

On 24 April 2017, pursuant to Section 36, paragraph 2, Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Educational Institutions), the Ministry of Education, Youth and Sports registered the Rules for Lifelong Education of the Czech University of Life Sciences Prague under no. MSMT-10592/2017.

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Mgr. Karolína Gondková
Director of the Higher Educational Institutions Section



**RULES FOR LIFELONG EDUCATION
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE
[ČESKÁ ZEMĚDĚLSKÁ UNIVERZITA V PRAZE]
DATED 24 APRIL 2017**

Rules for Lifelong Education of the Czech University of Life Sciences Prague dated 24 April 2017

Article 1 Introductory Provisions

(1) The Rules for Lifelong Education of the Czech University of Life Sciences Prague are an internal regulation of the Czech University of Life Sciences Prague (hereinafter “CULS”) pursuant to Section 17, paragraph 1, letter k), Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, (hereinafter the “Act”). In accordance with Section 60 of the Act and Article 27 of the Statute of the Czech University of Life Sciences Prague, they regulate the detailed conditions of lifelong education at CULS, its faculties and the university institute.

(2) If the term faculty is used in these Rules, it also means a university institute, and if the term Dean or Dean of a faculty is used in these Rules, it also means a Director of a university institute, and the provisions of these Rules will be used similarly for a university institute.

Article 2 Lifelong Education Programmes

(1) Pursuant to these Rules, lifelong education (hereinafter “LE”) means further education that complements, deepens, renews and expands the knowledge, skills and qualifications of participants of the LE programme.

(2) According to the Act, the LE programme may be focused on the pursuit of a profession or interest.

(3) The LE programme may be carried out via short-term intensive courses or semester-long or multi-semester programmes.

(4) The LE programme may be carried out via full-time, distance or combined forms; in the Czech language or in another language.

(5) The LE programme may also be carried out as part of teaching of accredited study programmes, part thereof, or individual subjects.

(6) The LE programme may be guaranteed and carried out by CULS, a faculty, university institute, another part of CULS, a department or the CULS Rectorate worksite (hereinafter the “guaranteeing worksite”). The LE programme may also be carried out on the basis of mutual cooperation of guaranteeing worksites, or on the basis of the cooperation of a guaranteeing worksite with another worksite outside of CULS.

(7) The head employee of the relevant guaranteeing worksite will determine the professional guarantor of the LE programme. The professional looks after the professional level and content of the LE programme, as well as ensuring quality of teaching in the LE programme.

(8) The guaranteeing worksite announces the LE programme, including its description, scope of teaching and the appointment of the professional guarantor. In the announcement are generally specified the conditions and procedure for the registration of candidates for participation, the conditions for completion and potential method of verification of acquired knowledge and skills. The announcement of the LE programme is approved by the head employee of the relevant guaranteeing worksite, and if the relevant guaranteeing worksite is a department, the LE programme will also be approved by the Dean. If the relevant guaranteeing worksite is a CULS worksite, the announcement of such a LE programme will

be approved by the head employee who is the closest superior of the head employee of the guaranteeing worksite.

(9) The LE programme is recorded in the CULS information system, and its announcement is generally publicized on the public part of the CULS website.

(10) If the LE programme requires accreditation, the relevant guaranteeing worksite will be responsible for its granting and payment of costs associated with its granting.

(11) The Rector or Dean of a faculty may specify in detail the rules for the preparation and implementation of LE programmes via a CULS internal regulation, or that of a faculty.

Article 3 Participants of Lifelong Education

(1) LE programmes may be determined for the general public, for a specific target group, and for students and graduates of CULS, study applicants and CULS employees.

(2) Those interested in participating in an LE programme are accepted to the programme by the relevant guaranteeing worksite according to its capacity limits and in accordance with the conditions for acceptance published in the announcement of the LE programme pursuant to Article 2, paragraph 9. The conditions may include determination of the minimum number of enrolled students for participation in LE, upon whose fulfilment the LE programme is carried out.

(3) By being accepted to an LE programme, the person interested in participating in the LE shall become an LE participant. LE participants are not students pursuant to the Act.

(4) LE participants are registered in the CULS information system. The relevant guaranteeing worksite is responsible for the registration.

(5) LE participants must be familiarized in the advance with the form of study and its specific conditions.

(6) The Study and Exam Rules of the Czech University of Life Sciences Prague for study in Bachelor and Master's Study Programmes and other internal regulations of CULS reasonably apply to LE participants.

Article 4 Completion of the LE Programme

(1) A condition for completion of the LE programme is the fulfilment of the conditions defined in the announcement of the relevant LE programme.

(2) CULS shall issue certification on completion of the LE programme to the participants of the LE programme.

(3) A condition for completion of the LE programme may be completion of a final exam or writing of a written work, or the fulfilment of other conditions set out in the announcement of the relevant LE programme.

(4) If they become students according to the Act, those individuals who successfully complete LE programmes, carried out as part of accredited study programmes, may be granted credits acquired in the LE programme up to the amount set out by the Study and Exam Rules for the study in Bachelor and Master's Study Programmes in accordance with Section 60, paragraph 2 of the Act.

Article 5
Payment for the LE Programme

- (1) The LE programme is either free or subject to a fee. The fee amount for an LE programme, payment method, payment data and the due date must be part of the announcement of the LE programme, and applicants for participation in LE must be familiarized with it before the start of the LE programme.
- (2) Making payments pursuant to paragraph 1, or part thereof, shall generally be proven at the latest at the start of the LE programme; details are determined in the announcement of the LE programme.
- (3) The relevant guaranteeing worksite may also determine a fee for the issuing of certification on completion of an LE programme issued pursuant to Article 4, paragraph 2. The determination of its amount, payment method, payment data and its due date must be part of the announcement of the LE programme.
- (4) On the basis of written request of an LE participant or applicant for participation in LE, the fee for implementation or issuing of certification on completion of an LE programme may be reduced or waived in individual and justified cases. The relevant guaranteeing worksite shall decide on the reduction or waiving on the basis of the written request of the LE participant. An LE participant shall not have a legal claim to a reduction or waiving of the fee.

Article 6
Closing Provisions

- (1) Lifelong Education at the Czech University of Life Sciences Prague registered by the Ministry of Education, Youth and Sports on 12 June 1999 under no. 24 727/99-30, as amended, is cancelled.
- (2) These Rules were approved pursuant to Section 9, paragraph 1, letter b) of the Act by the CULS Academic Senate on 20 April 2017.
- (3) These Rules shall become valid pursuant to Section 36, paragraph 4 of the Act on the date of their registration by the Ministry of Education, Youth and Sports.
- (4) These Rules shall become effective on 1 September 2017.

Prof. Ing. Jiří Balík, CSc., dr. h. c., in his own hand

Rector