

In accordance with Article 36 (2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered, on 13 July 2017, under Ref. No. MSMT-19405/2017, Lifelong Learning Regulations of the University of West Bohemia.

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Mgr. Karolína Gondková
Director of the Higher Education Department

LIFELONG LEARNING REGULATIONS
of the University of West Bohemia
Dated 13 July 2017

PART ONE
General Provisions

Article 1
Lifelong Learning

(1) The University of West Bohemia (hereinafter referred to as "UWB") understands lifelong learning as other form of education which, together with university education, facilitates, enlarges, deepens, or refreshes knowledge from various areas of learning and culture.

(2) UWB provides lifelong learning in accordance with Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, (hereinafter referred to as the "Act").

(3) Lifelong learning may be provided in cooperation with legal entities authorised to provide lifelong learning.

(4) According to the conditions stipulated by this Internal Regulation, lifelong learning shall be accessible to everyone.

Article 2
Lifelong Learning Programmes

(1) Lifelong learning shall be provided within lifelong learning programmes. According to this Regulation, lifelong learning also involves education provided by the University of the Third Age (hereinafter referred to as the "U3A").

(2) Lifelong learning programmes are subject to accreditation. The U3A educational system is based on accreditation of individual study courses.

(3) Lifelong learning programmes may be provided for a fee or free of charge.

PART TWO
Organizational Provisions of Lifelong Learning

Article 3
Guarantor of Lifelong Learning Programmes

(1) The guarantor of lifelong learning programmes shall:

- a) coordinate the preparation of the content of lifelong learning programmes,
- b) oversee the quality of their execution,
- c) assess the study programmes.

(2) The guarantor of lifelong learning programmes shall be appointed and dismissed by the organizer of lifelong learning. The guarantor may be a UWB employee, or he/she may be selected from other persons.

Article 4
Organizer of Lifelong Learning Programmes

(1) The organizer of lifelong learning programmes shall be responsible for:

- a) personnel, financial, material, administrative and other organizational issues,
- b) the recording of all facts and documents related to the provision of lifelong learning programmes,
- c) the preparation of the Report on Quality Evaluation of Lifelong Learning Programmes,
- d) the transmission of the documents referred to in letter b) for archival purposes under the relevant internal rule.

(2) Unless stipulated otherwise in these Regulations, the organizer of lifelong learning programmes shall be a Constituent Part of UWB.

Article 5
Division for Lifelong Learning

(1) The Division for Lifelong Learning (hereinafter referred to as "DLL") shall be responsible for:

- a) administrative and material organization of all activities carried out by the Lifelong Learning Committee,
- b) the collection of data on lifelong learning programmes which are necessary to draw up the UWB budget,
- c) the keeping of records of certificates issued,
- d) the processing of information on lifelong learning for the purposes of the Annual Report on UWB Activities.

(2) DLL fulfils other functions which are not stated in Section 1, but are stipulated by the Organizational Rules and Regulations.

Article 6
Lifelong Learning Committee

(1) The Lifelong Learning Committee (hereinafter referred to as the "Committee") shall, in particular:

- a) prepare and update the strategic plan of lifelong learning,
- b) accredit lifelong learning programmes,
- c) evaluate the quality of lifelong learning programmes in accordance with the Rules for the System of Quality Assurance and Internal Evaluation of Quality of the Educational, Creative and Related Activities of UWB.

(2) Committee members shall be appointed and dismissed by the Rector; he/she shall take into consideration that representatives of the organizers shall be part of the Committee. The Vice-Rector for Academic Affairs shall always be a member of the Committee.

Article 7 **Meetings of the Committee**

(1) The chair of the Committee shall be appointed from its members and dismissed by its members.

(2) Other acts of the Committee shall be governed by the Procedural Rules for Internal Evaluation.

PART THREE **Accreditation of Lifelong Learning Programmes**

Article 8 **Application for Accreditation of Lifelong Learning Programmes**

(1) The application for the accreditation of a lifelong learning programme (hereinafter referred to as the "Application") shall be prepared by the guarantor of the lifelong learning programme in accordance with the Strategic Plan for Lifelong Learning and its amendments.

(2) The application shall include:

- a) the name of the lifelong learning programme,
- b) the type of the lifelong learning programme,
- c) the name of the organizer of the lifelong learning programme,
- d) the name, surname and Curriculum Vitae of the guarantor of the lifelong learning programme,
- e) data on personnel, financial, material and other organizational issues related to the provision of the lifelong learning programme,
- f) a detailed summary of all subjects offered within the lifelong learning programme,
- g) the objective of the lifelong learning programme,
- h) the hourly subsidy,
- i) the organizational form of teaching and the number of credits,
- j) the target group,
- k) methods for accepting prospective students,
- l) methods for record keeping of participants,
- m) methods for the evaluation and termination of the lifelong learning programme,
- n) conditions for the successful completion of the lifelong learning programme.

