

The Ministry of Education, Youth and Sports has registered, pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), under No. MSMT-xx/2025-x Regulations for Lifelong Learning of the Silesian University in Opava on the date of signing the registration

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Mgr. Vojtěch Tomášek
Director of the Department of Higher Education



Order of Lifelong Learning of the Silesian University in Opava dated ...2025

Regulations of Lifelong Learning of the Silesian University in Opava dated ...2025

PART ONE

BASIC PROVISIONS

Article 1

Introductory provisions

- 1) In accordance with Section 60 of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, (hereinafter referred to as the Act), the Regulations of Lifelong Learning at the Silesian University in Opava (hereinafter referred to as the Regulations) regulate the detailed conditions of lifelong learning (hereinafter referred to as LLL) at the Silesian University in Opava (hereinafter referred to as the University).
- 2) Lifelong learning is a form of education provided by the University, a higher education institute, faculty or other department of the University or a part thereof (hereinafter referred to as the "provider").
- 3) C.V.E. shall be vocationally or interest-oriented or oriented towards enhancing the professional skills of students or graduates of a foreign or domestic university. By its nature, it generally complements, deepens, renews or extends the knowledge, skills and qualifications of its participants, within the framework of the educational activities of the university.
- 4) CŽV is coordinated and methodically managed by the Vice-Rector for Academic and Social Affairs.

PART TWO

LIFELONG LEARNING PROGRAMMES

Article 2

Lifelong learning programmes

- 1) Lifelong learning programmes may be conducted in Czech or in a foreign language, in full-time, distance learning or a combination thereof.
- 2) Lifelong learning programmes may be implemented as:
 - CŽV programmes within accredited study programmes (type A programmes);
 - CŽV programmes outside the framework of accredited study programmes (M-type programmes), which include:
 - a) University of the Third Age
 - b) further education
 - c) internationally recognised courses
 - d) microcertificates
 - e) special interest education.
- 3) C.V. education is based on a C.V. programme plan or plans.
- 4) The rules and procedures for the development, implementation and evaluation of C.V.E. programmes are laid down in the Rector's Directive on the principles of documentation, assurance and internal quality assessment of educational activities in C.V.E. programmes at the University (hereinafter referred to as the "Directive on the principles of documentation").
- 5) The administration of the LLL programme in accordance with the Documentation Policy Directive is carried out by an authorised employee of the relevant provider.

Article 3

Type A CVT programmes

- 1) Candidates who have fulfilled the conditions of previous educational attainment within the meaning of Section 48 of the Act and any other conditions for admission to study under Section 49 of the Act set out for the relevant CŽV type A programme may be admitted to CŽV education within an accredited study programme. In addition, applicants who have fulfilled the conditions set by the promoter for admission to the relevant accredited study programme in accordance with Sections 48 to 50 of the Act may be admitted.
- 2) The Study and Examination Regulations for Students of Bachelor's and Master's Degree Programmes of the University, as amended, shall apply *mutatis mutandis* to the method of teaching and verification of the results of education in the CŽV type A programme. They are implemented under comparable conditions as the accredited study programmes on which they are based.

- 3) If a successful graduate of a CŽV type A programme becomes a student of the University under the law, the study requirements fulfilled in this programme may be recognised up to 60 % of the number of credits required for the proper completion of the studies. Recognition is subject to the University's Study and Examination Regulations for Students on Bachelor's and Master's Degree Programmes, as amended.

Type M CŽV programmes

Article 4

University of the Third Age

- 1) The University of the Third Age (hereinafter referred to as "U3V") implemented by the University complies with the general principles laid down by the Association of Third Age Universities in the Czech Republic. It is intended primarily for seniors of retirement age, but may exceptionally be attended by those over the age of 50 (the so-called 50+ generation) and persons receiving a disability pension.
- 2) The aim of U3V is to provide qualified education at university level, to mediate social contacts and thus contribute to the improvement of the quality of life of the participants.
- 3) The plans for the U3V programme are based on the areas of study in which studies are carried out in accredited study programmes. The U3V curricula and courses are designed taking into account the legitimate requirements of the participants and the possibility of providing teaching by academic and pedagogical staff of the University and, in exceptional cases, by qualified experts from practice.
- 4) U3V is implemented in one of the following forms:
 - (a) as a course lasting one or two semesters;
 - b) as a three-year programme;
 - (c) as a framework comprehensive two-year programme.
- 5) The programmes referred to in paragraph 4(b) and (c) shall take the form of lectures.
- 6) The organisation of the U3V shall be in accordance with the Directive on documentation principles.

Article 5

Further training

- 1) Continuing education shall take the form of qualification and vocational courses approved by an external accreditation body within the framework of the continuing education system.
- 2) Continuing education courses are standardised and based on the requirements of the individual professions. They are accredited by the relevant ministries (Ministry of Education, Labour and Social Affairs, Ministry of Health) in cases where this is required by the relevant legislation.

- 3) Continuing education is carried out in accordance with the requirements of the external accreditation authority, the details of which are regulated by the directive on documentation principles.

Article 6

Internationally recognised courses

- 1) Internationally recognised courses at the University are CVT programmes oriented towards enhancing the professional competence of students or graduates of a foreign or domestic university.
- 2) Further details of training in internationally recognised courses shall be governed by the Rector's Directive on the implementation of internationally recognised courses at the University.

Article 7

Microcertificates

- 1) Micro-certificate training means the delivery of a small-scale unit of learning, expressed in ECTS credits, which is included in the European Qualifications Framework and culminates in a clearly defined method of verification of the competences acquired.
- 2) Further details of training in the microcertificate system are covered in the Documentation Policy Directive.
- 3) These LLP programmes must be discussed and approved by the University's Internal Assessment Board prior to their delivery, with the exception of units of learning from an accredited programme of study.

