

## LIFELONG LEARNING AT FSV UK

<b>DIRECTIVE S_SO_011</b>		
Version: 003		
Issued by Dean's Measure: 23/2023		
Date of issuance: 11.10.2023	In effect from: 11.11.2023	Validity: Indefinite period of time
<b>Related regulations and documents:</b> Act no. 111/1998 Coll., Act on Universities Regulations of Lifelong Learning at Charles University Directive OZS_001 Organisation of study stays in a foreign language at FSV UK (to be published in the first half of the year 2023) Directive EO_012_002 Pricing of paid programmes created directly for lifelong learning at FSV UK		
<b>Repealed regulations:</b> <a href="#">S_SO_011_v002_Lifelong Learning at FSV UK</a>		
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<b>Appendices:</b>		
<b>Brief summary of the regulation:</b> Determination of the rules for the organization of lifelong learning programmes at the Faculty of Social Sciences, determination of the amount of payment for these programmes.		
<b>Discussed with AS FSV UK:</b> Not requested	<b>Approved by AS FSV UK:</b> Not requested	<b>Discussed with trade unions:</b> Not requested
<b>Discussion with or approval by another body:</b> Not requested		
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<b>Issued by:</b> PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

### Part I – Information about the Regulation

#### 1. Reasons for and Explanation of the Changes

Content of the change	Point
Updating the purpose and scope of the measures	2

## 2. Purpose and Scope of the Measure

This measure issues a new updated version of the Directive - Lifelong Learning at FSV UK, which, in accordance with the Act on Universities No. 111/1998 Coll., as amended, and the Regulations of Lifelong Learning at Charles University, sets out the conditions for admission to lifelong learning programmes and their organisation as well as the rules for the amount of the fees. At the same time, in accordance with Article 6 of the Regulations of Lifelong Learning at Charles University, it sets the amount of the fee for the implementation of the programme.

This Directive regulates the following areas of CŽV:

- Study stays in the programmes accredited in the Czech language,
- University of the Third Age (U3V),
- Specialized courses for the public.

In contrast, this Directive does not regulate the following areas of CŽV:

- Study and research stays in the programmes accredited in a foreign language (see S\_OZS\_001)
- Pricing of courses designed specifically for CŽV, in particular summer schools (see S\_EO\_012).

## Part II – Basic Terms, Rules, and Roles

### 3. Definition of Terms

- 3.1. **Lifelong learning** means those types of learning that complement, deepen, renew, or extend the knowledge, skills, and qualifications of its participants.
- 3.2. Within the framework of lifelong learning, the Faculty of Social Sciences of Charles University (hereinafter referred to as "the Faculty") implements the University of the Third Age, study stays, specialized courses for the public and other lifelong learning programmes.

## Part III – Study Stays in Programmes Accredited in Czech Language

### 4. Basic Information

- 4.1. Within the lifelong learning education (hereinafter referred to as "CŽV"), the Faculty of Social Sciences of Charles University (FSV UK) provides for a fee education in bachelor's and master's degree programmes accredited in the Czech language, which broaden knowledge, skills, and qualifications and serve as preparation for the potential full-time study of their graduates.
- 4.2. The CŽV study stay at FSV UK takes the form of semester study stays within study programmes in the Czech language.
- 4.3. The participant of the CŽV study stay is not a student according to the Act on Universities (Act No. 111/1998 Coll., as amended).

- 4.4. The Study and Examination Regulations of Charles University and FSV UK apply to the participant of the CŽV study stay to an adequate extent.

## **5. Admission of Applicants**

- 5.1. Only applicants who have completed secondary education may apply for a CŽV study stay. Further admission requirements may be set by the study programme guarantor.
- 5.2. Applications are submitted to the Student Services Office of the Dean's Office of the Faculty.
- 5.3. Applicants are admitted according to the capacity of the Faculty.
- 5.4. Admission to the CŽV study stay is decided by the Dean of the Faculty.

## **6. Course of Study Stay**

- 6.1. Participants of the CŽV study stay pursue their study in the study fields provided by individual institutes in accordance with the respective accreditations of the study programmes and in accordance with the study plans of the institutes.

## **7. Termination of Study Stay**

- 7.1. The CŽV participant completes individual courses by examination, classified credit, or course credit according to the relevant valid rules.
- 7.2. The graduate of the CŽV study stay will receive from the Faculty a certificate of completion of the programme and records of the courses taken and examinations, classified credits, and course credits, including grading evaluation.

## **8. Transition to Full-Time Study and Recognition of Completed Courses**

- 8.1. Completion of a CŽV study stay does not provide any entitlement to admission to full-time study at FSV UK.
- 8.2. Participants and graduates of CŽV study stays may be admitted to a regular bachelor's or master's degree programme with a waiver of the entrance examination. The condition is as follows:
  - a) completion of at least two consecutive semester study stays immediately preceding the academic year in which the applicant intends to launch full-time study at FSV UK,
  - b) a minimum of 60 credits obtained in two consecutive semester study stays immediately preceding the academic year in which the applicant intends to launch full-time study at FSV UK,
  - c) a study average of up to and including 1.5, whereby all examinations and classified credits must be completed in the first regular exam terms and their grade must be A, B or C. This average only includes examinations and classified credits completed in the two consecutive semester study stays immediately preceding the academic year in which the applicant intends to launch full-time study at FSV UK.
- 8.3. The Dean of the Faculty decides on admission with a waiver of the entrance examination.

