

Pursuant to § 36, para. 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), the Ministry of Education, Youth and Sports registered the Lifelong Learning Regulation of the University of Veterinary and Pharmaceutical Sciences Brno on 5 June 2017, file reference MSMT-16249/2017.

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Director of the Department
of Higher Education

LIFELONG LEARNING REGULATION OF THE UNIVERSITY OF VETERINARY AND PHARMACEUTICAL SCIENCES BRNO

Dated 5 June 2017

Article 1 Introductory Provisions

- (1) The Lifelong Learning Regulation of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “LLL Regulation”) shall be an internal regulation of the University of Veterinary and Pharmaceutical Sciences Brno (hereinafter only as the “UVPS Brno”), issued pursuant to § 17, para. 1, letter k) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter only as the “Act”) and in accordance with the Statute of the University of Veterinary and Pharmaceutical Sciences Brno.
- (2) The LLL Regulation provides for the rules and conditions of conducting lifelong learning at the UVPS Brno pursuant to § 60 of the Act.

Article 2 Basic Provisions

- (1) Lifelong learning (hereinafter only as the “LLL”) shall mean those types of education in lifelong learning programmes which complement, deepen, refresh or otherwise extend the knowledge, skills and qualifications of their participants and are provided within or outside the scope of study programmes accredited at the UVPS Brno.
- (2) LLL is accessible to the general public regardless of their age, education and specific professional orientation under the terms and conditions set out in the LLL programme.
- (3) The Institute of Lifelong Learning (hereinafter only as the “ILLL”) has been entrusted with organising the LLL.
- (4) The ILLL shall be managed by the manager responsible for the compliance with the system rules under this LLL Regulation.

Article 3 Lifelong Learning Programmes

- (1) LLL programmes are aimed at enhancing the professional qualifications of the participants for the pursuit of a profession and interest regardless of the performance of their profession or any other professional reasons.
- (2) LLL programmes shall be provided as:
 - a) Education within an accredited study programme;
 - b) Attestation education;
 - c) Specialised training, retraining, extending and supplementary training;
 - d) Thematic training – usually as a specifically focused cycle, course, workshop,

- lecture, internship, or seminar;
 - e) Education in an internationally recognised course;
 - f) University of the Third Age.
- (3) The LLL programmes may be conducted in Czech or any other language, and in the full-time, part-time or distance form of study.
- (4) The LLL programme shall be compiled in accordance with the content of the relevant field of education and with respect to the graduate's profile, so that the obtained qualification corresponds to the assumed possible career path of the graduates. The LLL programme shall be structured into individual study courses (hereinafter only the "course") or groups of lectures and, where appropriate, practical lessons, the content of which corresponds to the individual education directions within the respective graduate's profile. The content and time succession shall have a logical structure and shall correspond to the learning strategy of the specific LLL programme.
- (5) The standard length of study within the relevant LLL programme shall be set in such a manner allowing the adequate fulfilment of all the requirements of the LLL programme graduate's profile.
- (6) The content of the LLL programme shall include in particular:
- a) The name of the LLL programme;
 - b) The area of education in which the programme is conducted;
 - c) Form of study (full-time, part-time, or distance);
 - d) Programme objectives;
 - e) Standard length of study at an average load;
 - f) Programme graduate's profile (corresponding to the particular area of education);
 - g) Description of the programme courses;
 - h) Length of practical training;
 - i) Conditions for the successful completion of the programme;
 - j) Content of the final examinations;
 - k) The certificate of completion of the lifelong learning programme.
- (7) The manner of verifying the knowledge of the LLL participants, in the event it has been determined in the specific LLL programme, shall be provided in such a manner that will allow that the professional orientation corresponds to the content of the lifelong learning programme and the professional profile of the LLL programme's graduate.
- (8) LLL programmes, including their focus, shall be published by the ILLL Manager. The LLL programmes shall be published on the official board of the UVPS Brno and in a manner allowing remote access at least one month before the deadline for submitting applications.

Article 4 Lifelong Learning Board

- (1) The Lifelong Learning Board (hereinafter only as the "LLL Board") shall be established for the purposes of coordinating the provision of the professional standard of the LLL.
- (2) The LLL Board shall consist of the Chairperson, who is the Vice-Rector for Education, the ILLL Manager and at least six other members. The members of the LLL Board shall be appointed and dismissed by the Rector.
- (3) The LLL Board shall approve the LLL programmes and their changes and more detailed conditions for providing the LLL programmes. Upon their approval in the LLL Board, the LLL programmes shall be submitted for approval to the Internal Evaluation Board of the UVPS Brno.

Article 5
Programme Guarantor and Course Guarantor

- (1) The LLL programme guarantor shall be appointed for every LLL programme. Only an academic staff member employed by the UVPS Brno may serve as the LLL programme guarantor. The LLL programme guarantor shall be appointed and dismissed by the ILLL Manager.
- (2) The LLL programme guarantor shall be responsible for the professional level of the LLL. The LLL programme guarantor shall determine the content of the LLL programme and the structure of courses within the LLL programme. The LLL programme guarantor shall be responsible for staffing the programme with respect to the teachers' expertise and demonstrable experience, skills and practical knowledge in the specific field.
- (3) In the case they have been determined, the individual core courses shall be provided with the guarantors who shall comply with the requirement of expertise and demonstrable experience in the specific field.
- (4) Teaching shall be provided by teacher who shall comply with the requirement of expertise and possibly demonstrable experience in the specific field.