Article 8

Interest-based learning

- 1) Interest-based learning serves to develop personal skills, knowledge and interests. It is not subject to regulation by state or professional accrediting bodies and in most cases does not have official certification recognized by employers or institutions.
- 2) Further details of special interest education are governed by the Documentation Policy Directive.

Article 9

C.V.E. programme plan

- 1) A C.V. programme plan is a unit of learning covering one or more subjects.

- 2) Proposals for CVT programme plans shall be approved by the following persons (hereinafter referred to as the responsible person):
 - a) the Vice-Chancellor for Academic and Social Affairs in the case of plans implemented by the University, by the University together with another department of the University or a part of the University, by a University-wide department, by a Rector's Office;
 - b) the Vice-Dean for Academic and Social Affairs in the case of plans implemented by a faculty, a faculty together with a department of another part of the university, a faculty-wide department;
 - c) Deputy Director for Student Affairs of a higher education institute in the case of plans implemented by a higher education institute, a higher education institute together with a department of another university unit.
- 3) Proposals for the CVT programme plans referred to in paragraph 2(b) and (c) shall subsequently be approved by the Vice-Chancellor for Academic and Social Affairs prior to their implementation.

Article 10

LLL programme sponsor

- 1) The appointment and duties of the guarantor of an LLL programme accredited or implemented in accordance with the guidelines of an accrediting or authorising body shall be governed by the guidelines of the relevant accrediting or authorising body.
- 2) The sponsor of a university-approved LLL programme may be an academic who has completed at least a Master's degree programme. In exceptional and duly justified cases, such a CIE programme may be sponsored by a practitioner. The staff list of the sponsor of the LLL programme shall be approved as part of the proposal for the LLL plan by the relevant responsible person referred to in Article 9(2).
- 3) The sponsor of the LLL programme shall be responsible for the content, development and organisation of the programme, ensuring its planning, evaluation and implementation of new knowledge in teaching.
- 4) When implementing a type A CŽV programme, the CŽV programme guarantor cooperates with the guarantor of the relevant accredited study programme and provides him/her with information related to the implementation of the CŽV programme according to his/her requirements.
- 5) Each subject in the CIE programme plan has a guarantor who ensures the professional level, content and quality development of the CIE subject. The guarantor is a teacher or other authorised person approved by the relevant responsible person of the provider teaching the subject.

PART THREE

IMPLEMENTATION OF LIFELONG LEARNING PROGRAMMES

Article 11

Lifelong learning

- 1) Education in a Lifelong Learning Programme does not confer on its participants the legal status of a student under the Act.
- 2) Any prospective C.L.V. trainee who applies in the prescribed manner, fulfils the announced admission conditions and pays the training fee in accordance with the relevant provisions of these Regulations and the Documentation Policy Directive shall become a C.L.V. trainee.
- 3) The decision on admission to the CVT programme shall be made by the designated staff member of the relevant provider and the prospective CVT trainee shall be informed of this fact in an appropriate manner.
- 4) The responsible person may decide on additional information required in the application form according to the type of CVT programme provided.

Article 12

Completion of C.V.E. training

- 1) A participant in a CVT programme may terminate his/her CVT training at any time during the course of the programme on the basis of a written declaration delivered to the responsible person or other authorised staff member of the relevant provider who decides on admission to the CVT programme in accordance with Article 11(3) of these Regulations.
- 2) The programme shall be successfully completed by a CVT participant who fulfils the conditions set out in the CVT programme.
- 3) Successful graduates shall be issued with a certificate of completion of the C.V.E. programme by the University, following the model set out in the Documentation Policy Directive.
- 4) The certificate of completion of CŽV programmes in type A programmes shall be signed by the dean of the relevant faculty or the director of the relevant higher education institute and the rector of the university.
- 5) The certificate of completion of LLL programmes in M-type programmes shall be signed by the Vice-Chancellor for Academic and Social Affairs.

Article 13

Fees for C.V.E. training

- 1) The amount of the fee for training in the CŽV programme, including the method and date of payment, is determined by the responsible person on the basis of a calculation prepared by an authorised employee of the relevant provider.
- 2) The refund of all or part of the CVT training fee may only be requested by a CVT participant who, on the basis of a written declaration, has left the CVT training early for serious reasons, in particular health reasons. A duly substantiated written request must be delivered to the provider and the responsible person shall decide on the request.
- 3) The amount of the fee for CIE training may be reduced for students and graduates of the University, the extent of the reduction being determined by the person responsible.

PART FOUR

COMMON AND FINAL PROVISIONS

Article 14

Common provisions

- 1) As a rule, CVT programmes, including their plans, courses and participant data, are recorded in the University's information system.
- 2) Further details concerning CVT may be regulated in accordance with these Regulations in the form of an internal standard issued by the rector, the relevant dean or the director of a higher education institute.
- 3) The rights and obligations between a participant in a CVT programme and the provider may be individually regulated by a contract on participation in a CVT programme, the form of which is under the responsibility of the responsible person pursuant to Article 9(2).

Article 15

Final provisions

- 1) Training in CVT programmes which has not been completed before the entry into force of these Regulations shall be completed in accordance with the existing regulations.
- 2) The Regulations of Lifelong Learning of the Silesian University in Opava registered by the Ministry of Education, Youth and Sports on 25 August 2017 under no. MSMT-12380/2017.
- 3) These Regulations were approved pursuant to Section 9(1)(b)(3) of the Act by the Academic Senate of the University on 6 May 2025.
- 4) These Regulations shall come into force in accordance with Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
- 5) These Rules shall enter into force on 1 September 2025.

Ing. Lucie Kamrádová, Ph.D.
Chair of the Academic Senate

doc. Mgr. Tomáš Gongol, Ph.D.
Rector