

*Pursuant to Section 36, Para 2, 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 Governing Lifelong Learning of the Czech Technical University in Prague under ref. no. MSMT-21850/2017 on 1 September 2017.*

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*Director of the Higher Education Department*

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## CODE GOVERNING LIFELONG LEARNING OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

### Article 1 Introductory provisions

This Code of Lifelong Learning of the Czech Technical University in Prague is an internal regulation of the Czech Technical University in Prague (hereinafter as “CTU”) which stipulates further conditions for implementation of programmes of lifelong learning at CTU pursuant to the provisions of Sections 60 and 60 (a) of the Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act), as amended.

### Article 2 General provisions

- (1) Lifelong learning is a type of education that complements, deepens, refreshes, or broadens knowledge, skills and qualifications of its participants and is provided within or outside the framework of study programmes at CTU.
- (2) Lifelong learning also refers to extraordinary studies of individual subjects that are identical in content and number of awarded credits with subjects in the study plans of the accredited study programmes at CTU. Participants in lifelong learning take these subjects under the same conditions as students studying in the study programmes.
- (3) Education in lifelong learning programmes is open to candidates of various ages, types of professional orientation and previous education.
- (4) Education in lifelong learning programmes does not establish a legal status of student for the participant pursuant to the law.
- (5) Only such person can participate in lifelong learning in the framework of extraordinary studies of individual subjects who is not at the same time a student of a corresponding CTU study programme.

### Article 3 Lifelong learning programme

- (1) A lifelong learning programme (hereinafter as the “programme”) is organized as:

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- a) A preparatory programme for the admission procedure to university,
  - b) A preparatory programme to study at university,
  - c) Extraordinary studies (pursuant to Article 2, Para 2),
  - d) A postgraduate programme,
  - e) A career programme,
  - f) A vocation-oriented programme,
  - g) University of the Third Age.
- (2) The programme can be implemented as full-time studies, distance studies or a combination thereof, in Czech language or in other language. The programme is mainly implemented as a lecture cycle on a certain subject, a course, a professional workshop, a lecture, a lecture cycle and a seminar.
- (3) The programme may be implemented by
- a) A faculty,
  - b) A university institute,
  - c) Other constituent parts of CTU – other departments,
  - d) Based on cooperation with constituent parts listed in letters a) to c).
- (4) A faculty, university institute or other department at CTU implements lifelong learning in programmes announced by a dean, a director of a university institute or other department at CTU. The information about the programme must be made publicly available in the public section of the website of CTU or of the relevant constituent part in good time before the deadline for submitting applications and must include the following:
- a) The exact name of the programme,
  - b) Its specification pursuant to Para 1,
  - c) The form of education pursuant to Para 2,
  - d) The annotation,
  - e) The content,
  - f) The guarantor,
  - g) The entry requirements for applicants and how they can be admitted to the programme,
  - h) A time plan,
  - i) The type and conditions of the course,
  - j) The way of completing the programme,
  - k) Conditions for issuing a certificate of completion,
  - l) The fee and the payment method.
- (5) Lifelong learning is coordinated by an authorized vice-rector.

### Article 4 Admission of applicants

- (1) Applicants are accepted to the programme by a dean, a director of the university institute or a

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director of other department according to the available capacity and in accordance with any internal or other regulations of the faculty, university institute or department.

- (2) In case of extraordinary studies of selected subjects pursuant to Article 2, Para 2, a contract on extraordinary studies is concluded.

### Article 5

#### Rights and obligations of participants in lifelong learning

- (1) Any person who has met the requirements stipulated for the given programme and was admitted to study the given programme can become participant in lifelong learning. Requirements for admission to study the given programme are stipulated in the description of the given programme. The participant has a right to have the announced requirements of the programme ensured.
- (2) A participant in lifelong learning is obliged to abide by the conditions stipulated for the programme; in particular, they are obliged to pay the specified fee on the specified dates.
- (3) Failure to comply with any of the stipulated requirements or breach of law, other legislation or internal regulations of CTU or its respective constituent part may constitute grounds for expulsion of the participant from the programme.

### Article 6

#### Completion of studies

- (1) Successful graduates will receive a certificate of completion issued by CTU.
- (2) In order to graduate from the programme, the requirements announced for the programme must be fulfilled pursuant to Article 3, Para 4.

### Article 7

#### Fee

- (1) The fee payable for implementation of a lifelong learning programme is stipulated based on a calculation of the dean or the director of a university institute or other department; in case of extraordinary studies, the cost of one credit with the relevant coefficient of difficulty is stipulated by the Registrar's directive for implementing this Code.
- (2) The payment of the fee under Para 1 must usually be settled on the day of the start of the programme at the latest; in case of extraordinary studies pursuant to Article 2, Para 2, it is settled in accordance with the terms of the contract.

### Article 8

#### Register of lifelong learning

Constituent parts of CTU keep a register of programmes, participants and graduates of lifelong learning in the CTU information system.

### Article 9

#### Common and final provisions

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- (1) Further details of the implementation of lifelong learning programmes may be governed by an internal regulation or any other regulation of a faculty, a university institute or other department in accordance with this Code.
- (2) The Code Governing Lifelong Learning of the Czech Technical University in Prague CTU registered by the Ministry of Education, Youth and Sports on 25 August 2014 under ref. no. MSMT-30562/2014 is repealed.
- (3) This Code was approved by the CTU Academic Senate on 28 June 2017 pursuant to Section 9, Para 1 (b), point 3 of the Act.
- (4) This Code comes into force pursuant to Section 36, Para 4 of the Act on the day it is registered by the Ministry of Education, Youth and Sports.
- (5) This Code comes into effect on 1 September 2017.

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