

*The Ministry of Education, Youth and Sports registered, pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended, under ref. no. MSMT-16789/2025-2, the Lifelong Learning Code of the University of Pardubice, effective as of the date of registration.*

*Mgr. Vojtěch Tomášek*  
*Director of the Higher Education Division*

---

**LIFELONG LEARNING CODE  
OF THE UNIVERSITY OF PARDUBICE**  
**dated 1 September 2025**

**Part I**

**Article 1**

**Introductory Provisions**

- (1) The Lifelong Learning Code of the University of Pardubice ("Code") is issued in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended ("Higher Education Act"), and constitutes an internal regulation of the University of Pardubice ("University").
- (2) This Code sets out, in accordance with Section 60 of the Higher Education Act and the Statute of the University of Pardubice, the detailed conditions for lifelong learning at the University, including the rights and obligations of its participants.
- (3) This Code does not apply to courses and activities carried out as supplementary economic activities pursuant to Section 20(2) of the Higher Education Act.

**Article 2**

**General Provisions**

- (1) As part of its educational activities, the University offers lifelong learning. Lifelong learning refers to programmes designed to update, complement, deepen or broaden participants' knowledge and qualifications, provided either within or outside the framework of accredited degree programmes offered by the University.
- (2) Lifelong learning programmes are intended for applicants of various ages, professional backgrounds, and levels of prior education who apply to the programme and meet the conditions for participation.
- (3) Participation in a lifelong learning programme does not confer student status within the meaning of the Higher Education Act.

## Part II

### Article 3

#### Lifelong Learning Programme and Provider

- (1) Lifelong learning programmes may be aimed at:
  - a) professional qualification;
  - b) personal interest.
- (2) A lifelong learning programme is primarily provided in the form of:
  - a) a *licence-based programme* designed to acquire specialised professional knowledge required for specific professional activities;
  - b) the *University of the Third Age* ("U3V"), whose focus and implementation follow the recommendations of the U3V Association;
  - c) a *long-term course* comprising 50 or more hours, intended to complement and deepen professional knowledge and to develop practical skills;
  - d) a *short-term course or seminar* comprising fewer than 50 hours, intended to broaden knowledge and understanding of selected professional topics.
- (3) A lifelong learning programme may be completed by:
  - a) issuing a certificate in printed form;
  - b) issuing an electronic record of completion leading to the award of a *micro-credential*. Further conditions are to be set out in an internal regulation of the University.
- (4) The provider of a lifelong learning programme may be:
  - a) a faculty of the University;
  - b) the Department of Physical Education and Sport, the Language Centre, the Centre for Information Technology and Services, and Rectorate units (hereinafter collectively referred to as "Central University and Rectorate Units").
- (5) The provider may offer a lifelong learning programme in cooperation with another legal entity engaged in educational activities, provided that such entity was not established for business purposes. The terms of such cooperation, including those set out in Article 4(2) of this Code, must be specified in a written agreement.
- (6) The provider is responsible for ensuring that the lifelong learning programme is delivered properly.

### Article 4

#### Lifelong Learning Programme Proposal and Leader

- (1) The proposal for a lifelong learning programme is prepared by the *programme leader*, appointed by the Dean in the case of a faculty provider, or by the supervising officer of the relevant Central University or Rectorate Unit in the case of such a provider. The programme leader is responsible for the academic and content-related aspects of the lifelong learning programme.
- (2) The proposal for a lifelong learning programme must include in particular:
  - a) the title of the lifelong learning programme;
  - b) a description and objectives of the programme;

- c) the name of the provider;
  - d) identification of the legal entity, if the programme is provided in cooperation with one;
  - e) the form and language of instruction;
  - f) the name of the programme leader;
  - g) the admission requirements for applicants;
  - h) the curriculum, scope, and organisation of the programme;
  - i) the staffing of the programme;
  - j) the minimum and maximum number of participants;
  - k) the method of assessment;
  - l) the obligations to be fulfilled by the participant in order to complete the programme successfully;
  - m) the form of completion, information on the certificate of completion ("certificate"), and the manner in which it is issued.
- (3) The required elements of a proposal for a lifelong learning programme leading to a micro-credential are specified in an internal regulation of the University.
- (4) For each lifelong learning programme, the programme leader shall prepare a financial calculation of the anticipated costs and revenues, which shall be submitted together with the programme proposal for approval.

## **Article 5**

### **Approval of a Lifelong Learning Programme**

- (1) A lifelong learning programme proposal submitted by a faculty is approved by the Dean after discussion in the Dean's advisory body.
- (2) A lifelong learning programme proposal submitted by a Central University or Rectorate Unit is approved by the Rector after discussion in the Rector's advisory body.
- (3) A proposal for a lifelong learning programme leading to a micro-credential, submitted by a faculty, Central University or Rectorate Unit, is approved by the Internal Evaluation Board of the University of Pardubice.
- (4) Once a lifelong learning programme proposal has been approved, the programme leader is obliged to make the contents of the programme as specified in Article 4(2) or (3) of this Code accessible to applicants so that they may review them prior to admission.

