



Ministerstvo školství, mládeže a tělovýchovy registrovalo podle § 36 odst. 2 zákona č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách), ve znění pozdějších předpisů, pod čj. MSMT-16670/2023 Řád celoživotního vzdělávání Českého vysokého učení technického v Praze ke dni podpisu registrace (dne 31.10.2023).

Mgr. Karolína Gondková ředitelka

odboru vysokých škol

CODE OF LIFELONG LEARNING OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

Article 1

Introductory provisions

This Code is an internal regulation of the Czech Technical University in Prague (hereinafter referred to as “CTU”) that, in compliance with provisions of Section 60 of Act No. 111/1998 Col., on Higher Education Institutions and on Amendments and Supplements to some other Acts, as amended (hereinafter referred to as the “Act”) and the CTU Statute, regulates further requirements for the implementation of lifelong learning programmes at CTU and the rights and obligations of the participants thereof.

Thus Code shall be used *mutatis mutandis* for the Internationally Recognized Course in compliance with Section 60a of the Act.

Article 2

Basic provisions

- (1) Lifelong learning (hereinafter referred to as “LLL”) refers to such types of education that complement, deepen, refresh and broaden knowledge, skills and qualifications of participants and are provided within or outside the framework of the study programmes accredited at CTU.
- (2) Lifelong learning also refers to the extraordinary study of subjects that are identical in content and number of credits to subjects in the study plans of study programmes at the different constituent parts of CTU. LLL participants will pass these subjects under the same conditions and following the same study rules as students in regular study programmes, but in exchange for a payment in accordance with the valid Registrar’s Directive on the Implementation of the LLL Code.

- (3) Lifelong learning is open to candidates of all ages, professional focus and previous education.
- (4) LLL participants are not considered students within the meaning of the Act.
- (5) Within the framework of the extraordinary study of individual subjects, only such persons can become LLL participants who are not at the same time students in the given accredited study programme at CTU.
- (6) LLL participants are subject to legal regulations and internal standards of CTU related to restrictions in education due to international sanctions.
- (7) LLL participants who take part in practical classes and internships are subject to general regulations on occupational health and safety and working conditions for women in the same manner as they apply to CTU students¹.

Article 3
Programme of lifelong learning

- (1) LLL programmes (hereinafter referred to as the “programme”) are organized in the following manner:
 - a) profession-oriented (e.g., career, requalification, accredited qualification courses of internal education),
 - b) extraordinary studies of subjects that are not part of the accredited study programmes (in accordance with Article 2, Para 2),
 - c) University of the Third Age (hereinafter referred to as “U3V”),
 - d) preparatory courses to study at CTU,
 - e) interest-oriented.
- (2) The programmes can be implemented in full-time, distance or part-time form in the Czech or another language. The programmes are carried out in particular in the form of a course, a specialized workshop, lectures and practicals, a lecture cycle or a seminar. The programme can also include field trips.
- (3) The programmes can be implemented by
 - a) faculty,
 - b) university institute,
 - c) another workplace²,
 - d) based on collaboration among constituent parts listed in (a) to (c).
- (4) Any academic worker at CTU can propose an LLL programme.
- (5) LLL programmes implemented by faculties are approved by the dean, programmes implemented by a university institute are approved by the director of the university institute under the authority of the rector; at the same time they appoint a guarantor of

¹ Section 62, Para 2 of the Act in connection with Section 103, Para 2 of Act No.262/2006 Coll., the Labour Code.

² Article 31, Para 5, letter (a) of the CTU Statute.

the programme. Other programmes are approved by the rector who at the same time appoints the guarantor of the programme.

- (6) Information about the programmes must be published in good time before the date of the submission of the applications on the publicly accessible web pages of the university at czv.cvut.cz on the LLL Portal (this does not apply to extraordinary studies of subjects) and must include the following:

Mandatory information for all LLL programmes:

- a) exact name of the programme,
- b) its focus in accordance with Para 1,
- c) form and language of instruction in accordance with Para 2,
- d) annotation,
- e) contact person,
- f) amount of the tuition fee and the payment method.

