

**RULES
OF LIFELONG LEARNING
at the University of Chemistry and Technology, Prague
as at September 18th, 2017**

PART I

Article 1

Introductory provisions

These rules govern the terms and conditions of lifelong learning at the University of Chemistry and Technology, Prague (hereinafter the “UCT Prague”) in compliance with the provision of Section 60 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments of and Supplements to Other Acts (Higher Education Act), as amended (hereinafter the “Act”).

Article 2

General provisions

- (1) Lifelong learning means such types of education that enable its participants to acquire, complement, profound, update or expand their knowledge, skills, qualification and professional expertise for performance of specialised activity. This method of education is open to interested individuals of different age, professional focus and previous education.
- (2) Lifelong learning is coordinated by the Vice-Rector for Education.
- (3) Within its education activity, UCT Prague provides lifelong learning programmes focused on performance of profession or hobby.
- (4) The programmes may be provided in the Czech or other languages:
 - a) by a faculty of UCT Prague,
 - b) by a department or central workplace of UCT Prague.
- (5) Lifelong learning programmes are provided:
 - a) within accredited bachelor and master study programmes,
 - b) outside the framework of accredited study programmes.
- (6) The instruction within a lifelong learning programme does not grant the participants the legal status of a student; the rights and obligations set forth in the internal regulations of the UCT Prague shall apply to such participant accordingly.
- (7) UCT Prague provides instruction within lifelong learning programmes free of charge or for remuneration.

PART II
LIFELONG LEARNING PROGRAMMES WITHIN
BACHELOR AND MASTER STUDY PROGRAMMES

Article 3

- (1) According to their focus, lifelong learning programmes within bachelor and master study programmes provided by the faculties of UCT Prague or by UCT Prague serve:
- a) for acquiring or widening qualification in individual areas of bachelor and master study programmes,
 - b) for deepening and widening of knowledge acquired during studies at secondary school,
 - c) as preparation for study in an accredited bachelor or master study programmes provided by the faculties of UCT Prague or by UCT Prague with partial recognition of the fulfilled study duties which are individually defined in the individual projects of lifelong learning study (hereinafter the “study project”).
- (2) The study in a lifelong learning programme within bachelor and master study programmes is provided for remuneration. The remuneration amount and the payment date are part of the study project. The payment amount is defined based on a calculation performed by the Registrar.

Article 4

Admission to study

- (1) UCT Prague admits to study in a lifelong study programme within bachelor or master study programmes:
- a) candidates who have acquired secondary education with the “maturita” exam under Section 48 paragraph 1 of the Act
 - b) students of higher education institutions,
 - c) candidates with a higher education degree,
 - d) candidates who have acquired foreign secondary education by completing study in a secondary education programme at a foreign secondary school, an international secondary school, a European secondary school operating under the Convention on status of European schools, or at a school in which the Ministry of Education, Youth and Sports (hereinafter the “Ministry”) allowed performance of obligatory school attendance in compliance with the Education Act , and who in connection therewith have proven the fulfilment of the condition of secondary education with “maturita” exam.
 - e) candidates who have graduated from a foreign higher education institution. The proof of fulfilment of the condition of achievement of higher education is governed by the Act.
- (2) Candidates under letters a) through e) have to meet the condition of health fitness with regard to requirements for health fitness for study of the respective study programme.
- (3) Admission to study starts by handing in a written application for admission to study delivered to UCT Prague through the Dean of the Vice-Rector for Education, who is the guarantor of the lifelong learning programme of UCT Prague, by the date defined in the study project.
- (4) The application for admission to study has to contain:

- a) name of the lifelong learning programme,
 - b) name of the faculty which is the guarantor of the lifelong learning programme or, in case of programmes not provided by a faculty, the guarantor is UCT Prague,
 - c) name, surname and personal data of the candidate, and mailing address,
 - d) name and registered office of the secondary school, tertiary technical school or higher education institution from which the candidate graduated or where he or she is studying,
 - e) confirmation of study in case of students,
 - f) document confirming completion of study in case of graduates,
 - g) written statement of the candidate that he or she has been informed about the study project which forms part of the lifelong learning programme.
- (5) The number of candidates admitted to study is limited by the maximum and minimum number stated in the study project. In case of a higher number of candidates, the decision on admission is based on the date of filling in the application for study; in case of a lower number than the minimum number, the courses are not opened.
- (6) By handing in the application for admission to study by the date stated in paragraph 2, by entering in the agreement governing the rights and obligations of the parties (participant in study, UCT Prague) and by paying the tuition fee at the amount and by the date set forth in the study project, the candidate has met the conditions for admission to study in the lifelong study programme within the bachelor or master study programme provided by the faculties of UCT Prague or by UCT Prague; the candidate shall receive a written decision regarding the admission. Such decision is final. If the candidate does not meet any of the stated conditions, he or she is not admitted to the study in lifelong learning programme within the bachelor or master study programmes.

