

# University of Chemistry and Technology, Prague

<b>Title</b>	<b>Decree No. A/V/961/19/2020</b>
Subject	<b>Extension of standard term of study in DSP, connection to full-time / part-time form of study</b>
Applicability	All school
Effective from	Signing by the Rector
Effective to	September 30, 2023
Revision	-
Cancelled	-
Prepared by	Department of Research and Development - 965
Issued by	prof. Dr. RNDr. Pavel Matějka

## Article 1

### Extension of the standard term of study by the study disruption period

- (1) Pursuant to Part II, Section 2, paragraph (1), letter b) of Act No. 188/2020 Coll., On Special Rules for Education and Decision-Making at Higher Education Institutions in 2020 and on the Assessment of Study Period for the Purposes of Other Acts, as amended, DSP students who were registered as students with active study status during the period from March 1, 2020 until August 31, 2020 (hereinafter the “study disruption period”) will have their standard term of study (hereinafter “STS”) extended by 6 months without having to apply for such extension of STS.
- (2) In case of DSP students who during the study disruption period had their studies interrupted pursuant to Section 54 of the Higher Education Act No. 111/1998 Coll., as amended, the study disruption period shall not be included in the overall interruption period if requested so by the students.

## Article 2

### Full-time and part-time (also called “combined”) forms of study

- (1) At the end of the fourth year of doctoral studies, students whose STS has not elapsed due to the extension under Article 1 paragraph (1) hereof are obliged to request the Dean for extension of their full-time form of study, or for transfer to the part-time form of study.
- (2) The request needs to be recommended by the student’s supervisor, the head of the respective department and the Chair of the Doctoral Study Board.
- (3) The request for extension of the full-time form of study shall be assessed according to the fulfilment of the condition for full-time study pursuant to Article 1, paragraph (4) letter a) and Article 34 paragraph (3) of the Study and Examination Rules of the University of Chemistry and Technology, Prague.<sup>1</sup>
- (4) If the student does not submit any of the applications under Article 2 paragraph (1) hereof **within 15 calendar days from the last day of the fourth year of study**, he/she will maintain registered in the full-time form of study and will be granted a basic doctoral scholarship at the minimum amount as provided in the current Rector’s decree defining the basic doctoral scholarship for the given calendar year.

## Article 3

### Transitional and final provisions

- (1) This decree shall enter into force on the date of its signing by the Rector.
- (2) The forms for requests form an integral part hereof.

prof. Dr. RNDr. Pavel Matějka  
Rector of UCT Prague

<sup>1</sup> Full-time form of study assumes regular attendance of students in lessons and fulfilment of study obligations in compliance with the time schedule of the academic year and the study plan. In case of full-time time study, DSP students study and participate in research and, if applicable, pedagogical work in the volume of 40 hours per week, unless agreed with the supervisor otherwise, and they may apply for a scholarship financed by the funds of UCT Prague, the faculties, the departments providing the DSP or by other sources.

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# REQUEST

## for transfer from full-time to part-time form of study in a doctoral study programme

as at the date: .....

Title, Name, Surname .....

Residence: .....

Reason:

.....  
Date

.....  
Applicant's signature

.....  
Opinion and signature of the Supervisor:

Opinion and signature of the Head of Department:

Opinion and signature of the Chair of the Doctoral Study Board:

Opinion and signature of the Dean:

**Stamp of the faculty:**

**PhD student:**

## **EXIT CLEARANCE FORM** – in case of early termination of study, interruption of study or transfer to part-time form of study of DSP

**Fees related to work in laboratories settled:**

**Loans returned and outstanding debts in ChemTK settled:**

*(this applies to all students including foreigners; needs to be settled in the building of the National Library of Technology “NTK” within 5 days from termination of studies)*

**Computer Centre of UCT Prague:**

*It's in your best interest to get this stamp because you may have some forgotten money deposited on the card!*

**All issues at the halls of residence settled:**

*(applicable to all non-Prague students)*

**Department of Physical Education and Sport:**

In Prague on .....

.....

Applicant's signature

Please note: Every citizen is obliged to inform their health insurance company about the change of their status (termination of studies) within **8** calendar days.

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**REQUEST**  
**for extension of full-time form of study**  
**in a doctoral study programme**

Title Name Surname	
Residence:	
Reason:	Disruption of studies March 1, 2020 – August 31, 2020 due to Covid19

Should the conditions for study in the full-time form of study pursuant to Article 1 paragraph (4) letter a) and Article 34 paragraph (3) of the Study and Examination Rules of the University of Chemistry and Technology, Prague cease to exist, the applicant undertakes to inform the Dean's Office of the respective faculty of such fact no later than within 8 calendar days.

.....  
Date

.....  
Applicant's signature

.....  
Recommendation and signature of the Supervisor:

Recommendation and signature of the Head of Department:

Recommendation and signature of the Chair of the Doctoral Study Board:

Signature of the Dean: