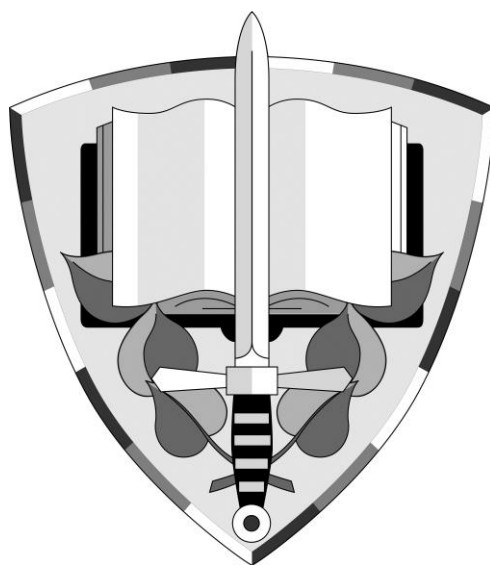


University of Defence in Brno
Kounicova 65, Brno, ZIP code 662 10, data box hkraife

REGISTERED INTERNAL REGULATION



**RULES FOR LIFELONG LEARNING
OF THE UNIVERSITY OF DEFENCE IN BRNO**

Brno 2017

Table of Contents

PART ONE INTRODUCTORY PROVISIONS	Chyba! Záložka není definována.
Article 1 Introductory Provisions.....	3
Article 2 General Provisions	3
PART TWO LIFELONG LEARNING PROGRAMMES	3
Article 3 Fundamental Provisions.....	3
Article 4 Contract.....	4
Article 5 Approval of the Lifelong Learning Programme	4
Article 6 Lifelong Learning Programme Guarantor	5
PART THREE STUDY IN A LIFELONG LEARNING PROGRAMME	5
Article 7 Admission Procedure	5
Article 8 Course of Study	6
Article 9 Rights and Obligations of the Parties	6
Article 10 Examination	7
Article 11 Final Thesis.....	7
Article 12 Certification	7
Article 13 Graduation Ceremony	8
Article 14 Registration of Participants.....	8
PART FOUR COMMON, TRANSITIONAL AND FINAL PROVISIONS	8
Article 15 Common Provisions.....	8
Article 16 Grant of Exemption	8
Article 17 Transitional Provisions	8
Article 18 Final Provisions	9

PART ONE
INTRODUCTORY PROVISIONS

Article 1
Introductory Provisions

- (1) The Rules for Lifelong Learning of the University of Defence in Brno (hereinafter only referred to as "the Rules") are internal regulations of the University of Defence in Brno (hereinafter only referred to as "the University") pursuant to § 17 (1)(k) of Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, and pursuant to Article 28 of the Statute of the University of Defence in Brno.
- (2) The Rules lay down general rules for the preparation, approval and realization of lifelong learning programmes¹ and rules for the preparation, approval and realization of training in internationally recognised courses².

Article 2
General Provisions

- (1) Lifelong learning includes learning activities that enable participants to acquire, supplement, extend, deepen, or renew the knowledge, skills, and general qualifications necessary to perform a professional activity.
- (2) A person who is studying within the framework of lifelong learning or internationally recognised courses (hereinafter only referred to as "participant") is not a student according to the Higher Education Act³.

PART TWO
LIFELONG LEARNING PROGRAMMES

Article 3
Fundamental Provisions

- (1) In the conditions of the University, a lifelong learning programme is understood as:
 - a) courses, including internationally recognised ones,
 - b) seminars, lectures, and other short-term educational activities.
- (2) The entity offering a lifelong learning programme is:
 - a) Dean, if the faculty provides lifelong learning or a substantial part of it⁴,
 - b) the director of a University institute if the higher education institution provides lifelong learning or a substantial part of it⁵,

¹ § 60 of the Higher Education Act.

² § 60a of the Higher Education Act.

³ § 60 (3) and Section 60a(3) of the Higher Education Act.

