

On 9 July 2013, pursuant to Section 36 (2) of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), the Ministry of Education, Youth and Sports registered the Lifelong Education Code of Palacký University in Olomouc under Ref. No. MSMT-29254/2013-30.

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Mgr. Karolína Gondková

Director of the Department of Higher Education Institutions

LIFELONG EDUCATION CODE OF PALACKÝ UNIVERSITY IN OLOMOUC AS OF 9 JULY 2013

Article 1 Preamble

In accordance with the provisions of Sections 60 of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), as amended, (hereinafter the "Act") and the Constitution of Palacký University in Olomouc, the Lifelong Education Code of Palacký University in Olomouc (hereinafter the "Code") regulates more detailed conditions for the implementation of lifelong education programs (hereinafter "lifelong education") at Palacký University in Olomouc (hereinafter "UP").

Article 2 Fundamental Provisions

1. Lifelong education shall mean such a form of education implemented at UP that, within the activities of UP and its constituent parts, enhances, refreshes, extends or broadens the knowledge and skill of participants in such programs, as well as their qualification. Such programs are implemented either within or beyond the scope of accredited programs of study. Together with teaching in programs of study at UP and its constituent parts, educational activities and research and development, lifelong education constitutes the principal activity of UP.
2. Pursuant to Section 60 (3) of the Act participants in lifelong education programs are not students within the legal meaning of the word.

Article 3 Lifelong Education Programs

1. In accordance with Section 60 (1) of the Act lifelong education programs have either a vocational or leisure focus.
2. Lifelong education programs are implemented in Czech or, as the case may be, in foreign languages.
3. Lifelong education programs are implemented as full-time or distance learning programs, or as a combination of the two.

4. Lifelong education programs are implemented as:
 - a) education programs within accredited programs of study;
 - b) specialized education programs;
 - c) programs enhancing or extending education;
 - d) programs of further education;
 - e) retraining programs;
 - f) thematic education in the form of seminars, training workshops, lecture series, or lectures;
 - g) leisure education programs;
 - h) University of the Third Age (hereinafter "U3A") programs.
5. Lifelong education programs are implemented by UP constituent parts. If doubts arise as to whether a UP constituent part may implement a lifelong education program, a final decision shall be made by the Rector. If the Rector concludes that the constituent part may not implement such programs, the Rector or an employee authorized by the Rector shall without undue delay inform the Dean or the Manager of the respective UP constituent part thereof.
6. If the Rector's negative decision was made due to the fact that such a lifelong education program would be implemented in a similar form at more than one UP constituent part, negotiations involving all affected UP constituent parts shall commence without undue delay. The Rector, or an employee authorized by the Rector, shall be present during the negotiations.
7. The focus of the program under Paragraph 1, its form under Paragraph 3, and its type under Paragraph 4 are determined by the Dean or, as the case may be, by the Manager of the respective UP constituent part at which the program is implemented.
8. The present Code shall not apply to training programs under Act No. 95/2004 Sb., on the conditions for the acquisition and recognition of professional qualifications and specialized qualifications for the medical professions of physician, dentist and pharmacist, as amended.

Article 4 Announcement of Lifelong Education Programs

1. Lifelong education programs are announced on the Lifelong Education Portal (czv.upol.cz). Lifelong education programs are announced by the Rector, the Dean or the Manager of the respective UP constituent part at which the lifelong education program is implemented. Lifelong education programs are published not later than on the date of their announcement on the Lifelong Education Portal (czv.upol.cz). Furthermore, faculties and other UP constituent parts implementing lifelong education programs are obliged to publish the information included on the Lifelong Education Portal on their respective websites.
2. The announcement of lifelong education programs is conditioned by the registration of the program in the UP study administration system (usually IS STAG) and is carried out through an online application accessible by authorized employees on the Lifelong Education Portal (czv.upol.cz) where basic details of the respective lifelong education programs included in the UP study administration are made available.
3. For a lifelong education program to be properly announced, the following shall be included:
 - a) name of the lifelong education program;
 - b) focus of the lifelong education program under Article 3 (1);
 - c) language of tuition of the lifelong education program under Article 3 (2);
 - d) form of the lifelong education program under Article 3 (3);
 - e) type of the lifelong education program under Article 3 (4);
 - f) designation of the UP constituent part implementing the lifelong education program;
 - g) annotation of the lifelong education program;
 - h) objectives of the lifelong education program;
 - i) graduate profile for lifelong education programs under Article 3 (4) (a), (b), (c) and (e);