Article 9 **Submitting the Application**

(1) The application for accreditation shall be submitted to DDL by the organizer of a

lifelong learning programme. The application may be submitted on paper or electronically on a form available on the website <http://tiskopisy.zcu.cz>.

(2) If the application does not include specific particulars, DDL asks the organizer of a lifelong learning programme to complete the missing information.

(3) If the organizer of a lifelong learning programme fails to complete the missing information within a stated period, the accreditation procedure shall be terminated. Otherwise, the application shall be submitted to the Committee for discussion.

Article 10 Consideration of the Application by the Committee

(1) The application shall be submitted to the Committee in a manner that allows a discussion without bureaucratic delays during one committee meeting.

(2) A representative of the organizer of a lifelong learning programme has the right to be present at the meeting and to express his/her opinions and explanations.

Article 11 Rejecting an Accreditation

(1) The Committee shall not award an accreditation for a lifelong learning programme if:

- a) the lifelong learning programme does not meet personnel, financial and material requirements,
- b) the organizer of the lifelong learning programme fails to create conditions for the proper provision of education,
- c) the lifelong learning programme is not prepared in accordance with the strategy of lifelong learning.

(2) The Committee shall give reasons for its decision concerning the rejection of the accreditation.

(3) The decision on the rejection of the accreditation is final.

(4) DDL is obliged to issue the decision on the rejection of the accreditation in written form and to hand it over to the organizer of the lifelong learning programme.

(5) If the Committee does not award the accreditation, the same or similar application may be submitted at the earliest one year after the decision on the rejection of the accreditation has been issued.

Article 12 Awarding an Accreditation

(1) The Committee awards an accreditation for a maximum period of three years.

(2) The decision on awarding an accreditation shall include:

- a) the name of the lifelong learning programme,
- b) the type of the lifelong learning programme,
- c) the form of study and the number of credits,
- d) the name of the organizer of the lifelong learning programme,
- e) the name and surname of the guarantor of the lifelong learning programme,

f) the period for which the accreditation has been awarded.

(3) The Committee is not obliged to give reasons for the decision on awarding the accreditation.

(4) The decision on awarding the accreditation is final.

(5) DDL is obliged to issue the decision on the acceptance of the accreditation in written form and to hand it over to the organizer of the lifelong learning programme.

Article 13

Extension and Expansion of an Accreditation

(1) An accreditation may be extended repeatedly.

(2) While providing a lifelong learning programme, the higher education institution may request an accreditation for its expansion.

(3) The extension or expansion procedure laid down in Sec. 1 and 2 is subject to the provisions of Art. 8 to 12.

Article 14

Revocation of an Accreditation

(1) The Committee is entitled to revoke an accreditation, if it finds that:

- a) serious deficiencies occur during the implementation of a lifelong learning programme and that these deficiencies have not been removed even if the organizer was asked to do so,
- b) the remedial measures imposed during the evaluation of the quality of a lifelong learning programme are not met even if the organizer was asked to do so.

(2) If the Committee revokes an accreditation, the same or similar application may be submitted at the earliest one year after the decision on the revocation of the accreditation has been issued.

(3) The decision on the revocation of the accreditation shall be performed pursuant to Art. 10 and 11.

Article 15

Cooperation with Legal Entities

(1) The organizer of a lifelong learning programme is entitled to submit an application for accreditation in cooperation with a legal entity authorised to provide lifelong learning.

(2) The application for accreditation shall include a written agreement stipulating the rights and obligations of the contracting parties providing the lifelong learning programme.

(3) The agreement referred to in Section 2 shall be concluded by the Rector based on its draft submitted by the organizer of the lifelong learning programme.

PART FOUR
University of the Third Age
Chapter I

Article 16
Mission of the University of the Third Age

The mission of the U3A is to provide non-formal education with the aim of creating and enhancing a dialogue between generations by opening and making the university environment accessible to seniors.

Chapter II
Organizational Provisions

Article 17
Guarantor of a U3A Course

- (1) The guarantor of the U3A course shall:
- a) coordinate the preparation of the content of the U3A course,
 - b) oversee the quality of its execution.
- (2) The guarantor of a course shall be appointed and dismissed by the organizer of the U3V.

Article 18
Guarantor of the U3A

- (1) The guarantor of the U3A shall create the concept of its development.
- (2) The guarantor of the U3A shall be appointed and dismissed by the Rector on the recommendation of Committee members.