In case of all programmes, with the exception of U3V courses, accredited programmes and programmes liable to data collection pursuant to Decree No. 277/2016 Coll., a link to the website of the constituent part with the description of the course can be added as facultative information.

Mandatory information for U3V programmes and programmes in which participants enrol through the LLL Portal:

- a) the structure (syllabus) of the programme,
- b) entrance requirements for applicants, admissions criteria, required entrance level of education,
- c) timetable (starting date and termination date),
- d) method and conditions of instruction,
- e) method of assessment of participants,
- f) how the programme is completed,
- g) conditions of issuing of certificates of completion (provided such certificates are issued),
- h) guarantor of the programme,
- i) name of the constituent part (workplace) implementing the programme,
- j) staffing of the programme (guarantor, teacher, contact person),
- k) maximum and minimum number of participants, number of substitutes,
- l) place of instruction,
- m) code of the category of education ISCED,
- n) duration of programme in hours,
- o) source of funding,
- p) purpose of education.

Mandatory information for accredited programmes if participants enrol in them through the LLL Portal also includes:

- a) name of the institution that granted the accreditation,
- b) number of the accreditation granted to university/faculty.

- (7) The collected data is used for automated processing of statistical outputs in accordance with the instructions of the Ministry of Education, Youth and Sports (hereinafter referred

to as “MEYS”), for the collection of data on LLL in accordance with Decree No. 277/2016 Coll., for the collection of data for the Annual Report on Activities of the higher education institution and for the collection of data for the Information System of the Association of Universities of the Third Age for the award of subsidy to support U3V from the F indicator.

Article 4

LLL Board and administrators of the LLL Portal

- (1) LLL is coordinated by the Vice-Rector for Bachelor and Master Studies.
- (2) The Vice-Rector for Bachelor and Master Studies establishes as their advisory body the LLL Board (hereinafter referred to as the “Board”), in which all constituent parts that implement LLL programmes or offer extraordinary studies of the individual subjects within or outside the framework of accredited study programmes are represented.
- (3) Members of the Board are nominated by the dean/head of department/director of another constituent part from among the employees of the given constituent part of CTU. Members of the Board are appointed and removed by the Vice-Rector for Bachelor and Master Studies; a member of the Board can resign from membership by a notice in writing delivered to the Vice-Rector for Bachelor and Master Studies.
- (4) Administrators of the LLL Portal are nominated by the dean/head of department/director of another constituent part from among the employees of the given constituent part of CTU; at the same time one person at the Department for Education and Student Affairs of the CTU Rector’s Office is appointed by the Vice-Rector for Bachelor and Master Studies to administer the LLL Portal.
- (5) On the LLL Portal, members of the Board can access and administer all LLL programmes registered at their constituent part.
- (6) Administrators of the LLL Portal can administer LLL programmes, generate certificates and ensure conditions for cooperation for guarantors of programmes.
- (7) Members of the Board are responsible for the awareness of LLL at their constituent part, registration of LLL programmes on the LLL Portal, cooperation with the Department for Education and Student Affairs of the CTU Rector’s Office.
- (8) An LLL officer at the Department for Education and Student Affairs of the CTU Rector’s Office approves access to the LLL Portal for all persons with a CTU identity who apply for access for work reasons.

Article 5

Admission of applicants

- (1) Applicants are accepted to U3V courses based on an electronic application on the LLL Portal in compliance with fulfilling the entrance requirements for applicants. In other courses, admission of applicants is handled in accordance with orders from the dean.
- (2) Guarantors of programmes decide about the admission of applicants to LLL programmes.

