

*In accordance with Section 36 (2) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Code of Lifelong Learning of the University of Pardubice on April 29, 2008 under Ref. No. 8 576/2008-30.*

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Higher Education Office Director*

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## **CODE OF LIFELONG LEARNING OF THE UNIVERSITY OF PARDUBICE EFFECTIVE OF 29 APRIL 2008**

### **Section 1 Introductory Provisions**

(1) The Code of Lifelong Learning of the University of Pardubice is adopted in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as subsequently amended (hereinafter referred to as "Act") as an internal regulation of the University of Pardubice (hereinafter referred to as "University").

(2) Lifelong learning shall signify further education programmes which follow the educational activities of the University realized as lifelong learning programmes. Lifelong learning programmes supplement, enhance, renew or expand knowledge and qualification of their participants and are conducted either within or beyond the framework of provided accredited study programmes.

(3) Lifelong learning programmes are open to applicants of varied age, specialization and prior education who enrol in a lifelong learning programme and fulfil the conditions for participation in the lifelong learning programme (hereinafter referred to as "participants in lifelong learning"). Participants in lifelong learning are not considered students under the provisions of the Act.

### **Section 2 Lifelong Learning Programmes**

(1) A lifelong learning programme may be implemented by the following constituent parts of the University:

- a) a faculty,
- b) a University institute,
- c) Department of Physical Education and Sports, Language Centre, Information Centre and Rector's offices (hereinafter referred to as "central university units").

(2) Lifelong learning programmes which are implemented by a faculty shall be announced by the Dean. Lifelong learning programmes which are implemented by a University institute shall be announced by the Head of the University institute. Lifelong learning programmes which are implemented by a central university unit shall be announced by the Rector.

(3) A lifelong learning programme may be implemented with the participation of other University bodies than those stipulated in Subsection 1, and, on the basis of a contract, with other legal entities concerned with this activity.

(4) Lifelong learning programs may be oriented to:

- a) a profession,
- b) an interest.

(5) A lifelong learning programme may be conducted mainly as:

- a) a professional course (in Czech "licenční studium"), which is designed to acquire specialized expert knowledge required to carry out a particular profession,

- b) the University of the Third Age (hereinafter referred to as "U3A"), whose focus and manner of implementation shall be governed by the recommendations of the Association of the Universities of the Third Age,
- c) a long-term course, which is designed to supplement and enhance specialized knowledge and acquire the skills necessary for its application,
- d) a short-term course or seminar, which is designed to broaden knowledge and extend the understanding of selected specialized topics.

(6) The basic recommended characteristics of individual lifelong learning programmes pertaining to the admission conditions, length of study and the manner of the completion of study are stipulated in Appendix 1.

(7) Participants who completed a lifelong learning programme shall receive a certificate of completion issued by the University, stating the title of the completed lifelong learning programme. The certificate shall be issued by the body of the University which implements the respective lifelong learning programme. Should the lifelong learning programme be implemented in participation with another legal entity, the certificate of completion shall be countersigned by the statutory body of the legal entity.

(8) Should successful participants who completed a lifelong learning programme within the framework of accredited study programmes become students of the University, the obtained credits may be acknowledged in accordance with Section 60 (2) of the Act.

### **Section 3**

#### **Lifelong Learning Programme Internal Accreditation**

(1) The proposal for a lifelong learning programme shall be made by the respective head of the department of the faculty, department of a University institute or of a central university unit which shall implement the lifelong learning programme.

(2) The proposal for a lifelong learning programme must include in particular:

- a) the name and type of the implemented lifelong learning programme,
- b) the characterization and aims of the lifelong learning programme,
- c) the name of the lifelong learning programme supervisor,
- d) the conditions for admission to study,
- e) the study plan, the scope and organization of study,
- f) the staffing of the lessons of the lifelong learning programme,
- g) the funding of the lifelong learning programme,
- h) the manner of the assessment of study,
- i) the manner of the completion of study, details of the certificate of the completion of study and the manner of its issuance.

