

Faculty of Arts, Masaryk University Directive No. 3/2019

**IMPLEMENTATION OF LIFELONG LEARNING PROGRAMS
AT THE FACULTY OF ARTS OF MASARYK UNIVERSITY**

In accordance with § 28, Paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act"), I issue the following Directive:

**Part One
Basic provisions**

Section 1

Subject of regulation

- (1) In accordance with the Masaryk University Lifelong Learning Regulations (hereinafter referred to as the "MU LLLR"), this directive regulates the detailed conditions for the implementation of lifelong learning programs (hereinafter referred to as "LLL programs") which are implemented in accordance with the provisions of Section 60 of the Higher Education Act at the Faculty of Arts of Masaryk University (hereinafter referred to as the "FF MU").
- (2) Unless otherwise provided for in this directive, the Masaryk University Study and Examination Regulations (hereinafter referred to as the "MU SER") shall apply to education in LLL programs.

Section 2

Lifelong learning programs

- (1) Participation in an LLL program does not confer on its participants the legal status of a student under the Higher Education Act.
- (2) Education in LLL programs at the FF MU is carried out in the form of:
 - a) education within an accredited Bachelor's or follow-up Master's degree program in accordance with Section 3 subsection 2 clause a) of the MU LLLR;
 - b) specialization, expanding, or supplementary education in accordance with Section 3 subsection 2 clause b), c), d) of the MU LLLR;
 - c) thematic education of a professional or special-interest nature, organized in the form of a course, seminar, lecture or series of lectures in accordance with Section 3 subsection 2 clause f) of the MU LLLR;
 - d) education in individual courses pursuant to Section 3 subsection 2 clause g) of the MU LLLR, which are individual courses of accredited Bachelor's and follow-up Master's degree programs.
- (3) The description of the LLL program implemented in the form of education within an accredited degree program (Section 2 subsection 2 clause a) of this directive) is published at least one month before the deadline for applications in the public section

of the FF MU website, in compliance with the requirements of Section 3 subsection 5 of the LLLR.

- (4) The description of the LLL program implemented in the form of education outside the framework of an accredited degree program (Section 2 subsection 2 clause b), c) of this directive) is published depending on the program's nature.
- (5) The head of the guarantor unit shall appoint a professional guarantor of the LLL program, who shall be responsible for the timely publication of the full description of the LLL program. The program guarantor shall be responsible for the publication of any additional conditions associated with participation in the LLL program and communication with the participants of the LLL program.

Section 3

Price of education and method of payment

- (1) There is a fee for participation in LLL programs.
- (2) The price of education and the method of its payment in individual LLL programs is set by the Dean of the faculty and is part of the description of each program. The price is paid in full, unless otherwise specified in the program conditions.
- (3) Payment is always made at the beginning of each semester via the Shopping Centre (hereinafter referred to as the "SC") application in the Masaryk University Information System (hereinafter referred to as the "IS MU").
- (4) There is also a fee for repeating a course or part of the education. The amount of the price of education is set by the Dean and is part of the conditions of the given LLL program.
- (5) Recognition of completed courses in an LLL program does not affect the price of education unless otherwise specified in the program conditions.

Part Two

Implementation of lifelong learning at the FF MU

Section 4

Admission to lifelong learning programs

- (1) Anyone who:
 - a) has achieved the education specified in the conditions of the LLL program;
 - b) has successfully passed the entrance examination defined in the conditions of admission to the program;
 - c) is placed within the capacity limits of the LLL program;
 - d) has concluded an agreement with the faculty for the implementation of the LLL program;
 - e) has paid the price of the education;
 - f) has enrolled in the educationcan participate in an LLL program.
- (2) The conditions for admission to individual LLL programs are included in the program description according to Section 2 of this directive.
- (3) An applicant for admission to:

- a) the LLL program according to Section 2 subsection 2 clause a), b), d) of this directive:
1. submits an electronic or written application depending on the requirements of the LLL program,
 2. demonstrates the acquired
 - i. secondary education with a secondary school-leaving certificate, if applying for an LLL program as referred to in Section 2 subsection 2 clause a), d). They shall certify this by submitting a copy of their secondary school leaving certificate. Graduates of foreign secondary education shall provide proof of the recognition of their education unless otherwise provided for in an international treaty.
 - ii. university degree (Bachelor's or Master's according to the requirements of each program) if applying for an LLL program under Section 2 subsection 2 clause b). They shall certify this by submitting a certified copy of their diploma. MU graduates shall provide a plain copy. Graduates of foreign higher education shall submit proof of the recognition of their education, unless otherwise provided for in an international treaty. Information on the recognition of foreign education is available on the Masaryk University website <https://www.muni.cz/uchazeci/uznavani-vzdelani>.
 3. participates in the entrance examination, if prescribed by the program;
- b) the LLL program according to Section 2 subsection 2 clause c) of this directive submits an electronic or written application depending on the program conditions and, at the same time, places an order for education via the SC in the IS.
- (4) There is no fee for the admissions procedure to the LLL program.
 - (5) An applicant who succeeds in the entrance examination and is placed within the capacity limits of the LLL program is duly notified of this decision by the Dean in the manner specified in advance. At the same time, they will receive instructions concerning the conclusion of an implementation agreement for the LLL program and payment of the price of education.
 - (6) An applicant who is unsuccessful in the admissions procedure to the LLL program is informed of this fact by a decision of the Dean. Within 30 days of receipt of such a decision, the applicant may appeal to the Dean to have the decision reviewed. The final review shall be carried out by the Dean. The applicant shall be informed of the outcome by a decision against which no further appeal is admissible.
 - (7) No separate decision shall be taken on the admission of an applicant to an LLL program pursuant to Section 2 subsection 2 clause c) of this directive. The applicant is admitted to this type of LLL program after the faculty has received payment of the price of education according to the applicant's order made via the SC in the IS MU.
 - (8) Admission to LLL programs is not subject to the rules of the admissions procedure to study.

