

BUT RULES OF LIFELONG LEARNING

Heading

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Registration

The Ministry of Education, Youth and Sports registered this internal regulation pursuant to Section 36 (2) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions)

on 15 March 2017 under Ref. No. MSMT-6433/2017

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Article 1
Subject

1. Pursuant to Section 60 (1) and Section 60a (1) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the “Act”), and the Statutes of Brno University of Technology, these rules stipulate the rules for lifelong learning and taking of internationally recognised courses at the Brno University of Technology (hereinafter “BUT”).
2. Within its educational activities, BUT provides lifelong learning programmes (hereinafter “LL”) for professional or recreational purposes. LL includes such types of education which supplement, deepen, extend or renew the knowledge and skills of their participants and are provided within or outside the framework of accredited programmes.

Article 2
LL programmes and their organisation

1. LL programmes take in particular the following forms:
 - a) study in courses included in accredited programmes;
 - b) specialisation education;
 - c) requalification education;
 - d) education extending qualification or providing additional qualification;
 - e) University of the Third Age;
 - f) internal education courses for BUT employees;
 - g) language courses.
2. LL programmes may be taught in Czech or another language and in full-time or combined form of study.
3. LL programmes may be implemented by any component part of BUT (hereinafter a “component part”). The head of the relevant component part is responsible for the implementation of the programme in terms of content, organisation, personnel and economic matters, and for continuous evaluation of the quality of teaching.
4. Any member of the academic staff or head of a component part may propose a LL programme in the form of the LL Programme Proposal according to Article 3.
5. LL programmes implemented by a faculty are approved by the Dean and LL programmes implemented by a university institute are approved by the head of the university institute based on an authorisation granted by the Rector. Other LL programmes are approved by the Vice-Rector responsible for study affairs based on an authorisation granted by the Rector.
6. As a rule, the academic staff of BUT teach in LL programmes. Based on agreement with the person approving the programme, academic staff of other higher education institutions or practising experts may teach in LL programmes.
7. The component part implementing the relevant LL programme may stipulate more detailed rules for the implementation of LL by means of internal standards in accordance with these Rules.
8. The conditions of admission of applicants and rules of implementation of the University of the Third Age are governed by internal standards of BUT.

Article 3
LL Programme Proposal

1. LL Programme Proposal must include the following:
 - a) type of programme according to Art. 2 (1);
 - b) programme name;
 - c) identification of the component part implementing the programme;
 - d) timetable and contents of the programme;
 - e) method of teaching (lecture, exercise, seminar, course or professional workshop);
 - f) teaching staff for the programme;
 - g) requirements on the applicants, conditions for admission to the programme;
 - h) maximum and minimum number of participants;
 - i) amount of the fee and manner of payment if the studies are provided for consideration;
 - j) rights and obligations of participants;
 - k) manner of evaluation of the participants, if applicable;
 - l) manner of graduating and completing study in the programme and the related conditions.

Article 4
Economic status of LL

1. The programme is implemented for consideration or free of charge.
2. The costs of free programmes are paid from the budget of the component part implementing the programme.
3. The amount of the fee and the method of payment for implementation of the programme are determined on the basis of the rules for calculation of the price at BUT.
4. Payment of the fee is usually checked at the time of the commencement of the programme at the latest and is a precondition for the issuance of the certificate referred to in Art. 6 (3).

Article 5
Participants

1. Applicants are admitted to LL programmes based on an application for study in accordance with the approved conditions for admission.
2. The decision on admission of applicants in LL programmes implemented by the faculty is made by the Dean; in case of LL programmes implemented by university institutes, the decision is made by the head of the institute based on an authorisation granted by the Rector; the decision on admission of applicants in programmes implemented by the Rectorate is made by the Vice-Rector responsible for study affairs based on an authorisation granted by the Rector, and the decision on admission in programmes implemented by other component parts is made by the head of the relevant component part based on an authorisation granted by the Rector.
3. If the number of applicants exceeds the maximum number of participants specified in the LL Programme Proposal, the date of submission of the application for admission is decisive. If the number of candidates is smaller than the minimum number of participants specified in the LL Programme Proposal, the programme need not open.
4. Participants in LL do not have the status of a student within the meaning of the Act.
5. Participants in LL have the rights and obligations specified in the LL Programme Proposal.

Article 6
Termination of studies

1. Non-compliance with any of the conditions of the LL programme or breach of obligations stipulated by legal regulations or internal regulations and standards of BUT and its component parts may form grounds for exclusion of a participant from LL, without entitlement to a refund of the fee for his/her studies.
2. Studies in the LL programme may be terminated at the request of the participant. If the participant terminates his/her studies on serious personal or health grounds and if the participant so requests, the head of the component part implementing the LL programme may decide to refund a proportional part of the fee for study.
3. Completion of the LL program is conditional on fulfilment of the conditions stipulated in the programme proposal. The graduates shall receive a certificate of completion of the LL programme from BUT.

Article 7
Certificate

1. The certificate of completion of the LL programme includes the following requisites:
 - a) name of the higher education institution and identification of the component part implementing the LL;
 - b) name of the LL programme;
 - c) certificate registration number;
 - d) name, surname and date of birth of the graduate;
 - e) time allocation for the LL;
 - f) duration of the LL;
 - g) date and place of issue of the certificate;
 - h) name, surname, title and signature of the person authorised to act on behalf of the component part implementing the LL programme.
2. The certificate may contain further details, e.g. the graduate's performance, the number of credits obtained, detailed specification of the LL programme and information on the examinations.

Article 8
Internationally recognised courses

1. BUT may provide, free of charge or for a fee, internationally recognised courses aimed at increasing the expertise of university students or graduates. The Rector shall make decisions on implementation of internationally recognised courses.
2. The intention of a component part or joint intention of several component parts to implement an internationally recognised course is submitted to the Rector together with a statement by the Scientific Board of the component part(s).
3. The graduates of an internationally recognised course receive from BUT certificates of completion of the course and, where appropriate, an internationally recognised academic title.
4. The minimum requirements for the course and evaluation of studies in an internationally recognised course and detailed information on submission of plans to implement an internationally recognised course, as well as on their requisites and the associated discussion, on disclosure of information on internationally recognised courses, assessment, admission of

applicants, payments for the courses and issuance of certificates and granting of internationally recognised academic titles to the graduates are stipulated by internal standards of BUT.

5. The relationships in the provision of internationally recognised courses are based on a contract.

Article 9 **Final provisions**

1. The BUT Rules of Lifelong Learning registered by the Ministry of Education, Youth and Sports on 18 May 1999 under Ref. No. MSMT 20 960/99-30 are hereby repealed.
2. The BUT Rules of Lifelong Learning have been approved by the Academic Senate of BUT under Section 9 (1)(b)(3) of the Act on 7 February 2017.
3. The BUT Rules of Lifelong Learning shall come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act on Higher Education Institutions.
3. The BUT Rules of Lifelong Learning shall come into effect as of the date of coming into force.

Doc. Dr. Ing. Petr Hanáček, signed
President of the Academic Senate of BUT

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed
Rector