- j) required qualifications for admitting an applicant to a lifelong education program, or specification of the lifelong education program target group;
 - k) method of selecting applicants and requirements for their admission to the lifelong education program;
 - l) minimum number of participants necessary to open the lifelong education program and the maximum number of admitted participants;
 - m) commencement date of the lifelong education program;
 - n) time schedule and content of the lifelong education program; if a program is implemented as a series, the time schedule shall provide a basic overview of all parts of the series;
 - o) method of checking the achieved study results;
 - p) method of and requirements for the completion of the lifelong education program;
 - q) fee for the lifelong education program and payment conditions; or, as the case may be, a declaration that the lifelong education program is free of charge.
4. If the lifelong education program is a one-off event, the selection method of applicants to the program is not stipulated, it is not possible to define the method of checking the results achieved in education and the method of and requirements for the completion of the program, the program may be announced in a simplified manner. Such a simplified manner shall include as a minimum particulars under Paragraph 3 (a), (b), (c), (e), (f), (g), (h), (k), (m), (n), and (q).
 5. Additional parts within one announced series of the lifelong education program are announced as amendments to the original announcement. Such amendments are also registered and administered through an online application accessible by authorized employees on the Lifelong Education Portal (czv.upol.cz).
 6. Additional parts of announced series of lifelong education programs are published not later than on the effective date of the amendment on their announcement on the Lifelong Education Portal (czv.upol.cz).

Article 5

Participation in Lifelong Education Programs

1. Whether an applicant will be admitted to a lifelong education program shall be decided by the Rector, by the Dean within faculties, and by the Manager within UP constituent parts in accordance with the conditions for the classification and capacity of the program.
2. To define admission of applicants to lifelong education programs, the Dean or, as the case may be, the Manager of a UP constituent part, may issue an internal regulation of the faculty or constituent part respectively to regulate more detailed conditions for the implementation of the lifelong education program beyond the scope of Article 4 (3).
3. Applicants who meet the conditions to participate in an education program defined in the announced lifelong education program or defined by an internal regulation of a UP constituent part, if such a regulation has been issued, may be admitted to a lifelong education program.
4. Only applicants who meet the conditions under Sections 48 and 49 of the Act may be admitted to lifelong education programs under Article 3 (4) (a).
5. Applicants become participants in a lifelong education program upon their entering into a contract to participate in a lifelong education program. If a lifelong education program is announced in a simplified manner under Article 4 (4), a completed application is deemed to be an offer of the contract and its confirmation is deemed to be an acceptance of the contract by UP. The contract shall stipulate conditions for its termination. The announcement of the lifelong education program for which the contract is entered into constitutes an integral part of the agreement. Model contracts and their application are defined by means of an internal regulation of UP. On behalf of UP the contract is entered into by the Dean of the respective faculty, or by the Rector in the case of other constituent parts.

Article 6
Organizational Framework, Course and Method of Checking the Results of Lifelong Education Programs

1. In accordance with the Organizational Manual of UP, lifelong education programs are managed and coordinated by the Section for Lifelong and Further Education of the Further Education Department (hereinafter the "Department").
2. The organization and time schedule of individual lifelong education programs, except for programs implemented under Article 3 (4) (a) are determined by the Rector, by the Dean or, as the case may, by the Manager of the UP constituent part at which the lifelong education program is implemented upon announcement under Article 4.
3. The Dean or, as the case may, the Manager of a UP constituent part may issue an internal regulation of the faculty or the constituent part respectively to define the conditions for the implementation of the lifelong education program under Article 3 (4) (a) and conditions for admitting graduates from lifelong education programs to study in an accredited program of study.

Such an internal regulation, as well as the announcement of such programs, shall correspond to the academic calendar defined by a UP internal regulation and to the respective accredited program of study.

4. Study results in lifelong education programs, except for programs implemented under Article 3 (4) (a) are checked by means of partial and final examination, or in a different announced form. The evaluated part of partial or final examinations may also include written papers by lifelong education program participants. The results of the examination or other defined forms of checking the study results are graded as follows:

Grade	Numerical value
A	1
B	1.5
C	2
D	2.5
E	3
F	Examination Failed
Grades for other forms of checking the results	
Passed	
Failed	

If the lifelong education participant is graded as "failed", he or she is entitled to two retake dates except for cases where a partial or final written paper drafted on an ongoing basis is graded. In such cases, participants are only entitled to one retake date. Final examinations are held before an examination board having a minimum of three members appointed by the Dean or the Manager of the respective constituent part.

5. In lifelong education programs implemented under Article 3 (4) (a) education results are checked by the same means as in the accredited study programs under which the lifelong education programs are implemented. If a lifelong education program participant is not granted a credit or colloquium or fails an examination, steps in accordance with internal regulations on lifelong education at UP and its constituent parts shall be taken.
6. If a participant has failed, a lifelong education program may be repeated only when the program or its parts are held again and if this is not prevented by reasons of an organizational nature, including, but not limited to, exceeding the maximum number of participants. If a lifelong education program is a paid one, it, or its part, may only be repeated if the fee for the program or its part has been paid. If a lifelong education

program is not a paid one, it, or its part, may be repeated only subject to the consent of the Dean or the Manager of the UP constituent part announcing the program.