Section 5

Enrolment in lifelong learning programs

- (1) Upon notification of the admission decision, an applicant admitted to the LLL program becomes entitled to enrol in the LLL program, and to enrol in the first semester.
- (2) Data on admission to an LLL program will be entered into the IS MU by the Office for Studies on the date of the admission decision, the applicant becomes a participant of the program on the date of enrolment.
- (3) Applicants who have been notified of their admission to the LLL program will receive an electronic invitation to enrol, during which they will be given the written decision on their admission to the LLL program and access data to the IS MU.
- (4) Enrolment in the LLL program is done by the applicant in person. It is possible to authorize another natural person with a power of attorney to take the decision and to enrol in the LLL program. An applicant who is unable to enrol by the deadline may request an alternative date no later than the last day of the enrolment period set by the faculty's academic calendar. The applicant has the right to request a waiver from the Dean within five working days of the missed deadline. The Dean may set a new deadline for fulfilling the obligation. In the event that the applicant fails to enrol by the specified or alternative deadline, they are deemed not to be interested in participating in the LLL program, and their right to enrol in the LLL program expires.
- (5) If the applicant does not conclude the implementation agreement for the LLL program within the specified time limit and does not pay the price of education properly and on time, they are deemed not to be interested in participating in the LLL program. The applicant has the right to request the Dean to waive such delay within five working days from the date of the missed the deadline. The Dean may set a new deadline for fulfilling the obligation.
- (6) Applicants for admission to an LLL program according to Section 2 subsection 2 clause c) of this directive will be enrolled by the Office for Studies after payment of the price of education according to the order placed via the SC in the IS MU.

Section 6

Enrolment in the semester

- (1) A participant will be eligible to enrol in the following semester if they have simultaneously
 - a) fulfilled the obligations under Section 12 subsection 1 clause a) and c) of the MU SER,
 - b) paid the price of education for the previous semester in full.
- (2) A participant who has acquired the right to enrol in the following semester will be enrolled in the academic records in the IS MU by the Office for Studies on the dates specified in the faculty's academic calendar.
- (3) A participant who is not entitled to enrol in the following semester will have their participation in the LLL program terminated in accordance with Section 12 of this directive.

Section 7

Registration and course enrolment

- (1) During the period set for course registration, the LLL program participant selects (registers) in their studies in the IS MU those courses they intend to take this semester. Conditions for registering a course are:
 - a) not exceeding the capacity limit of the course,
 - b) fulfilment of the course prerequisites, if required,
 - c) where appropriate, being granted an electronic exemption/consent to enrol in the course.
- (2) The course enrolment will be done by the Office for Studies after the payment of the price of education for this semester.
- (3) If a participant does not register for any courses and does not pay the price of education for the enrolled semester, the participant will be deemed to have lost interest in the LLL program, and participation will be terminated in accordance with Section 12 of this directive.

Section 8

Course of education

- (1) Participants in LLL programs register for courses and participate in the teaching of the enrolled courses according to the study plan and conditions of the respective LLL program.
- (2) Sections 16 to 21 of the MU SER apply mutatis mutandis to the verification of the learning outcomes of LLL participants.

Section 9

Interruption of education

- (1) A participant in the LLL program may have their participation in the program interrupted at their own request.
- (2) The Dean, or the Vice-Dean authorized by the Dean, will decide on the interruption of education on the basis of an assessment of the justification for the request. If they decide in favour of the request, they shall also set the date of the beginning and end of the interruption. They may also set other conditions for re-enrolment in education.
- (3) Education shall be interrupted for full semesters, increased by the remainder of the semester in which the request was made. The maximum period of interruption shall not exceed the standard duration of the LLL program.
- (4) Following the period of interruption, the faculty can no longer guarantee that the same program rules or LLL program in which the participant enrolled in the year of interruption will continue to be in effect, and the participant will not be eligible to exercise any entitlement to such program plan or LLL program.
- (5) The paid amount of the price of education is not refundable if participation in the LLL program is interrupted.
- (6) The participant in the LLL program is obliged to notify their return to education no later than five days after the end of the interruption period. The notification can be sent electronically. If they fail to do so, they will be deemed to have lost interest in the education and their participation in the program will be terminated in accordance with Section 12 of this directive.

