

CZECH TECHNICAL UNIVERSITY IN PRAGUE

METHODICAL GUIDELINE

No. 3/2015

On support to parents - students at CTU in Prague

Article 1

Recognized period of parenthood

1. The recognized period of parenthood for mothers starts eight weeks before the expected date of delivery and terminates when the child turns three. The recognized period of parenthood for fathers starts at the child's birth and terminates when the child turns three.
2. In case of acceptance of a child to guardianship replacing parental care following a decisions taken by the respective authority, the procedure is the same as in Para 1; in this case, the recognized period of parenthood begins on the day the decision takes legal force. In case the child was fostered after the age of three, but by the age of seven at the latest, the recognized period of parenthood lasts 22 weeks. In case the child was fostered before the age of three so that the period of 22 weeks would expire after the age of three, the recognized period of parenthood lasts 22 weeks upon the fostering of the child.
3. A child is an own child or a child accepted into guardianship replacing parental care following a decisions taken by the respective authority.

Article 2

Application to register recognized period of parenthood

1. The recognized period of parenthood can be registered exclusively following an application to register, submitted to the Czech Technical University in Prague (hereinafter as "CTU").
2. Both mother and father of the child (hereinafter as student-parent) can apply for registration of the recognized period of parenthood at CTU at the same time.
3. The application must be submitted in writing to the Faculty where the student-parent is enrolled. The application to register the recognized period of parenthood must include the applicant's identification (name, surname, student's ID), the specification of facts which establish the claim to register the recognized period of parenthood, a proof of the facts claimed documented by relevant documents, and own signature. A specimen of the application is annexed to this Methodical Guideline. Documents to prove the recognized period of parenthood include, primarily, a copy of the child's birth certificate or a copy of the decision taken by the respective authority on acceptance of a child to guardianship replacing parental care, or also a copy of the pregnancy ID including the expected date of delivery, later supplemented with a copy of the child's birth certificate. At the same time, CTU can also ask the applicant to present the originals of the documents for verification.
4. The proceedings concerning the registration of the recognized period of parenthood begin on the day when the student-parent submitted the application in writing to the

Faculty's Study Department. This application must include information necessary for the issuance of a decision. The application must clearly state to whom it is addressed, who has submitted it, what its subject is, what is required and it must be signed and include the date.

5. The Dean of the Faculty takes a decision on the submitted application within 30 days upon its delivery to the Faculty. In case the Dean does not grant a full approval to the application, the student-parent is allowed to ask the Rector to review the proceedings and assess the Dean of Faculty's course of actions.
6. In case of students-parents enrolled in study programs accredited at CTU which are performed in cooperation with CTU University Institutes, the application of this and the following articles is the same as in case of CTU Faculties. The decision-making authority is with the director of the University Institute, or with the Rector in case of the review proceedings.

Article 3

Details of registration of recognized period of parenthood

1. The recognized period of parenthood is registered in the CTU information system with effect from the day of its commencement.
2. The recognized period of parenthood is registered as student-parent's personal data, in its full extent. The recognized period of parenthood applies to the separate studies of the student-parent only up to the extent to which it coincides with the time of the duration of his/her study, including the period the student-parent's study was suspended.

Article 4

Obligations of applicant

1. Student-parent is obliged to inform CTU about all changes affecting the registration of the recognized period of parenthood.
2. In case the application to register the recognized period of parenthood was substantiated by a pregnancy ID, a copy of the child's birth certificate must be submitted within 22 weeks upon the child's birth. Otherwise, the Faculty will ask the student-parent to submit the document. Should the student-parent fail to abide by this obligation also following the official notice, the registration of the recognized period of parenthood will be suspended with effect from the date the period specified in the first sentence expires.

Article 5

Fees for extended study period

1. The recognized period of parenthood is not included in the total duration of the study at CTU based exclusively on the registration carried out by CTU; in the case of a study at other universities, CTU will rely on data published by other universities in the SIMS information system. In case it is found out that the recognized period of parenthood coincides with the study at other universities, CTU will take this fact into account.

2. If the student is obliged to pay a fee for an extended study period, with the recognized period of parenthood being included in the total duration of the study, this fact must be stated in the application to review the decision on assigning a fee for an extended study period and documented by relevant documents. The application to review the decision must be submitted within the time period stipulated by law.

Article 6
Common, special and temporary provisions

1. The recognized period of parenthood can be registered starting from 1st April 2013.
2. The rules of registration of the recognized period of parenthood stipulated by this Methodical Guideline also apply to registration of the recognized period of parenthood in case the study was suspended in connection with pregnancy, delivery or parenthood or upon approval of an individual study plan in connection with childcare.
3. An application to register the recognized period of parenthood which began before the day this Methodical Guideline entered into force must be submitted by 31st December 2015, at the latest.
4. In case of parents-students who applied for registration of the recognized period of parenthood before 1st October 2015 and the application was approved, it is stipulated they had proceeded in accordance with this Methodical Guideline.
5. The Study and Examination Code for Students of CTU in Prague, effective from 1st October 2015, is relevant to students-parents specifically in Article 1 Para 6, Article 3 Para 7, Article 8 Para 3, Article 13 Para 5, Article 13 Para 7, Article 13 Para 8, Article 19 Para 9.
6. This Methodical Guideline becomes effective on the day of its signing.

In Prague, on 1st October 2015

doc. Ing. Josef Jettmar, CSc.
Vice-Rector for Education

Annex to Methodical Guideline No. 3/2015 on support to students - parents at CTU in Prague

SPECIMEN

University	Czech Technical University in Prague
Faculty	
Name and surname	
Student's ID	
Contact e-mail address	

APPLICATION

To register the recognized period of parenthood

I hereby apply for registration of the recognized period of parenthood pursuant to Section 21, Article 1, Letter f) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, as amended, for the following reasons:

- The birth of a child / accepting a child to guardianship on (date)
- Expecting a birth of a child, with the expected date of delivery on (date)

As proof of the above-mentioned I submit:

- A copy of the child's birth certificate
- A copy of the pregnancy ID (after the child's birth, a copy of his/her birth certificate must be submitted)
- A copy of a decision taken by an authority on accepting a child to guardianship

In..... on.....

Signature of the student - parent

Application delivered on

Note: The graphic design of the application may differ at different Faculties before 31st December 2016.