Article 19
Organizer of the U3A

- (1) The organizer of the U3A is the Division of Lifelong Learning - Department of the University of the Third Age.
- (2) The organizer of the U3A is responsible for:
- a) personnel, financial, material, administrative and other organizational issues,
 - b) the evaluation of its subject matter,
 - c) the recording of all facts and documents related to the provision of the U3A,
 - d) the preparation of a Report on the Quality Evaluation of the U3A,
 - e) the transmission of the documents referred to in letter b) for archival purposes under the relevant internal rule.
- (3) The organizer shall carry out all duties stated in the Organizational Rules and Regulations.

Chapter III Accreditation of a U3A Course

Article 20

- (1) A U3A course is subject to an accreditation granted by the Committee.
- (2) The procedure for approving the accreditation of a U3V course shall be carried out pursuant to Part Three.

Chapter IV Study at the U3A

Article 21

Details about admission to and completion of a U3A course are stipulated by the Instruction issued by the Vice-Rector for Teaching and Learning.

Chapter V Graduation Ceremony

Article 22

- (1) After completing a study programme, graduates shall receive a certificate signed by the guarantor and the Rector.
- (2) The certificate referred to in Section 1 shall be handed over during a graduation ceremony.
- (3) The graduation ceremony shall be convened by the organizer of the U3A.
- (4) The graduation ceremony is attended by:
 - a) the Rector,
 - b) the Beadle,
 - c) the Chair of the Committee,
 - d) the guarantor of the U3A,
 - e) the guarantor of the U3A course,
 - f) graduates,
 - g) invited guests.
- (5) The programme of the graduation ceremony has the following schedule:
 - a) ceremonial procession of graduates,
 - b) opening of the ceremony,
 - c) speech of the guarantor of the U3A,
 - d) introduction of graduates and awarding of certificates,
 - e) acknowledgements of graduates,
 - f) speech of the Rector,
 - g) closing of the graduation ceremony.

PART FIVE
Participants and Graduates of a Lifelong Learning Programme

Article 23

Participant of a Lifelong Learning Programme

(1) A participant in lifelong learning is anyone who has been accepted to a lifelong learning programme. Pursuant to this Act, participants in lifelong learning are not legally regarded as students.

(2) The conditions for admission to a lifelong learning programme shall be stipulated and published by its organizer.

Article 24

Participants' Rights

(1) Participants in a lifelong learning programme have the right to:

- a) the provision of the lifelong learning programme into they were admitted,
- b) the use of equipment and information technologies necessary for studies in a scope determined by the organizer.

Article 25

Participants' Duties

(1) Participants in a lifelong learning programme have the duty to:

- a) follow the Lifelong Learning Regulations,
- b) follow the Internal Rules and Regulations,
- c) cover study-related fees.

(2) The breach of duties may lead to exclusion from the lifelong learning programme. It is the organizer who shall decide on the exclusion of a participant. The decision shall be final.

Article 26

Graduate of a Lifelong Learning Programme

(1) A participant in a lifelong learning programme who has fulfilled all the conditions stated by its organizer is regarded as a graduate.

(2) UWB shall issue certificates of graduation to all graduates of lifelong learning programmes. If a lifelong learning programme is organized by a Faculty, the certificate shall be signed by the Dean and the Rector. In other cases, the certificate shall be signed by the organizer of the lifelong learning programme and the Rector.

(3) Binding certificate templates shall be stipulated by the Instruction issued by the Vice-Rector for Teaching and Learning.

PART SIX
Lifelong Learning Programme Fees

Article 27

(1) The amount, form of payment and due date shall be stipulated and published by the organizer of a lifelong learning programme.

(2) In justified cases, the payment of fees may be forgiven in whole or in part.

PART SEVEN
Transitional and Final Provisions

Article 28
Transitional Provisions

(1) Pursuant to this Internal Regulation, lifelong learning programmes accredited under existing legislation shall be considered accredited.

(2) An application for accreditation of a lifelong learning programme, its extension or expansion submitted before the day this Internal Regulation came into effect shall be assessed in accordance with existing legislation.

(3) Pursuant to this Internal Regulation, Committee members appointed under existing legislation shall be regarded as Committee members.

(4) Pursuant to this Internal Regulation, a participant in a lifelong learning programme admitted under existing legislation shall be regarded as a participant in the lifelong learning programme.

Article 29
Final Provisions

(1) The Lifelong Learning Regulations registered by the Ministry of Education, Youth and Sports on 19 July 2006 under Ref. No. 17 594/2006-30 are abrogated.

(2) These Lifelong Learning Regulations were approved, pursuant to Article 9, Section 1, subsection (b)(3) of the Act, by the UWB Academic Senate on 28 June 2017.

(3) Pursuant to Article 36, Section 4 of the Act, these Lifelong Learning Regulations come into force on the day of their registration by the Ministry of Education, Youth and Sports.

(4) These Lifelong Learning Regulations shall take effect on 1 September 2017.

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