⁴ § 22 (1)(a) of the Higher Education Act.

⁵ § 22 (1)(b) of the Higher Education Act.

- c) the director of another department devoted to educational and creative activity if lifelong learning or a substantial part of it is provided by the department devoted to educational and creative activity if lifelong learning⁶,
 - d) a vice-rector appointed by the rector in other cases.
- (3) If a lifelong learning programme is established on the basis of the requirements of a person who is also responsible for selecting all participants in this lifelong learning programme (hereinafter only referred to as "the orderer"), it is a closed lifelong learning programme; other lifelong learning programmes are open.
- (4) Study within the framework of the lifelong learning programme can be carried out in full-time, distance or combined study form.
- (5) Lifelong learning can be provided by the University free of charge or for a fee⁷.

Article 4 Contract

- (1) The relationships in the provision of lifelong learning are based on a contract⁸.
- (2) The contract is concluded:
- a) with the orderer if it is a closed lifelong learning programme,
 - b) directly with the participant if it is an open lifelong learning programme.
- (3) A written contract is not concluded:
- a) if the orderer of the lifelong learning programme is the Czech Republic – Ministry of Defence, or
 - b) if it is an open lifelong learning programme that is provided free of charge to participants.
- (4) The draft of the written contract is prepared by the offerer; the rector concludes the contract on behalf of the University.

Article 5 Approval of a Lifelong Learning Programme

- (1) The offerer shall provide lifelong learning programmes that have been approved in accordance with these Rules.
- (2) The process of approval of a lifelong learning programme starts with the submission of a preparatory study of the lifelong learning programme for approval.
- (3) The rector approves the preparatory study of a lifelong learning programme. The rector shall decide whether the preparatory study of the lifelong learning programme shall be discussed in one of the rector's advisory bodies before approval.
- (4) The preparatory study of a lifelong learning programme is submitted by the offerer for approval or prior discussion in the rector's advisory body.

⁶ § 22 (1)(c) of the Higher Education Act.

⁷ § 60 (1) and § 60a (1) of the Higher Education Act.

⁸ Act No. 89/2012 Coll., Civil Code.

- (5) The preparatory study of a lifelong learning programme includes, i. a.:
 - a) a proposal for the appointment of an academic staff member as a guarantor of a lifelong learning programme,
 - b) the conditions for admission to study if it is an open lifelong learning programme and if the conditions are required,
 - c) details on the course of study and
 - d) the opinion of the Czech Republic – Ministry of Defence if it is a closed lifelong learning programme ordered by the Czech Republic – Ministry of Defence.
- (6) Other requirements of the preparatory study of the lifelong learning programme and its binding parameters, which cannot be deviated from after the approval of the preparatory study, shall be determined by a rector's measure.
- (7) If the preparatory study of a lifelong learning programme is approved by the rector and if it is a closed lifelong learning programme where these Rules require the conclusion of a written contract, the offerer shall immediately submit a draft contract or contracts to the rector for signature.

Article 6 Lifelong Learning Programme Guarantor

- (1) For each lifelong learning programme, a lifelong learning programme guarantor is appointed. The lifelong learning programme guarantor shall, in particular, supervise, evaluate and develop the quality of the realization of the lifelong learning programme.
- (2) The guarantor of the lifelong learning programme is appointed and dismissed by the offerer from the academic staff subordinate to the offerer.
- (3) The offerer shall appoint a lifelong learning programme guarantor immediately after the approval of the preparatory study for the lifelong learning programme.
- (4) If the lifelong learning programme guarantor does not properly perform the basic activities of a lifelong learning programme guarantor as set out in the present Rules, the offerer shall dismiss the lifelong learning programme guarantor.
- (5) If the guarantor of a lifelong learning programme is dismissed by the offerer, if the legal personality of the guarantor ceases to exist, or if he/she ceases to be an academic staff member subordinate to the offerer, the guarantor shall appoint a new guarantor of the lifelong learning programme without any delay, and no later than 30 days from the date on which any of the above-mentioned events occur.