(3) The supervisor of the lifelong learning programme shall be an employee of the department which implements the lifelong learning programme. The supervisor shall be responsible for the specialized content of the lifelong learning programme.

(4) The proposal for the lifelong learning programme shall be submitted for approval to the respective announcer stipulated in Section 2 (2) in the form of a written project. Prior to the announcement of the lifelong learning programme, the proposal of the project must be negotiated by the advisory body of the announcer.

### **Section 4**

#### **Lifelong Learning Programme Costs and Their Settlement**

(1) For each lifelong learning programme, a calculation of estimated costs and revenues shall be performed.

(2) The size of fees related to the study in a lifelong learning programme and how and by when the fees must be paid shall be set on the basis of the submitted project and calculation by the Rector, Dean or Head of the University institute during the announcement of the lifelong learning programme. On the basis of a written application of a participant in lifelong learning, the fees related to study in a lifelong learning programme may be, in individual and justified cases, reduced or waived; the decision to reduce or waive fees must be made by the Rector, Dean or Head of the University institute.

- (3) Fees related to study in a lifelong learning programme shall be settled in the following forms:
- a) by paying the fee in the given amount by the participant in lifelong learning,
  - b) by paying the fee in the given amount by another person on behalf of the participant in lifelong learning, on the basis of a written agreement,
  - c) from a provided subsidy from the state budget or from the resources of the European Union,
  - d) from resources provided in a grant,
  - e) from the off-budget resources of the University, from the financial subvention provided by foundations or funds,
  - f) by a combination of forms stipulated in letters a) to e).

(4) The settlement of fees related to study in a lifelong learning programme, provided that the settlement has not been waived, shall be a condition to the issuance of the certificate of completion in accordance with Section 2 (7).

#### **Section 5** **Database of Lifelong Learning Programmes** **and Register of Participants in Lifelong Learning**

(1) An approved lifelong learning programme shall be included in the database of lifelong learning programmes in the information system of the University.

(2) The constituent parts of the University which implement lifelong learning shall gather and process personal data of participants in lifelong learning, including the register of the issued certificates of completion, in accordance with special regulations<sup>1)</sup>. In an electronic form, the obtained personal data shall only be processed in the information system of the University.

(3) The head of the department which implements the lifelong learning programme shall be responsible for the correctness and completeness of the data and information provided in the database of the lifelong learning programmes and of the processed personal data of the participants in lifelong learning.

#### **Section 6** **Common and Final Provisions**

(1) The educational activity of the University, except the implementation of accredited study programmes which provide a higher education, and lifelong learning programmes, may be carried out in the form of supplementary activities in accordance with Section 20 (2) of the Act.

(2) This Code of Lifelong Learning has been approved in accordance with Section 9 (1) letter b) of the Act by the Academic Senate of the University on April 15, 2008.

(3) This Code of Lifelong Learning enters into force in accordance with Section 36 (4) of the Act on the day of registration with the Ministry of Education, Youth and Sports.

(4) This Code of Lifelong Learning takes effect on the first day of the academic year 2008/2009.

prof. Ing. Jiří Málek, DrSc.

Rector

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<sup>1)</sup>Act No. 101/2000 Coll., on the Protection of Personal Data and on Amendment to Some Acts, as subsequently amended.

**Basic Recommended Characteristics of the Forms of Lifelong Learning Programmes**

<b>Characteristics</b>	<b>Professional Course</b>	<b>U3A</b>	<b>Long-Term Courses</b>	<b>Short-Term Courses and Seminars</b>
Conditions for admission to study	defined individually depending on the programme	designed in principle for seniors	defined individually depending on the programme	defined individually depending on the programme
Length of Study	200–250 hours	3 or more semesters	50 hours or more	fewer than 50 hours
Manner of Completion	passing a final exam, eventually the defence of a final thesis	usually by attending lectures	a final test, eventually a final thesis	a final test