- (3) A Contract on Extraordinary Studies in Accredited Programmes is concluded with applicants applying for extraordinary studies of subjects in accordance with a sample contract included in the corresponding Registrar's Directive.
- (4) The U3V programme is intended for applicants who have reached the age when they are entitled to pension and for army veterans. In exceptional cases, an applicant who is below this age can be admitted to the U3V programme, but they must not be included in the statement for the allocation of contribution from the F indicator for funding from MEYS resources. The possibility to grant an exception must be stated in the description of the programme – entrance requirements and an alternative price of the programme can be set for such applicants.
- (5) If the capacity of the course has been exceeded, the guarantor of the course can exclude an applicant from the course if this applicant has already participated in the course before. If the number of applicants is lower than the minimum number of participants stated in the proposal of the LLL programme, the course may not open.

Article 6

Rights and obligations of participants in lifelong learning

- (1) Anyone who has complied with the requirements set for the given programme and has been accepted to study in the given programme can become an LLL participant. The admissions requirements are set in the description of the programme.
- (2) LLL participants must observe the terms and conditions stipulated in the contract, in particular pay the agreed amount of tuition fee in due time.
- (3) Failure to comply with any of the terms and conditions stipulated in the contract or violation of the Act, other legal regulations or internal regulations of CTU or faculty/constituent part may constitute grounds to exclude a participant from an LLL programme.

Article 7

End of studies

- (1) Completion of studies in an LLL programme is conditioned on fulfilling the announced requirements of the programme.
- (2) Successful graduates from an LLL programme can be issued a certificate of completion by CTU. The certificate is issued for participants in the U3V programme in physical form in the Czech language signed by the dean and the rector. Based on a decision of the guarantor of the programme, a bilingual physical certificate and from the 2024/2025 academic year an electronic certificate can be issued to participants in other programmes (with the exception of the extraordinary studies pursuant to Article 2, Para 2). The electronic certificate has a qualified signature of the dean and an electronic seal with a time stamp attached to it. The physical certificate has a dean's signature and a stamp of

the constituent part attached to it. The form and requirements of the Certificate are listed in the Methodical Guideline concerning the issuing of diplomas, diploma supplements, certificates and duplicates thereof at CTU in Prague (hereinafter referred to as the “MG on issuing certificates”).

- (3) In case of graduates from the extraordinary studies pursuant to Article 2, Para 2, the Certificate of Attendance in a lifelong learning course with a transcript of enrolled and completed subjects from the study IS CTU (hereinafter referred to as “IS KOS”) serves as a proof of completion. The transcript of subjects from accredited study programmes includes the code of the subject, the name of the subject, the number of credits ECTS, the scope of instruction, the method of completion of the subject and the achieved grade. The certificate is issued in Czech and English in an electronic form through IS KOS. The physical certificate is issued by the study department of the faculty where the graduate completed the course. The physical certificate is issued against payment in accordance with the valid Rector’s Order on Payments for Exceptional and Non-Standard Administrative Services. The form and requirements of the Certificate are stipulated in the MG on issuing certificates.
- (4) In case a graduate has completed more than one programme (this does not concern the extraordinary studies pursuant to Article 2, Para 2), the certificate is issued for each programme. In case an LLL programme consists of a group of several subjects, the transcript of all completed subjects is attached to the certificate.
- (5) Failure to comply with the requirements of the LLL programme or violation of obligations stipulated in legal regulations or internal standards of CTU or its constituent parts can constitute grounds for exclusion of a participant from LLL without right to tuition fee compensation.
- (6) The study in an LLL programme can be terminated upon request of the participant. In case the study is terminated for serious personal or health reasons and the participant files a request in this regard, the dean/head of department/director of another constituent part of CTU implementing the LLL programme can decide on returning a proportional part of the tuition fee.
- (7) If successful LLL graduates within the framework of accredited study programmes or within the framework of areas of education for which CTU has an institutional accreditation become students in accordance with the Act², the credits that they have received in an LLL programme can be recognized by CTU in the amount of up to 60% of credits necessary for the successful completion of studies. The conditions for recognition of credits obtained in lifelong learning are stipulated by CTU in an internal regulation.

Article 8 Economic status of LLL

- (1) LLL programmes are implemented with or without tuition fees.

² Section 48 et seq. of the Act.