Article 6
Admitting Applicants

- (1) The ILLL shall admit applicants to the LLL programme according to its capacity and in accordance with the previously published admission conditions in every individual LLL programme. The conditions for admitting applicants shall be published sufficiently in advance on the official board of the UVPS Brno and in a manner allowing remote access.
- (2) Applicants who have submitted the application and fulfil the conditions prescribed for the specific LLL programme may be admitted to the LLL programme. The rules for determining the ranking of applicants for admitting to LLL programmes shall be part of the conditions for admitting applicants.
- (3) The applicant shall be informed in writing about the outcome of the admission procedure.
- (4) A contract for providing the LLL programme shall be concluded with the LLL applicant. The applicant who has met the conditions prescribed for the specific LLL programme shall become the LLL participant on the date of signing the contract for providing the LLL programme.
- (5) The LLL participants shall be informed about the financial and any other conditions at least one month prior to the enrolment in the LLL programme, whereas the term may be shortened in justified cases.
- (6) The LLL fee shall be payable at the latest on the day of enrolment in the LLL programme.
- (7) LLL participants do not have the student status pursuant to § 60 of the Act.

Article 7
Tuition and Manner of Verifying the Knowledge of LLL Participants

- (1) The LLL programme shall commence on the enrolment date.
- (2) Participants shall be made provided with study materials depending on the content of the selected programme and in the extent required to verify the studying outcomes. The LLL programmes in the part-time or distance form of study shall be provided with a set of information substituting the LLL participant the full-time education.
- (3) The education results in the LLL programme may be verified in the form of examinations or in any other announced form. Individual or final examinations may also include written assignments of the LLL programme participants.
- (4) Retaking the LLL programme or its part in the case of unsuccessful evaluation is possible only in the case that the programme or its part is provided again and this is not prevented by organisational reasons, especially exceeding the maximum number of participants.

- (5) Retaking the LLL programme or its part in the case of LLL programmes provided for a fee shall be determined by its payment in full or in part. In the case of programmes provided free of charge, retaking the programme or its part is determined by the consent of the ILL Manager.

Article 8 **Written Assignment**

- (1) The final examination of the LLL programme may include the defence of the written assignment.
- (2) The written assignment may require a designated supervisor who is an academic staff member employed at the UVPS Brno or an expert with demonstrable experience in the specific field.
- (3) The conditions concerning the written assignment shall be determined by the programme guarantor.
- (4) The author of the written assignment shall take due care in order not to violate Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, in particular the unauthorised use of the work pursuant to § 47c, para. 2, letter b) of the Act.
- (5) The written assignment shall be printed or otherwise reproduced and bound in the binding suitable for archiving. The electronic version of the assignment shall be uploaded to the database for publishing final theses. By means of their signature, the participant shall certify that the electronic and documentary versions are identical. By submitting the written assignment, the participant grants consent to its publication.
- (6) The text of the submitted written assignment shall be subject to comparison with texts stored in the university or inter-university database of final theses or possibly with texts of other publications.
- (7) Publishing written assignments shall follow § 47b of the Act. Publishing written assignment shall be accomplished by means of the database of final theses stored in the public section of the UVPS Brno website and through the Central Library of the UVPS Brno.

Article 9 **Terminating the Study in the LLL Programme**

- (1) Studying in an LLL programme shall be successfully completed by completing the LLL programme, fulfilling the conditions set out in the LLL programme, or passing the final examination.
- (2) The graduates of the LLL programme shall obtain the certificate of completion of the LLL programme or the certificate of the relevant qualification. In the event that they pass a final examination, this will be mentioned in the certificate.
- (3) In addition, studying in an LLL programme shall also be terminated:
 - a) Upon dropping out of studying in the LLL programme;
 - b) Upon breach of duties stipulated by the Act, internal regulations and other regulations of the UVPS Brno or the contract for providing the LLL programme;
 - c) Upon the termination of the contract for providing the LLL programme;
 - d) Upon the decease of the participant.

Article 10 **Payment Associated with the LLL Programme**

- (1) The LLL programme at the UVPS Brno, or its part, may be subject to fees for its participants.

- (2) The fee amount for individual LLL programmes shall be determined by the ILLL. The payment schedule shall be determined at the latest at the time of publishing the LLL programme.
- (3) The fee or its part, in the event that a non-lump sum payment is set according to the schedule, shall serve as a condition for enrolling the participant in the LLL programme. Failure to pay the fee represents a reason for the UVPS Brno a reason for terminating the participation in the LLL programme.
- (4) The applicant shall demonstrate the fulfilment of the payment obligation at the latest on the day of enrolment in the study of the LLL programme.
- (5) Upon the written request of the participant, the fee for the LLL programme may be reduced or waived in individual and justified cases. Reducing or remitting the fee shall be decided by the Rector upon the proposal of the ILLL Manager; the Rector's decision shall be final. There is no legal claim to reducing or waiving the fee.

Article 8

Temporary and Final Provisions

- (1) The LLL Regulation shall apply to admitting applicants in the LL programme once this Regulation has come into effect.
- (2) The Rules and Conditions of Lifelong Learning at the UVPS Brno, registered by the Ministry of Education, Youth and Sports on 7 June 2004 under file reference 20 490/2004-30 shall be set aside.
- (3) The LLL Regulation was adopted pursuant to § 9, para. 1, letter b), point 3 of the Act by the Academic Senate of the UVPS Brno on 25 May 2017.
- (4) Pursuant to § 36, para. 4 of the Act, this LL Regulation shall come into effect on the date of registration by the Ministry of Education, Youth and Sports.
- (5) This LLL Regulation shall enter into effect on 1 September 2017.

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Rector