## **Part III**

## **Article 6**

### **Admission to a Lifelong Learning Programme; Participant**

- (1) The conditions for admission to a lifelong learning programme, the date of implementation, the amount, method, and due date of the fee (if applicable), together with the information referred to in Article 4(2) or (3) of this Code, shall be published by the programme leader sufficiently in advance of the programme start date.
- (2) An applicant is any person who submits an application for a lifelong learning programme.
- (3) Admission to a lifelong learning programme is granted to applicants who meet the predetermined and published requirements.

- (4) The method of admission shall be determined by the programme leader. Typically, admission is confirmed by the University through either acceptance of the applicant's registration or conclusion of a written agreement on participation in the programme. Admission is subject to verification that the applicant meets any entry requirements specified for the programme.
- (5) Where participation is subject to a fee, admission shall be conditional upon its prior payment, unless otherwise determined or agreed by the provider.
- (6) The provider reserves the right not to launch the lifelong learning programme if the number of applicants is lower than the minimum number specified in the programme proposal.
- (7) A participant in a lifelong learning programme is any person who has met the conditions of the programme, if applicable, and has been admitted by the provider.

## **Article 7**

### **Rights and Obligations of Applicants and Participants**

- (1) Applicants and participants are obliged to familiarise themselves with the requirements for successful completion of the programme prior to its start and to comply with these requirements. Furthermore, participants must follow the organisational instructions given by the instructors or the provider of the specific programme.
- (2) Payment of the fee does not entitle the participant to automatic successful completion of the programme or the issuance of a certificate if the requirements for successful completion are not met. Violation of such requirements may result in unsuccessful or early termination of participation. In such cases, the participant is not entitled to a refund of the fee paid.
- (3) The participant is entitled to receive the lifelong learning programme in the scope and under the conditions specified in the published programme description.
- (4) The participant is required to act in accordance with the University's Code of Ethics.

## **Article 8**

### **Graduate and Certificate of Completion**

- (1) A participant becomes a graduate upon fulfilling the requirements for successful completion of the lifelong learning programme as set by the provider.
- (2) Graduates shall receive a certificate in printed form and/or an electronic record of completion for programmes leading to the award of a micro-credential.
- (3) If the lifelong learning programme is delivered in cooperation with another legal entity under Article 3(5), the certificate shall be issued jointly with that entity.
- (4) The format, required information, recordkeeping, and method of issuing the certificate are further specified in an internal regulation of the University.

## **Article 9**

### **Fee for Participation in a Lifelong Learning Programme**

- (1) Participation in a lifelong learning programme may be subject to a fee.
- (2) The amount, method, and due date of the fee shall be proposed by the programme leader and submitted for approval in accordance with Article 5.
- (3) The fee for participation may be paid on behalf of the participant by another person, on the basis of a written agreement.

- (4) Failure to pay the fee, unless waived, constitutes grounds for the provider to refuse admission, terminate participation early, or withdraw from the agreement on participation in the lifelong learning programme.

## **Part IV**

### **Article 10**

#### **Database of Lifelong Learning Programmes and Participant Records**

- (1) An approved lifelong learning programme shall be entered into the database of lifelong learning programmes maintained in the University information system IS STAG.
- (2) For lifelong learning programmes leading to the award of a micro-credential, course data shall also be submitted to the national online course catalogue.
- (3) The provider of the lifelong learning programme shall collect and process personal data of participants, including records of issued certificates, in accordance with legislation governing the protection of personal data. Electronic processing of such data takes place solely within the University information system IS STAG. After completion of a programme leading to a micro-credential, a set of information about the graduate and the course shall be transferred to the national verification system for course results. An electronic record – i.e. a micro-credential – is generated there, which the graduate may access and use upon logging into the national system.
- (4) The programme leader is responsible for the accuracy and completeness of the data entered into the database of lifelong learning programmes and for the processing of participants' personal data.

## **Part V**

### **Article 11**

#### **Transitional, Repealing and Final Provisions**

- (1) Lifelong learning programmes announced while the Lifelong Learning Code of the University of Pardubice dated 29 April 2008 was effective shall be governed by this Code.
- (2) The Lifelong Learning Code of the University of Pardubice approved by the University Academic Senate on 15 April 2008 and registered by the Ministry of Education, Youth and Sports on 29 April 2008 under ref. no. 8 576/2008-30 is hereby repealed.
- (3) This Code was approved pursuant to Section 9(1)(b)(3) of the Higher Education Act by the University Academic Senate on 24 June 2025.
- (4) This Code shall enter into force on the date of its registration by the Ministry of Education, Youth and Sports, in accordance with Section 36(4) of the Higher Education Act.
- (5) This Code becomes effective on 1 September 2025.

prof. Ing. Libor Čapek, Ph.D.

Rector