Article 5

Enrolment in study

- (1) The participant in study in the lifelong learning programme within bachelor and master study programmes is enrolled in the study in the manner and before the deadline as set forth by the Dean or the Vice-Rector for Education, who is the guarantor of the school's lifelong learning programme.
- (2) On the day of enrolment the admitted candidate for study becomes a participant in study of lifelong learning programme.
- (3) On enrolment to study, the participant receives a study report where he or she writes the study subjects according to the study plan.

Article 6

Organisation of study

- (1) The form of study in a lifelong learning programme within bachelor and master study programmes is full-time or combined, and is defined by the study project, including the specification of obligatory participation in the courses.
- (2) The term of study in a lifelong learning programme is set forth in the study project. The academic year is divided in winter and summer terms which include exam periods. The time

schedule of the academic year is set forth by the Rector's decree and it shall apply to the participants in the lifelong learning programme accordingly.

(3) The study project defines:

- a) the name of the lifelong learning programme,
- b) the name of the faculty or the workplace of UCT Prague,
- c) the form of study, focus of the lifelong learning programme in compliance with Section 44a of the Act, the objective and term of study, the study plan, the syllabi of study subjects, the obligation of attendance,
- d) the maximum and minimum number of accepted participants,
- e) the deadline for delivery of the application for admission to study
- f) the conditions of completion of study,
- g) the amount and due date of tuition fee,
- h) the teacher providing instruction in the given study subject.

In addition, a study project of a lifelong learning programme containing also focus under Article 3 paragraph 1 letter c) defines the study obligations under Article 10 paragraph 1.

- (4) The study plan defines the sequence of content of the study subjects, the form of their study, the scope of instruction and method of verification of the study results in the study subject.
- (5) The basic forms of study of a study subject are lectures and exercises; the methods of verification of study results are exam, classified credit and credit.

Article 7

Fulfilment of study obligations

- (1) A semester is closed on fulfilment of the study obligations set forth by the study plan no later than by the end of the examination period of the respective semester; the examination period is defined by the Rector's decree on organisation of the academic year. The study year is closed on fulfilment of the study obligations of the winter and summer semesters.
- (2) The fulfilment of study obligations is governed by Article 25 of the Study and Examination Rules of UCT Prague.

Article 8

Suspension of study

In special cases and based on written request by a participant in a lifelong learning programme within a bachelor or master study programme, the Dean or the Vice-Rector for Education may, namely for serious health or personal reasons, suspend the study; however, this can be done only once in the course of the study and for no longer than one academic year.

Article 9

Completion of study

- (1) The study in a lifelong learning programme is completed upon fulfilment of all study obligations required by the study plan. The document proving the completion of study is a certificate of completion of a lifelong learning programme within bachelor and master study programmes,

which the participant receives from UCT Prague or from the faculty that is the guarantor of the programme.

- (2) A participant in the study who has fulfilled only part of the study obligations required by the study plan receives from UCT Prague or from the faculty that is the guarantor of the programme a certificate of their fulfilment stating the result.
- (3) The study in a lifelong learning programme is also terminated upon participant's request stating the reason for such termination. If the study is terminated for serious health or personal reasons documented by the participant in the study, the participant may request refund of an aliquot part of the tuition fee. Based on the participant's written request, the Dean or the Vice-Rector for Education who is the guarantor of the lifelong learning programme will decide on the refund of an aliquot part of the payment and its amount, if any.

Article 10

Conditions of study in accredited bachelor and master study programmes for graduates from study in lifelong study programmes

As for a student of a bachelor or master study programme who has completed the study in a lifelong learning programme within bachelor or master study programmes containing the focus under Article 3 paragraph 1 letter c), the Dean or Vice-Rector for Education will recognize selected study obligations of the study plan of the programme, however no more than 60 % of the fulfilled study obligations; the number and names of the study obligations are defined in the study project.

