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**Student Administration's information on study in individual courses within the Lifelong Learning programme**  
**and on subsequent recognition of courses in full-time studies at FCE CTU in Prague**

1. Detailed information on the course, tuition fee for the course, etc. is specified in the [Dean's Directive on Lifelong Learning Studies – Part-Time Study of Selected Courses that are Part of Accredited Study Programmes at the Faculty of Civil Engineering CTU in Prague, \(FSv SD 2023 05 V01\)](#)
2. The Student Administration notifies the course participant of the tuition fee amount for the course based on the number of credit points for individual courses listed by the participant in the application form, the bank data for the course fee payment, and will also send the participant the draft agreement.
3. The course participant settles the fee and informs the Student Administration by email that the tuition fee has been paid. **Deadline: no later than 2 working days before the start of instruction in the semester.**
4. After the payment has been transferred to the Faculty account, the Student Administration enters a record on participation in the course in the CTU KOS study information system (IS KOS) and notifies the participant by e-mail that the study has hereby been started and the participant can have their CTU password for access to IS KOS and the CTU card for entering the Faculty building (turnstiles of Building C and D) issued at the CTU Card Centre.
5. 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 obtained without the time reservation. For the CTU Card Centre's website see <https://ist.cvut.cz/en/our-services/category-of-services/id-cards/>, CTU Card Centre's address: Jugoslávských partyzánů 3, vchod B3, Praha 6.
6. 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.
7. Contact to the Student Administration: Lenka Ferenčíková, DiS., e-mail: [lenka.ferencikova@fsv.cvut.cz](mailto:lenka.ferencikova@fsv.cvut.cz), phone No. 2 2435 8766
8. 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://portal.fsv.cvut.cz/en/legislat/legislat.php>.