Article 7

Completion of Lifelong Education Programs

1. Participation in lifelong education programs terminates upon their completion or under conditions defined in the contract to participate in a lifelong education program.
2. To complete a lifelong education program, participants are obliged to fulfill the requirements of the program defined upon its announcement. If no requirements for the completion of a lifelong education program have been set, participation in the program shall be deemed to constitute the fulfillment thereof. Graduates from lifelong education programs are awarded by UP with a Certificate of the Completion of a Lifelong Education Program. The content and form of such a certificate are defined by an internal regulation of UP¹⁾ and modified in accordance with this directive according to the nature of the lifelong education program.

Article 8

Fees related to Lifelong Education Programs

1. A payment may be charged for participating in a lifelong education program or a part thereof at UP. A detailed breakdown of the fee related to a lifelong education program shall be defined not later than on the date of the announcement of the respective lifelong education program by the Dean or, as the case may be, the Manager of a UP constituent part.
2. In accordance with the Budgetary Rules, fees related to lifelong education programs are revenues of the respective UP constituent part implementing the program.
3. Unless stipulated otherwise by Article 5 (2) and (3) hereof, the admission of a participant to a lifelong education program is conditioned by payment of the fee or a part thereof, if the breakdown does not require a lump sum payment to be made. By analogy, participants are obliged to make any partial payments before a new part of the lifelong education program commences. Failure to pay the fee constitutes grounds for UP to withdraw from the contract entered into under Article 5 (5).
4. Applicants for lifelong education programs are obliged to prove that they have paid the fee not later than on the commencement date of the paid lifelong education program or, as the case may be, the commencement date of a new paid part of the program, unless stipulated otherwise in accordance with Article 5 (2) and (3).

Article 9

Record Keeping related to Lifelong Education Programs and their Participants

1. The Department keeps records of the list of lifelong education programs and publishes it together with granted accreditations for lifelong education programs, and assigns constituent parts implementing such programs with numerical series for certificates of completion of lifelong education programs. UP constituent parts implementing lifelong education programs are obliged to provide the Department with any necessary cooperation.
2. UP keeps a record of lifelong education participants; such records are administered by the Department. Such central records provide statistical data related to lifelong education

¹⁾ UP Rector's Directive No. B3-11/3-SR: The Issue of Documents Proving the Completion of Study, of Lifelong Education Programs, and of the Rigorosum Procedure at Palacký University in Olomouc, as amended

programs. The method of record keeping and the form of the records are defined by means of an internal regulation.²⁾

3. The Lifelong Education Portal is administered by the Department.

Article 10 Lifelong Education Programs Accreditation

1. Any applications for the accreditation of a lifelong education program are filed by the Rector on behalf of UP. Applications for the accreditation of a lifelong education program are submitted to the Rector upon a proposal of the Dean or the Manager of a UP constituent part through the Section for lifelong and further education of the Department.
2. If the opinion on the application for the accreditation of a lifelong education program is negative, the Rector, or an employee authorized by the Rector, shall inform the Dean or the respective Manager of a UP constituent part thereof as well as of the grounds for such an opinion.
3. If the opinion on the application for the accreditation of a lifelong education program is negative due to the fact that the program would be implemented in a similar form at more than one faculty or UP constituent part, negotiations in the presence of the Rector, or an employee authorized by the Rector, and the affected parties represented by the Deans or Managers of UP constituent parts shall commence without undue delay.
4. Administrative costs related to preparing and filing the application for the accreditation of a lifelong education program shall be borne by the UP constituent part applying for the accreditation.
5. Records of granted accreditations of lifelong education programs are kept by the Section for Lifelong and Further Education of the Department and published on the Lifelong Education Portal.

Article 11 Common, Final and Repealing Provisions

1. In accordance with the provisions hereof, the Dean or, as the case may be, the Manager of a UP constituent part may regulate further details regarding the rights and obligations of lifelong education programs participants by means of an internal regulation of the faculty or the respective UP constituent part. Such an internal regulation of the faculty, or UP constituent part, shall be in compliance with this Code and relevant legal regulations.
2. The Lifelong Education Code of Palacký University in Olomouc registered by the Ministry of Education, Youth and Sport on 18 October 2001 under Ref. No. 27 163/2001-30 is hereby repealed.
3. Lifelong education programs which commence before 31 December 2013 shall be governed by existing regulations.
4. The present Code was approved by the Academic Senate pursuant to section 9 (1) (b) of the Act on 22 May 2013.
5. Pursuant to Section 36 (4) of the Act, the present Code shall come into force upon its registration by the Ministry of Education, Youth and Sport.
6. The present Code shall come into effect on 1 January 2014.

prof. RNDr. Miroslav Mašláň, CSc., in his own hand
Rector

²⁾ UP Rector's Directive No. B3-11/7-SR: Electronic Records of Students, Participants, Course and Results of Education at UP

Doc. Mgr. Miroslav Dopita, Ph.D., in his own hand
Chairperson of the Academic Senate