



# **LIFELONG LEARNING CODE OF THE UNIVERSITY OF HRADEC KRÁLOVÉ**

## **Article 1**

### **Introductory Provisions**

1. This Lifelong Learning Code of the University of Hradec Králové (hereinafter the Code) regulates in more details the lifelong learning at the University of Hradec Králové (hereinafter the UHK) in accordance with section 60 of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts, as amended (hereinafter the Higher Education Institutions Act), and in accordance with Article 9 and Annex 3 of the Constitution of the University of Hradec Králové.
2. The individual UHK units may regulate the details of the lifelong learning programmes implementation by their internal standards in accordance with this Code.

## **Article 2**

### **Basic Provisions**

1. Lifelong learning (hereinafter LL) means such kinds of education that allow their participants to obtain, complete, deepen, extend or renew their knowledge, skills and/or qualification and professional competence to perform specialized activities.
2. LL programmes are provided within or out of the accredited UHK programmes of study.
3. LL programmes are open to individuals of any age, profession and previous education, in accordance with conditions and requirements of the individual LL programmes.
4. Pursuant to the Higher Education Institutions Act, a participant's education in a LL programme does not constitute his/her legal position of a student.

## **Article 3**

### **Lifelong Learning Programmes**

1. LL programmes provided by the UHK can be aimed at:
  - a) Practice of profession;
  - b) Leisure activities.
2. LL programmes provided by the UHK and aimed at leisure activities include the University of the Third Age and programmes for children and young people.
3. LL takes place at the UHK:

- a) Within accredited study programmes. If the graduates of such programmes become students in accordance with the Higher Education Institutions Act (sections 48-50), the UHK may recognize credits obtained in the lifelong learning programme up to 60% of credits required for proper completion of study;
  - b) In LL programmes provided out of the accredited programmes of study.
4. An LL programme can be carried out in Czech or another language. The programme can be implemented in form of full-time learning, distance-learning, or in a combined form of learning.
  5. An LL programme can be provided by:
    - a) A faculty or its part;
    - b) The Rectorate.

An LL programme can also be provided in cooperation of the UHK units or in cooperation with another entity.

6. Proposals of LL programmes, outputs and amount of payment for the relevant lifelong learning are approved by the Dean of the relevant faculty or, in case of programmes organized at the University level, by the Rector.
7. The UHK may offer LL programmes either free of charge, or against payment determined for individual programmes in advance.
8. The offer of LL programmes is published at the publicly available UHK website at least one month before the deadline for applications filing. The offer includes the programme description containing, as a standard, the following essentials:
  - a) Programme title;
  - b) Programme type;
  - c) Programme characteristics;
  - d) Intended participants;
  - e) Programme capacity;
  - f) Conditions for admission to the programme;
  - g) Programme extent;
  - h) Date(s) of the programme initiation and its schedule;
  - i) Place of the programme provision;
  - j) Programme requirements and way of graduation;
  - k) Programme guarantor;
  - l) Contact person;
  - m) Programme price and way of its payment if the programme is provided against payment;

n) Deadline for application filing.

## **Article 4**

### **Admission of Participants in LL Programmes**

1. Applications for an LL programme are filed either in written or electronic form on a prescribed form which is available at the UHK public website.
2. Individuals are admitted to an LL programme by the Rector, if the programme is organized at the University level, or by the Dean of the relevant faculty and/or by a person authorized by them (organizer) on the basis of fulfilment of conditions determined and published in advance (see Article 3 (8) (f)).
3. Individuals who have met the conditions for admission to study pursuant to sections 48–50 of the Higher Education Institutions Act determined for the same or similar accredited programme of study in the given academic year can be admitted to an LL programme mentioned in Article 3 (3) (a) above.
4. The price for education in an LL programme and way of its payment is determined by the Dean of the relevant faculty or by the Rector (see Article 3 (8) (m)). Unless specified otherwise, payment of the price or of its part must be proved by the participant at the enrolment in the relevant LL programme at the latest. The Rector (in case of a LL programme organized at the University) or the Dean of the relevant faculty may determine fees related to the administrative and extraordinary activities for participants and prospective participants, their amount and way of payment. Details are specified by the LL programme organizer.
5. If it is not possible to admit all prospective participants due to excessive number of prospective participants, prospective participants are admitted in the order of their application filing. If a prospective participant is not admitted due to excessive number of prospective participants in a given LL programme, the UHK offers him/her another similar LL programme if the UHK provides any.
6. The UHK reserves the right not to open an LL programme if the minimum determined capacity of the given LL programme is not met. In such case, the prospective participants are informed at least 5 working days before the LL programme initiation and the prepaid full or partial price for the LL programme will be refunded to them. The UHK offers them another similar LL programme if the UHK provides any.
7. By receiving a notification of admission, the prospective participant obtains the right to be enrolled in the LL programme. If the prospective participant fails to enrol in the LL programme or to prove the payment of the LL programme price or its part within the given deadline, he/she loses the right to be enrolled in the LL programme. The prospective participant becomes an LL programme participant at the moment of enrolment in the LL programme.

8. Rights and duties of an LL programme participant are determined by the Higher Education Institutions Act (particularly by section 60), by this Code and relevant UHK measures of management.

## **Article 5**

### **Course and Termination of Learning**

1. To complete an LL programme, the participant must meet properly all pre-specified completion requirements (see Article 3 (8) (j)).
2. Unless a measure of management of the UHK or its unit specifies otherwise, meeting of an LL programme graduation requirements is controlled by the given LL programme guarantor or organizer.
3. The Rector (if the programme is organized at the University level) or the Dean of the relevant faculty and/or the organizer authorized by them issues an LL programme graduation certificate to the participant.
4. An LL learning programme is also terminated by:
  - a) Delivery of the participant's written notification of his/her withdrawal from the LL programme;
  - b) Breach of duties of the LL programme participant (see Article 4 (8));
  - c) Failure to meet the requirements determined for successful completion of the LL programme.
5. The Rector (if the programme is organized at the University level) or the Dean of the relevant faculty and/or the organizer authorized by them issues a notification of an LL programme study termination. Such termination of an LL programme study is registered as not successful and the LL programme participant does not become an LL graduate and does not get the graduation certificate. The price paid for the LL programme or for its part, if any required, is not refunded.
6. If a participant of the LL programme which lasts for more than one semester asks so, the Rector (if the programme is organized at the University level) or the Dean of the relevant faculty and/or the organizer authorized by them may interrupt the participant's education in the LL programme for specific reasons. At that, the Rector/Dean specifies the duration of interruption of the participant's education in the LL programme. For the period of study interruption, the participant does not fulfil his/her duties related to the LL programme.
7. If the LL programme participant notifies the organizer that the reasons for his/her study interruption no longer apply, the Rector (if the programme is organized at the University level) or the Dean of the relevant faculty and/or the organizer authorized by them specifies the closest available LL programme in which the LL programme participant re-enrols, and any other potential conditions for re-enrolment.

## **Article 6**

### **LL Programmes Evaluation**

The quality of provided LL programmes is evaluated in accordance with the provisions of the internal regulation Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové.

## **Article 7**

### **Final Provisions**

1. This Code becomes valid and enters into effect on the day of its signing.
2. This Code does not apply to LL programmes that were published before the Code date of effect.

Hradec Králové, 1 April 2021

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Rector