

University of Pardubice	
Directive No. 6/2025	
Subject:	Preparation and Implementation of a Lifelong Learning Programme Leading to the Award of a Microcredential at the University of Pardubice
Applicable to:	All organisational units of the University of Pardubice
Effective from:	The date of signature by the Rector
Reference number:	UPCE/opo/00020618/2025
Prepared by:	Ing. Ondřej Prusek, Ph.D., Head of the Education Office
Submitted by:	doc. Ing. David Veselý, Ph.D., Vice-Rector for Education and Quality
Approved by:	prof. Ing. Libor Čapek, Ph.D., Rector

## Article 1 Introductory Provisions

- (1) This Directive, in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Certain Acts (the Higher Education Act), as amended, the Statute of the University of Pardubice, and the Lifelong Learning Code of the University of Pardubice (hereinafter “LLL Code”), defines and specifies the implementation of a lifelong learning programme leading to the award of a microcredential at the University of Pardubice (hereinafter “University” or “UPCE”).
- (2) For the purposes of this Directive, a *microcredential* shall mean an official record of learning outcomes achieved by a participant after completing a short learning experience within a lifelong learning course. These learning outcomes are assessed according to transparent and clearly defined criteria. The learning experience leading to the award of a microcredential is designed to provide the participant with specific knowledge, skills, and competences that respond to social, personal, cultural, or labour market needs. Microcredentials are owned by the learner, can be shared and are transferable. They may be issued individually or as part of a broader certification. Their quality assurance is based on agreed standards applicable to the relevant field or area of activity.

## Article 2 Programme Leader of a Lifelong Learning Programme Leading to the Award of a Microcredential

- (1) Each lifelong learning programme leading to the award of a microcredential (hereinafter “LLL programme”) shall have a designated programme leader.
- (2) The programme leader shall be responsible in particular for:
  - a) the academic and content quality of the LLL programme;
  - b) the preparation and elaboration of the LLL programme proposal, including the financial plan of the anticipated costs and revenues;
  - c) the publication and updating of information related to the LLL programme in the University’s Study Agenda Information System (IS STAG).
- (3) The programme leader shall also prepare supporting materials for the evaluation of the LLL programme, which must include an assessment conducted by its graduates.

### **Article 3**

#### **Requirements and Submission of the LLL Programme Proposal**

- (1) The proposal of the LLL programme (a recommended template is attached as Annex No. 1 to this Directive and published on the University intranet) must include:
  - a) the title of the LLL programme in Czech and English;
  - b) a description and objectives of the LLL programme;
  - c) the professional knowledge and skills acquired upon completion of the LLL programme;
  - d) identification of the provider of the LLL programme;
  - e) identification of the legal entity, if the LLL programme is delivered in cooperation with one;
  - f) the form and language of the LLL programme;
  - g) the name of the programme leader;
  - h) the admission requirements for applicants;
  - i) the study plan, scope, and organisation of studies;
  - j) staffing of teaching within the LLL programme;
  - k) the minimum and maximum number of participants;
  - l) the type and method of assessment;
  - m) the form of supervision during the final examination;
  - n) the participant's obligations necessary for successful completion;
  - o) the number of ECTS credits awarded upon completion of the LLL programme;
  - p) the EQF level of the microcredential;
  - q) the validity period of the microcredential.
- (2) Together with the proposal of the LLL programme, the programme leader shall submit a financial plan specifying the expected costs and revenues.
- (3) The proposal of the LLL programme shall be submitted by the faculty, central university unit, or Rectorate unit (the provider of lifelong learning) to the University's Internal Evaluation Board (hereinafter referred to as "IEB").

### **Article 4**

#### **Formal Assessment of the LLL Programme Proposal**

- (1) The provider of lifelong learning, through the programme leader, shall submit the proposal via the Records Management System to the Accreditation File Node for formal assessment.
- (2) The formal assessment shall verify whether the proposal contains all elements specified in Article 3(1) of this Directive.
- (3) The formal assessment shall be carried out by the Education Office.
- (4) The time limit for the formal assessment of the LLL programme proposal shall not exceed 15 days from the date of receipt via the Records Management System.

### **Article 5**

#### **Approval of the LLL Programme**

- (1) The Internal Evaluation Board (IEB) shall assess:
  - a) whether the submitted proposal of the LLL programme meets the requirements arising from the Lifelong Learning Code;

- b) whether the proposed LLL programme allocates an appropriate number of ECTS credits in relation to the study workload;
  - c) the financial plan specifying the anticipated costs and revenues of the LLL programme.
- (2) The proposal of the LLL programme shall be discussed at a meeting of the IEB with the participation of the programme leader.
  - (3) The IEB shall, without undue delay and usually at its next meeting, adopt an opinion on the application for approval of the LLL programme proposal.

#### **Article 6**

#### **Implementation of the LLL Programme**

- (1) Following the approval of the LLL programme, the programme leader shall ensure its registration in IS STAG.
- (2) To implement the LLL programme, the provider of lifelong learning shall open the relevant course(s) in IS STAG, including a link to the online course application form.
- (3) Applicants who meet the admission requirements shall be registered in IS STAG by the provider of the LLL programme.

#### **Article 7**

#### **Issuance of a Microcredential to Graduates of the LLL Programme**

- (1) A participant who fulfils the requirements for successful completion of the LLL programme shall be issued a microcredential in IS STAG by the provider of lifelong learning.
- (2) The graduate shall be informed of the issuance of the microcredential by email, which will include a link to the webpage containing the issued microcredential.
- (3) The authenticity of the issued microcredential may be verified at this webpage, which also provides a preview of the certificate of award of the microcredential, in accordance with Section 60 of the Higher Education Act.

#### **Article 8**

#### **Prohibited Changes During the Implementation of the LLL Programme**

- (1) During the implementation of the LLL programme, it shall not be permitted to change:
  - a) the title of the LLL programme;
  - b) the number of ECTS credits awarded upon completion of the LLL programme;
  - c) the programme leader;
  - d) the EQF level of the microcredential.
- (2) In the event of any change in the matters referred to in paragraph 1(a)–(d), the LLL programme must be re-approved by the IEB.

#### **Article 9**

#### **Evaluation of the LLL Programme**

- (1) The IEB shall apply the quality evaluation criteria to the LLL programme in a reasonably similar manner as to the evaluation of degree programmes.

#### **Article 10**

#### **Final Provisions**

- (1) This Directive shall enter into force and take effect on the date of signature by the Rector.

In Pardubice, 14 October 2025

prof. Ing. Libor Čapek, Ph.D.

Rector

**Annex No. 1:** Recommended Template for the Proposal of a Lifelong Learning Programme Leading to the Award of a Microcredential