- (2) The costs of LLL programmes without tuition fees are covered from the budget of the constituent part of CTU that implements the given programme.

Article 9
Tuition fees

- (1) The amount of tuition fees for LLL programmes is stipulated in accordance with the valid Registrar's Directive on the implementation of LLL based on a calculation by the secretary of the constituent part or by the registrar (in case of programmes implemented by the Rector's Office, the price of one credit in the extraordinary studies is stipulated in the Registrar's Directive on the implementation of LLL).
- (2) As a rule, the proof of payment of the tuition fee pursuant to Para 1 is presented upon the commencement of the programme at the latest; in case of the extraordinary studies pursuant to Article 2, Para 2, it is presented in compliance with the terms and conditions of the contract.

Article 10
Register of participants in lifelong learning

- (1) Constituent parts of CTU keep a register of the participants in U3V on the LLL Portal. The content of the register is set out by the Vice-Rector for Bachelor and Master Studies in compliance with this Code and the legal requirements of MEYS.
- (2) Constituent parts of CTU keep a register of the participants in the extraordinary studies of subjects in accredited study programmes in IS KOS with code 8CZV.
- (3) The method of keeping the register of participants in other LLL programmes is stipulated by the guarantor of the LLL programme who cooperates with a member of the LLL Board to whom they will present upon request the reports and the register of participants.
- (4) The administration of LLL programmes (with the exception of the extraordinary studies pursuant to Article 2, Para 2) and the register of their participants is done at the constituent parts of CTU by the faculty administrators of the LLL portal, the guarantors and teachers of the individual programmes.
- (5) The administration of printing of the certificates of completion of U3V and processing of legally required statistical reports is done by an officer at the Department for Education and Student Affairs of the CTU Rector's Office. The costs of all official documents/forms for U3V are covered by the Department for Education and Student Affairs of the CTU Rector's Office from the budget of CTU acquired within the framework of the F indicator for the support of U3V. In case of persons who have participated in a course/programme of U3V and cannot be reported within the framework of the F indicator, the costs are covered by the constituent part organizing U3V.
- (6) The administration of issuing certificates of completion of LLL programmes, with the exception of U3V and the extraordinary studies pursuant to Article 2, Para 2, is done by the faculty administrator of the LLL Portal or the guarantor of the programme. The official

documents (forms) for the issuance of physical certificates of completion of an LLL course are paid for by the Department for Education and Student Affairs based on internal billing from the constituent part of CTU that organizes the programme.

Article 11
Human resources for LLL

- (1) The guarantor of an LLL programme is an academic worker who is responsible, within the framework of an employment relationship with CTU, for the concept, content and methodological quality of education and the selection of adequate didactic tools, in particular the study support materials used in the implementation of the programme. The guarantor of the programme together with teachers determines the visibility of the course and its lectures on the LLL Portal to concrete people.
- (2) The guarantor of the programme is responsible for the quality of instruction.
- (3) The teachers are usually academic workers or other persons with a CTU identity (academic workers from other universities or outside experts) who carry out pedagogical activity in full-time, distance or part-time form. More than one teacher can teach in one programme. Together with the guarantor of the course they determine the visibility of the course and its lectures on the LLL Portal to concrete people.
- (4) The administrator of the LLL Portal is an employee at the constituent part of CTU responsible for administration tasks related to proper implementation of an LLL programme.

Article 12
Common and final provisions

- (1) Further details regarding the implementation of lifelong learning programmes can be regulated in compliance with this Code by an internal regulation or another regulation of faculty, university institute or another workplace.
- (2) The Code Governing Lifelong Learning of the Czech Technical University in Prague registered by MEYS on 1 September 2017 under ref. no. MSMT – 21850/2017 is cancelled.
- (3) This Code was approved pursuant to Section 9, Para 1, letter (b), point 3 of the Act by the CTU Academic Senate on 27 September 2023.
- (4) This Code comes into force and effect pursuant to Section 36, Para 4 of the Act on the day it is registered by the Ministry of Education, Youth and Sports.

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