PART THREE STUDY IN A LIFELONG LEARNING PROGRAMME

Article 7 Admission Procedure

- (1) If the conditions for admission to study in a lifelong learning programme are set, they are published by the offerer in the public section of the University's website.
- (2) The admission procedure is ensured by the offerer. The admission or non-admission to study is decided by the offerer.

- (3) If it is an open lifelong learning programme where the present Rules require the conclusion of a written contract, the offerer shall submit a draft contract or contracts to the rector for signature immediately after the decision on admission to study in the lifelong learning programme.

Article 8 **Course of Study**

- (1) The details of the course of study, i.e. in particular the standard duration of study and information on whether and on what the study knowledge is tested during or at the end of the study, whether a final thesis is composed at the end of the study and how the study is concluded, are contained in the preparatory study of the lifelong learning programme.
- (2) Details on the course of study in the form of an excerpt from the preparatory study:
- a) is published by the offerer in the public part of the University's website if it is an open lifelong learning programme,
 - b) shall be provided in other cases to all participants in electronic or paper form by the offerer no later than in the first lesson of the lifelong learning programme.

Article 9 **Rights and Obligations of the Participants**

- (1) A person is a participant in lifelong learning from the date on which the lifelong learning programme commenced until:
- a) the date on which the participant has duly completed the study, or
 - b) the date on which the study is terminated by the participant, the orderer or the offerer other than in a proper manner; or
 - c) the last day of the lifelong learning programme in other cases.
- (2) In particular, the participant of lifelong learning is obliged:
- a) to familiarise themselves with the internal regulations of the University⁹ related to lifelong learning and to follow them throughout their studies in the lifelong learning programme,
 - b) participate in and adequately prepare for the study subjects prescribed by the lifelong learning programme,
 - c) to fulfil tasks, if their fulfilment is determined in accordance with the preparatory study of the lifelong learning programme,
 - d) pass the examination(s), if their passing is stipulated in the details of the course of study in the preparatory study of the lifelong learning programme,
 - e) compose, submit and defend a final thesis, if the composition, submission and defence are specified in the details of the course of study in the preparatory study of the lifelong learning programme.
- (3) The participant has the right to:
- a) use libraries, study rooms and other University facilities for the provision of information services,

⁹ § 17 (1) of the Higher Education Act.

- b) use the University's physical education facilities,
- c) apply for interruption of studies if there are reasons worthy of special consideration; the application shall be submitted to the offerer, who shall decide on it within 15 days of the date of submission.

Article 10 Examination

- (1) The examination verifies the participant's knowledge, skills and abilities acquired through the study of a given lifelong learning programme and his/her ability to creatively apply the acquired theoretical knowledge in the evaluation of practical phenomena.
- (2) The test may be oral, written, practical or a combination of those.
- (3) The offerer may appoint an examination board to verify the knowledge, skills and abilities of the participant.
- (4) The way of conducting the examination is decided by the lifelong learning programme guarantor, who will inform the participants about the form and extent of the examination at the beginning of the lifelong learning programme.
- (5) The participant is graded "passed" or "failed" based on the examination. A participant who has failed to appear for the examination shall also be graded "failed".

Article 11 Final Thesis

- (1) The final thesis develops the topic chosen by the participant for the final thesis in accordance with the content of the lifelong learning programme. The participant's previous original work can be developed in the final thesis; however, the final thesis has to be original.
- (2) The provisions of the Study and Examination Regulations of the University of Defence in Brno, which is an internal regulation¹⁰, and the following measures of the rector shall apply appropriately to the preparation and submission of the final thesis, with the exception of the provisions on:
 - a) the extent of the thesis; the extent of the thesis is determined in the details of the course of study in the preparatory study of the lifelong learning programme,
 - b) the form of the thesis; the thesis is submitted only in the electronic form.
- (3) If the final thesis does not meet the essential requirements for the final thesis, the final thesis is evaluated with the classification grade "failed".
- (4) The provisions of the Study and Examination Regulations of the University of Defence in Brno, which is an internal regulation, apply appropriately to the course of the defence.