Section 10

Transfers between programs

Transfers between LLL programs are not possible.

Section 11

Recognition of completed parts of education

The Dean may, at the request of a participant in an LLL program, recognize for the program courses taken in previous or concurrent university studies or LLL programs. In assessing such request, particular consideration is given to the criterion of the content and scope of the completed course. Within the meaning of Section 3 subsection 5 of this directive, the price of education remains unchanged by this procedure, unless otherwise specified in the program conditions.

Section 12

Completion of education

- (1) The LLL participant must successfully complete all the obligations of the program no later than the semester in which twice the standard duration of the program, plus any period of interruption of participation for serious health reasons or maternity or parental leave, has elapsed since the time of enrolment in the program. This condition shall not apply to the programs specified in Section 2 subsection 2 clause a) of this directive.
- (2) The education in LLL programs is completed:
 - a) by meeting the conditions set out in the curriculum of the LLL program. This fact is evidenced by the issue of a certificate of completion of the LLL program and a list of grades and credits achieved, in accordance with the conditions of the program. Another natural person may be authorized to receive the certificate by a power of attorney bearing the authorized person's authenticated signature;
 - b) for the programs referred to in Section 2 subsection 2 clause a) of this directive, by the expiry of the duration of the LLL program, if such duration has been declared in the conditions of the LLL, regardless of the fulfilment of the conditions set out in the curriculum of the particular LLL;
 - c) upon receipt of a written notice from the participant on leaving the program;
 - d) upon failure to comply with the obligations within the prescribed time limit, according to subsection 1 of this Section.
- (3) Education in LLL programs may be terminated by the faculty if:
 - a) the participant has not become eligible for enrolment in the following semester;
 - b) the conditions set out in the curriculum of the LLL program are not met;
 - c) the participant does not re-enrol in education after an interruption is over, within five working days of the end of the interruption period;
 - d) the participant is in arrears in the payment of the price of education (or part thereof) for more than 15 days after the start of the relevant semester, and has failed to pay the amount even after being requested to do so within an alternative period;
 - e) the participant's behaviour grossly disrupts the course of the LLL program;

- f) the participant has grossly or repeatedly violated their obligations set out in the Higher Education Act, the MU or FF MU internal regulations, or the implementation agreement for lifelong learning.
- (4) In particular, the following conduct is considered to be grossly disruptive to the course of education in LLL programs:
- a) aggressive or disruptive behaviour, whether physical or verbal, towards an MU employee, MU student, LLL program participant, or person acting in cooperation with MU;
 - b) attending classes, including the completion of courses, under the influence of alcohol or other addictive substances, or consuming such substances during classes, including the completion of courses.
- (5) In particular, the following is considered a serious breach of the obligations of an LLL participant:
- a) plagiarism in the preparation of a thesis or other written work;
 - b) fraudulent conduct in connection with the performance of any obligation set by the LLL program in which they are a participant and the reporting of that performance;
 - c) any fraudulent conduct related to other constituent parts of MU or the FF MU, or unrelated to the performance of the obligations of a participant in lifelong learning, which is carried out with the aim of obtaining an unjustified benefit or advantage, or with the aim of causing damage or other harm to another;
 - d) committing a misdemeanour or a crime that will or may cause damage to MU or the FF MU;
 - e) any form of cheating or unauthorized cooperation in the performance of study duties, copying during the preparation of texts used to check studies, including in-term written work and the written part of the examination;
 - f) a very serious or repeated violation of the rules for the use of the MU computer network set out in a directive of the Rector or Dean of the faculty;
 - g) intentional destruction, damage, theft, or misuse of the property of the faculty, MU, its student or employee, or the property of a person acting in cooperation with MU or of a participant in the LLL program.
- (6) The facts referred to in subsection 3 of this Section are also grounds for terminating the implementation agreement for education.
- (7) An appeal may be made against the Dean's decision to terminate education.

Part Three

General and final provisions

Section 13

General provisions

- (1) The Dean, or the Vice-Dean authorized by the Dean, is entitled to grant an exemption from the provisions of this directive to a participant of the LLL program on the basis of their written request. The decision-making procedure in this matter is not subject to the provisions of Section 68 of the Higher Education Act.

- (2) Within 30 days of the receipt of a decision, the applicant or participant in the LLL program may lodge an appeal with the Dean to have a decision issued in accordance with this directive reviewed. The final review shall be conducted by the Dean. The applicant or participant in the LLL program shall be informed of the outcome by a decision against which no further appeal is admissible.

Section 14

Final provisions

- (1) This Directive builds on the Masaryk University Lifelong Learning Regulations.
- (2) I entrust the interpretation of the individual provisions and the continuous updating of this Directive to the head of the Office for Studies.
- (3) Compliance is checked by the Vice-Dean for Bachelor's and Master's Studies.
- (4) This Directive comes into force upon signature.
- (5) This Directive comes into effect on the date of its publication on the public part of the Masaryk University website.

Brno, 18 November 2019

prof. PhDr. Milan Pol, CSc.

Dean