



LIFELONG LEARNING PROCEDURE
UNIVERSITY OF SOCIAL AND ADMINISTRATIVE AFFAIRS

Art. 1

Introductory provisions

1. Lifelong learning at the University of Social and Administrative Affairs (hereinafter referred to as the 'University') constitutes a comprehensive set of educational programmes enabling lifelong learning. These programmes can be specialised in the participants' occupations or their interests.
2. Lifelong learning at the University may be provided as a paid service whose amount is determined by the Rector's decree.
3. This Procedure provides the conditions for which it operates at the University, and it is an internal rule of the University.

Art. 2

Characteristics of lifelong learning

1. The lifelong learning programmes provided by the University are announced via the Rector's decree.
2. As part of its lifelong learning, the University announces especially:
 - a) name of the programme and mode of studies which can be full-time, distant or combined,
 - b) brief description and characteristics of a given programme and the amount to be paid for the studies,
 - c) contents of the programme,
 - d) conditions for completing individual subjects with requirements for participants,
 - e) number of credit hours which a participant of a given subject can receive for its successful completion.

Art. 3

Lifelong learning conditions

1. Lifelong learning is not studies within the meaning of Act no. 111/1998 Coll., on higher education institutions and on amending and supplementing other acts (hereinafter referred to as the 'Higher Education Act'), as amended. The participants of lifelong learning at the University do not hold the student status within the meaning of law.



2. Lifelong learning at the University is provided both within the accredited study programmes at the University and the specialised programmes of lifelong learning outside them, focused specifically on practical knowledge.
3. After successful completion, the University issues the participants of lifelong learning with a certificate in accordance with Art. 60, Par. 2 of the Higher Education Act. Further documents or certificates may be issued if the nature of the programme demands it.
4. The participants of lifelong learning who have successfully passed the entrance examinations for any of the accredited study programmes through which they complete a lifelong learning programme and gain the student status may apply for recognition of credit hours which they have received within a lifelong learning programme. Within the meaning of the provision of Art. 60, Par. 2 of the Higher Education Act, the University may recognise up to 60 percent of credit hours which are required for the regular completion of studies in a given study programme at the University. The recognition of credit hours is decided by the Rector.

Art. 4

Admission to a lifelong learning programme

1. Applicants to lifelong learning submit an application form for a lifelong learning programme.
2. The applicants who have submitted a regular application for one of the bachelor study programmes at the University and failed the entrance examinations due to capacity reasons may apply for admission to a lifelong learning programme admission within the given accredited study programme. In this case, they do not submit a separate application form for lifelong learning, as the regular application for studies at the University is considered sufficient.
3. Admission to a lifelong learning programme is determined by the admission results, the conditions of which are set by the Rector's decree no later than two months before the regular entrance examinations are held.
4. The applicants are informed about the admission to a lifelong learning programme through the decision of the Rector of the University.

Art. 5

Organisation of lifelong learning

1. Lifelong learning at the University is organised by the Institute of Lifelong Learning in Havířov, a department of the University.



2. The applicants who have been admitted to a lifelong learning programme by the Rector's decision are required to complete all the subjects required for individual semesters and years of the programme as stated in the characteristics of the lifelong learning programme.
3. The participants of lifelong learning who have successfully completed all the required subjects in the lifelong learning programme and received the required number of credit hours obtain a certificate on the completion of the lifelong learning programme.
4. The participants who fail to meet the criteria of the individual programmes of lifelong learning are expelled from those programmes. In such case, they are not entitled to a certificate.

Art. 6

Payment for lifelong learning

1. Lifelong learning at the University may be charged for, and the amount of payment is governed by other rules of the University.
2. The payment conditions for lifelong learning are included in the Rector's decree.

Art. 7

Final Provisions

1. This Lifelong Learning Procedure has been approved by the Board of Directors in accordance with the Statutes of the University of Social and Administrative Affairs.
2. In compliance with Art. 36, Par. 4 and Art. 41, Par. 2 of the Higher Education Act, this Lifelong Learning Procedure comes into force and effect on the day of registration by the Ministry of Education, Youth and Sports.

On behalf of the Board of Directors on 21 August 2017

Ing. Linda Foltýnová