PART III

LIFELONG LEARNING PROGRAMMES OUTSIDE THE SCOPE OF ACCREDITED BACHELOR AND MASTER STUDY PROGRAMMES

Article 11

- (1) Lifelong learning programmes outside the scope of accredited bachelor and master study programmes serve for the study of:
 - a) selected study subjects stated in the study planes of bachelor and master study programmes complementing the knowledge of students namely of other higher education institutions or graduates from higher education institutions,
 - b) lifelong learning programmes focused on performance of profession (hereinafter "LLL courses"),
 - c) lifelong learning programmes focused on hobbies, designed namely for seniors within the university of the third age (hereinafter the "University of the Third Age")
- (2) Completing a subject ending with a credit or an exam within the study of a lifelong learning programme outside the scope of accredited study programmes does not replace the study obligation required by the study plan of a bachelor, master or doctoral study programme.
- (3) Record keeping of participants in lifelong learning is maintained in case of study under paragraph 1 letter a) and c) at the faculties or at UCT Prague, and in case of study under paragraph 1 letter b) the record keeping of participants is maintained by the guarantor of the LLL course, who delivers statistic data to the authorised employee.

Article 12

Admission to study

- (1) Candidates are admitted to study under Article 11 paragraph 1 letter a) based on an application for admission to study of selected subjects; the application shall be delivered to the Dean of the

faculty where the selected subjects are taught or the Vice-Rector for Education, and it shall contain the following:

- a) name, surname and personal data of the candidate, and mailing address,
 - b) the study subject that the candidate wants to study,
 - c) the information if the candidate is a student or graduate of a study programme provided at a higher education institution and which institution it is.
- (2) The decisions within the admission proceedings under paragraph 1 are governed by Section 50 of the Act.
- (3) As for study under Article 11 paragraph 1 letter b) the candidates are admitted based on an application to study in an LLL course delivered to the workplace organizing the LLL course or based on an order or agreement with a legal entity for which the LLL course is organized.
- (4) As for study under Article 11 paragraph 1 letter c) the candidates are admitted based on an application to study in a LLL programme within the University of the Third Age delivered to the faculty which guarantees the lifelong learning programme.

Article 13

Study of selected subjects

- (1) The participant in the study studies subjects in the scope and in the sequence as defined by the respective study plan. The participant in the study may attend the instruction of the selected subjects in which the student has enrolled, and take credits and exams in such subjects. Upon successful passing of the exams and credits, the participant will receive from UCT Prague a certificate stating the result.
- (2) The study of selected subjects is provided for remuneration.

Article 14

LLL courses

- (1) Based on their objective, LLL courses are divided in the following types:
- a) requalification, focused on study enabling performance of a new profession,
 - b) specialisation, focused on deepening the knowledge in the field and using knowledge of a wider theoretical basis,
 - c) innovation, focused on updating and complementing of education with up-to-date scientific findings.
- (2) The study in LLL courses proceeds according to the defined course description. LLL course description is prepared by its guarantor, approved by the guarantor's direct superior and information on it is provided to the Vice-Rector for Education. The LLL course description contains its name, name of the guarantor, annotation, profile of graduate, list of modules (syllabus), names of teachers, time schedule, conditions and form of completion of the course, amount and due date of the remuneration.
- (3) The fulfilment of the LLL course description is the responsibility of the guarantor, who is stated in the Current List of LLL Courses (Aktuální seznam kurzů CŽV). The Current List of LLL Courses is published on the websites of UCT Prague. In case of an LLL course not stated in the Current List of LLL Courses, the course guarantor is appointed by his/her superior.

- (4) The participants who have completed successfully the study in an LLL course will receive from UCT Prague a certificate documenting the completion of the study.
- (5) LLL courses are paid courses; they may be provided free of charge if decided so by the Vice-Rector for Education.

Article 15

University of the Third Age

- (1) Instruction within the University of the Third Age is usually of four or six semesters. The study plans of this study are approved by the Vice-Dean for Education. Such plans include the study of selected subjects closely related to practice, excursions and laboratory visits.
- (2) Upon completion of the study, each participant receives from UCT Prague a certificate documenting the completion of the lifelong learning programme within the University for the Third Age.
- (3) The instruction within the University of the Third Age is provided for remuneration.

Article 16

Final provision

- (1) The Rules of Lifelong Learning Programme of UCT Prague registered by the Ministry on October 8, 2014 under the ref. MSMT-36662/2014-30 are hereby cancelled.
- (2) These Rules were approved under Section 9 paragraph 1 letter b) point 3 of the Act by the Academic Senate of UCT Prague on August 29, 2017.
- (3) These Rules become valid under Section § 36 paragraph 4 of the Act on the day of their registration by the Ministry.
- (4) These Rules come to force and effect on the day of registration.

Radek Cibulka
President of the Academic Senate

Karel Melzoch
Rector