the faculty at which the student is enrolled, for all studies in which the student is enrolled.
- 4.4 The RPL is recorded as personal data of the student-parent in its entirety.

Article 5 Obligations of the applicant

- 5.1 The student-parent is obliged to notify the CTU of any changes affecting the record of the recognized period of parenthood.
- 5.2 In the case of an application for RPL registration accompanied by a copy of a pregnancy certificate, a copy of the child's birth certificate must be submitted within 22 weeks of the child's birth. Otherwise, the faculty will ask the student to submit it by the deadline set by the SD of the relevant faculty. Failure to comply with this obligation, even after a request has been made, will result in the termination of RPL registration on the date of expiration of the period specified in the first sentence of this paragraph.

Article 6 Interruption of studies and termination of interruption of studies in RPL

- 6.1 Interruption due to parenthood shall commence no earlier than the date of submission of the application for interruption of studies due to parenthood. The date of entitlement to RPL is irrelevant.
- 6.2 Interruption of studies in RPL is also possible immediately after enrollment in studies.
- 6.3 If a student-parent with already interrupted studies applies for interruption due to RPL, it is necessary to terminate the previous interruption on the date of the application (event S02) and then interrupt studies due to RPL (event PR).
- 6.4 A student-parent may interrupt their studies at any time during the recognized period of parenthood, even without fulfilling the conditions for progression to the next semester/academic year, provided that on the date of the request they have not exhausted the deadlines for courses enrolled for the second enrollment. In such a case, the student-parent is not entitled to interrupt their studies because the termination phase has begun.
- 6.5 If a student-parent requests an interruption of studies during the semester (no later than the last day of the semester), the student-parent re-enrolls in the subjects from that semester after the interruption, and the enrollment in the subjects in the semester in which the interruption occurred is reset to zero; the conditions of the semester in which the interruption occurred are not evaluated.
- 6.6 If a student-parent requests an interruption during the examination period (no later than the last day of the examination period), provided that on the day of the request they have not exhausted the deadlines for courses enrolled in the second enrollment, then the conditions for this semester must be met no later than the end of the examination period of the semester in which the re-enrollment took place. If a student-parent has exhausted the deadlines for courses enrolled in the second enrollment, they are not entitled to interruption; the termination of studies phase is initiated.
- 6.7 If a student-parent applies after the end of the examination period, which is followed by a check of the fulfillment of the conditions for enrollment in the next semester/academic year, and does not meet the study conditions, they are not entitled to interrupt their studies, as the termination of studies phase has begun.
- 6.8 After completing the study plan – before taking the final state examinations (hereinafter referred to as "SFE") – a student-parent may request a leave of absence until the date announced in the faculty's schedule for the completion of the study plan, which is the closest date after the child reaches the age of 3. The request does not need to be justified. The dean will grant such a request without further ado.
- 6.9 If a student-parent who is registered for the SFE requests an interruption of studies no later than one week before the SFE, everything from the previous paragraph applies, and in addition, the student-parent is deregistered from the SFE, and the SFE deadline does not expire.
- 6.10 Upon termination of the interruption of studies at RPL before the start of classes in the semester in which the student-parent wishes to continue their studies, they shall notify the SD of their commencement of studies. If the student-parent has fulfilled the conditions for progression to the next semester/academic year, it is not necessary to issue a decision on the termination of the interruption; the student is enrolled for study in the given semester. If the student-parent did not meet the conditions for advancement to the next semester/academic year, the dean will issue a decision to terminate the interruption, setting a date for review, and listing the obligations that the student-parent must fulfill by the set date. For subjects not completed

before the interruption of studies, the deadline for completing the subjects is postponed (they are not re-enrolled), but no later than the date by which the subject must be re-enrolled.

- 6.11 Termination of the interruption of studies at RPL during the semester is possible if the student-parent submits a written request with justification and this is approved by the dean. The dean shall issue a decision on the termination of the interruption at a non-standard time, specifying the date of the check and listing the obligations that the student-parent must fulfill in the given semester by the specified date.
- 6.12 In the event of the death of a child (must be documented by a death certificate), the student-parent is entitled to an interruption until the end of the semester and for the semester following the death of the child. This interruption (PR event) does not count towards the total duration of the study.