Article 12 Certificate

- (1) Successful graduates of the lifelong learning programme will be issued a certificate of completion of their lifelong learning studies by the offerer.
- (2) The rector shall lay down the requirements of the certificate by his/her measure.

¹⁰ § 17 (1)(g) of the Higher Education Act.

Article 13
Graduation Ceremony

- (1) A lifelong learning programme may be concluded with a graduation ceremony if the details of the course of study so stipulate in the preparatory study of the lifelong learning programme.
- (2) The course of the graduation ceremony is determined by the Status of the University of Defence in Brno, which is an internal regulation.

Article 14
Register of Participants

- (1) The University keeps a register of participants. The register of participants is used to record the course of study of participants and for budgetary and statistical purposes.
- (2) Section 88 of the Higher Education Act similarly applies to the determination of the content of the records, the manner of keeping records on participants and their updating.

PART FOUR
COMMON, TRANSITIONAL AND FINAL PROVISIONS

Article 15
Common Provisions

- (1) The provisions of paragraphs 2 to 4 of Article 5 shall apply appropriately to the approval of an amendment to the binding parameters of a lifelong learning programme after its approval.
- (2) A successful graduate of a lifelong learning programme is a participant who has fulfilled the requirements set out in the details of the preparatory study of the lifelong learning programme during the course of the study.
- (3) The offerer shall terminate the participant's studies if the participant has violated any of his/her obligations in a particularly gross manner; in such a case, neither the fee nor any part of it shall be refunded.
- (4) Information about the lifelong learning programme is entered by the offerer into the University's electronic information system.
- (5) The measures or other actions of the offerer implementing the present Rules shall not impose obligations on participants beyond those set out in the present Rules and shall not deny participants any right set out in the present Rules.

Article 16
Grant of Exemption

The rector is entitled to grant a participant an exemption from the provisions of the present Rules on the basis of his/her written request; the rector shall seek the opinion of the offerer before issuing a decision.

Article 17
Transitional Provisions

- (1) Lifelong learning programmes whose provision was commenced but not completed before the effective date of the present Rules shall be deemed to have been approved

under the present Rules by 31 July 2018. The offerer shall submit a preparatory study for these lifelong learning programmes for approval no later than 30 April 2018.

- (2) Guarantors of lifelong learning programmes, the realization of which was started but not terminated before the date of entry into force of the present Rules, shall be appointed by the offerer no later than 31 December 2017.
- (3) The study of lifelong learning programmes that began before the date of entry into force of the present Rules shall be completed in accordance with the existing regulations.

Article 18 **Final Provisions**

- (1) The Rules for Lifelong Learning of the University of Defence of 22 May 2006, as amended, are hereby repealed.
- (2) The present Rules were approved by the University Academic Senate on 21 September 2017.
- (3) The present Rules shall come into force and effect on the date of registration by the Ministry of Defence¹¹.

m. p.

Prof. MUDr. Jiří KASSA, CSc.
Chairperson
of the University Academic Senate

m. p.

BG Prof. Ing. Bohuslav PŘÍKRYL, Ph.D.
Rector

¹¹ § 95 (8)(a) of the Higher Education Act.

On 16 October 2017, the Ministry of Education, Youth and Sports gave its consent under § 95 (8)(a) of Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Higher Education Act), under No.MSMT-28373/2017-2, to the registration of the Rules for Lifelong Learning of the University of Defence in Brno.

.....*m. p.*
Mgr. Karolína GONDKOVÁ
Director
of the Higher Education Department

On 20 October 2017, the Ministry of Defence registered the Rules for Lifelong Learning of the University of Defence in Brno under § 36 (2) and § 95 (8)(a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions) under No. MO 156899/2017-7542.

.....*m. p.*
Ing. Petr VANČURA
State Secretary at the Ministry of Defence