

**Instructions for study in individual courses within the Lifelong Learning Course
and for subsequent recognition of courses in full-time studies at FCE CTU in Prague**

I Basic information

- The Faculty and the Applicant conclude a one-semester written Agreement on the participation in a LLL course, Part-Time Study of Selected Courses, where the Agreement lists specific courses selected by the course participant. The course price and organization are regulated by the Dean's Measure No. 3/2021, see <https://www.fsv.cvut.cz/cooperation/what-we-offer/lifelong-learning/?lang=en> ;
- the course fee is Kč 1 400 per semester for 1 period of instruction per week in all courses except for the courses of the Studio or Architectural Drawing type or Graphic Presentation of Architecture;
- the course fee is Kč 1 900 per semester for 1 period of instruction per week in the courses of the Studio or Architectural Drawing type or Graphic Presentation of Architecture;
- example of price calculation: course Mathematics 101MA1, 2 periods of instruction in lectures per week + 3 periods of instruction in practical sessions per week, i.e. a total of 5 periods per week, the fee for completing the course: $5 \times 1400 = \text{Kč } 7000$ for the whole semester, including the credit and the examination.

II Administrative procedure

- a) The Applicant sends the application for the course to the Student Administration by email, for the application form see https://portal.fsv.cvut.cz/en/hlavni/educat/prihlaska_czv.docx .
In the application, the Applicant lists specific selected courses (code and name). Before selecting a course, the Applicant is obliged to check the time schedule of the respective courses and include in their application only the courses whose time schedules do not overlap.
Period for submitting applications for the winter semester: from 1. to 15. 9. (ca 10. 9. is recommended, when the time schedule capacities have not yet been filled up by students),
Period for submitting applications for the summer semester: from 10. 1. to 5. 2.
- b) Contact to Student Administration: Lenka Ferenčíková, e-mail: lenka.ferencikova@fsv.cvut.cz,
Phone No. 2 2435 8766
- c) The Student Administration communicates the course fee based on the number of periods of instruction listed by the Applicant in the application and the bank data for the course fee payment to the Applicant, and also sends the Applicant the draft Agreement.
- d) The course participant settles the fee and informs the Student Administration by email that the fee has been paid. **Deadline: no later than 2 working days before the start of instruction in the semester.**
- e) After receiving the payment to the Faculty account, the Student Administration enters the course participation record in the CTU KOS student information system (IS KOS) and notifies the participant by email that the study has hereby been started and the participant can receive a CTU password for access to IS KOS and the CTU ID card for entering the Faculty building (turnstiles of Building C and D) at the CTU Card Centre.
- f) To receive the password and the CTU ID card, the course participant must use the electronic reservation system on the CTU Card Centre's website to fix the time for receiving the above. The card and the password cannot be received without the time reservation. For the CTU Card Centre's website see <https://ist.cvut.cz/en/our-services/category-of-services/id-cards/> , the address is Studentský dům, Bechyňova 3, P 6.

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- g) After receiving the CTU password, the course Applicant can change the time schedule for registered courses in IS KOS (if there are free time schedule capacities) by 11.00 a.m. of the Friday of the second week of instruction.

III Recognition of Lifelong Learning courses

After a potential admission to full-time studies at FCE (standard admissions proceedings must be passed), the courses completed within LLL will be recognized to the student, up to 60 % of the credit points necessary for a proper completion of studies (see Act No. 111/1998 Coll. On Higher Education Institutions, § 60). The recognition of courses is regulated by the CTU Study and Examination Rules and the up-to-date version of the Dean's Measure related to course recognition, see <https://www.fsv.cvut.cz/legislat/legislat.php>.