Article 7 Study during RPL

- 7.1 The study period during RPL, or the interruption of study during RPL, is not counted towards the total length of study. The exclusion of RPL from the total length of study at CTU is based exclusively on the records kept by CTU; in the case of studies at other universities, it is based on the data made available by these universities through the SIMS information system. If it is found that RPL coincided with the study period at another university, CTU will take this fact into account.
- 7.2 The study period in RPL is **not counted towards the study period for the purposes of determining the fee for longer study**. If a student is charged a fee for longer study without the recognized period of parenthood being counted towards the total period of study, this fact must be stated in the appeal against the decision to charge a fee for longer study and proven by relevant documents. The appeal must be filed within the statutory time limit.
- 7.3 Student parents may ask the dean to postpone deadlines to meet their study obligations (depending on the type of request). They are not entitled to any other study concessions within the meaning of Article 14(4) of the Study Regulations.
- 7.4 Registered student-parents are entitled to an individual study plan during the RPL (SZŘ Article 13(9)). The student-parent submits the request at least one week before the start of the semester for which they are requesting an individual study plan.
- 7.5 The entitlements specified in Sects. 7.3 and 7.4 also apply to students who are parents and who are studying a program in a foreign language (self-payers). In the event of interruption, they will be refunded a proportionate part of the fee for the period of interrupted study.

Article 8 Special Study Conditions for the duration of maternity leave

- 8.1 Female students or male students who meet the conditions of paragraph 2.3 (hereinafter referred to as female students in both cases) are entitled to an extension of the deadlines for fulfilling their study obligations and for meeting the conditions for progression to the next semester, year, or block, arising in particular from the study and examination regulations, for the period during which they would otherwise be on maternity leave, provided that they do not interrupt their studies during this period.
- 8.2 Female students must apply to exercise the right referred to in the previous paragraph. The application must be accompanied by the documents referred to in paragraph 3.4 (or 3.5).
- 8.3 In the case of concurrent studies, the request for special study conditions must be submitted

separately for each study program in which the student wishes to take advantage of the special conditions.

- 8.4 The period of special study conditions begins on the date of submission of the request and ends at the end of the semester in which the child reaches 6 months of age.
- 8.5 The dean shall issue a decision of approval, specifying the date for checking compliance with the study conditions, provided that the student has not exhausted the deadlines for the subjects enrolled for the second enrollment – in such a case, proceedings for termination of study due to failure to meet the requirements under Section 56(1)(b) of the Act shall be initiated.
- 8.6 The dean shall set the date for checking the fulfilment of study conditions so that the student has sufficient time to fulfill the study conditions before the date of their verification, usually the last week of the enrollment period for the semester following the end of the period of special study conditions.
- 8.7 Students enroll in each semester during the period of special study conditions. The conditions for enrollment in the next semester/academic year pursuant to Section 4 of Article 14 of the Study Regulations do not apply in this case, except where the student has exhausted the deadlines for courses enrolled in for the second enrollment. In such a case, proceedings to terminate the student's studies will be initiated.
- 8.8 A student may interrupt her studies during the period of special study conditions. If a student ends her study interruption while still in the period of special study conditions, she shall continue to fulfill her study obligations according to the specified rules. The period of special conditions is not extended by the period of interruption. If the student re-enrolls in her studies during the RPL, before the start of the semester, she must fulfill her study obligations for the period of special study conditions by the end of the semester in which she enrolled after the end of the interruption at the latest.
- 8.9 If, during the period of special study conditions, the student fulfills the conditions for admission to the state final examinations, she may take the SFE either in the semester in which she fulfilled the conditions or in the semester following the end of the special study conditions. The student may take the final state exams in any subsequent semester, up to the date announced in the faculty's schedule for the completion of the study plan, which is closest to the child reaching the age of 3. In such a case, the student must interrupt her studies after the semester in which the conditions were met until she takes the state final examinations (but no later than the end of the semester in which the child reaches the age of 3).
- 8.10 For students who have taken a child into care replacing parental care based on a decision by the competent authority, these conditions apply for a period of 22 weeks from the date of taking the child into care.



Appendix



Application for Registration of Recognized Parental Leave

Faculty/University Institute	Select an item
First and Last Name, Title	Click or tap here and enter your text.
ID Number	Click or tap here and enter your text.
Contact E-mail Address	Click or tap here and enter your text.

Application for Registration of Recognized Parental Leave

I am applying for registration of recognized parental leave within the meaning of Section 9(1)(b)(3) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts, as amended, for the following reason:

- ☐ The birth of a child/ taking a child into care on Click or tap here and enter the date.
- ☐ The expected birth of a child, with the expected date of birth set for
Click or tap here and enter the date

I provide these documents:

- ☐ Copy of child's Birth Certificate
- ☐ Copy of Pregnancy Card (after the child is born, a copy of the child's Birth Certificate must be provided)
- ☐ Copy of authority's decision to take the child into care

In Click or tap here and enter your text. On Click or tap here and enter the date.

Signature

Application received on Click or tap here and enter the date.