- 8.4. After admission to the regular bachelor's and master's degree programmes at FSV UK, courses taken during the CŽV study stay are recognised, but only up to 60% of the credits required for the proper completion of studies. The examinations, classified credits, and course credits to be recognised must have been completed within the last three years immediately prior to the submitted application for recognition.

## 9. Fee

- 9.1. The amount of the fee for a semester study stay is determined on the basis of a calculation by the Dean of the Faculty.
- 9.2. The payment of the fee is documented upon enrolment in the study stay at the latest.
- 9.3. At the written request of a participant in a CŽV study stay, the Dean may, at his/her discretion, authorise payment in instalments, whereby a minimum of 30% of the fee must be paid at the time of enrolment and the balance must be paid in no more than five regular monthly instalments and no later than by the end of the semester.
- 9.4. There is no entitlement for the participant of the CŽV study stay to be allowed to pay the fee in instalments according to this measure.
- 9.5. Further information about CŽV study stays (dates, amount of fees, etc.) will be posted on the Faculty's website – <https://fsv.cuni.cz/uchazeci/celozivotni-vzdelavani/studijni-pobyty>

## 10. Amount of Fee for Study Stay

- 10.1. Study stay – courses in Czech language **18 000 CZK/semester**

## Part IV – University of Third Age

### 11. Basic Information

- 11.1. The Faculty runs an interest-oriented lifelong learning programme called the University of the Third Age (hereinafter referred to as the "U3V programme").
- 11.2. The participant in the U3V programme is not a student according to Act No. 111/1998 Coll., on Universities and on Amendments and Supplements to Other Acts, as amended.

### 12. Organisational Arrangements for the Programme

- 12.1. The U3V programme guarantor appointed by the Dean of the Faculty is responsible for coordinating the preparation of the U3V programme. The U3V programme guarantor is accountable to the Vice-Dean for Doctoral Studies and Other Forms of Education at the Faculty.
- 12.2. Attendance sheets serve as evidence of the implementation of learning within the U3V programme and also as evidence for the assessment of compliance with the condition of class attendance.
- 12.3. The teacher of a course in the U3V programme is entitled to remuneration. Its amount is based on the number of U3V participants enrolled in the U3V course taught by him/her. The remuneration is payable only after the U3V participant has paid the full amount for the respective U3V course.

- 12.4. The remuneration is granted to a teacher who is an employee of the Faculty in the form of an extraordinary remuneration, and to other teachers on the basis of an agreement outside the employment relations or by transferring funds to the bank account of the teacher's employer on the basis of an agreement between the Faculty and the employer of the teacher of the course in the U3V programme.

### **13. Admission of Applicants**

- 13.1. Any citizen who has reached retirement age can apply for the U3V programme. The age requirement does not apply to the holders of ZTP cards (a disabled person's card).
- 13.2. Applications for the U3V programme are submitted to the Student Services Office of the Dean's Office of the Faculty.
- 13.3. Applicants are admitted to the U3V programme according to the capacity possibilities of the Faculty.
- 13.4. Admission to the U3V programme is decided by the Dean of the Faculty.

### **14. Rules of Implementation and Rules of Organisation**

- 14.1. A U3V participant may enrol in the courses offered under the U3V programme of his/her choice. The Faculty is not responsible for any overlaps in the U3V programme timetable in a given semester.
- 14.2. The form of study is on-site. Each course contains at least 6 units of on-site classes per semester. The length of the teaching unit is 80 minutes.
- 14.3. The condition for successful completion of the course is the attendance of at least 50%. Other conditions for the proper completion of the courses are specified in the syllabi, which are posted in the student information system and on the Faculty's website.
- 14.4. The U3V programme is properly completed by completing six courses offered under the U3V programme over a period of 4 years. Graduates of the U3V programme will receive a certificate of completion from the Faculty.
- 14.5. The amount of the course fee will be determined on the basis of a calculation and by a measure of the Dean of the Faculty. Payment of the fee is documented by the U3V participant at least one week before the beginning of the course.

### **15. Amount of Fee for U3V Courses**

- 15.1. The amount of fee for one semester-long U3V course is **500 CZK**.

### **16. Amount of Remuneration for the Course Teacher in the U3V Programme**

- 16.1. The amount of remuneration for the U3V course teacher is set at 150 CZK times the number of participants in the respective U3V course.

## **Part V – Specialised Courses for the Public**

## 17. Basic Information

- 17.1. FSV UK provides the public with the opportunity to study selected specialized subjects. The study takes place within the schedule of individual study programmes accredited in the Czech language and is intended as further education of professionals in the given field or as an interest study.
- 17.2. A participant in the lifelong learning programme Specialised Courses for the Public is not a student under the Act on Universities (Act No. 111/1998 Coll., as amended).
- 17.3. The Study and Examination Regulations of Charles University and the Rules for the Organisation of Studies of the Faculty of Social Sciences of Charles University apply to an adequate extent to the participant in the lifelong learning programme Specialised Courses for the Public.

## 18. Admission of Applicants

- 18.1. Applications are submitted through the student information system of Charles University. Applicants may apply for any number of courses offered for a given semester.
- 18.2. The condition for admission is a timely submitted application and sufficient capacity in the selected course. If the applicant's native language is not Czech or Slovak, we also require proof of passing a certified examination in Czech for foreigners at the B2 level. This document is a mandatory part of the application form.
- 18.3. A participant in the lifelong learning programme Specialised Courses for the Public may not have any active or interrupted studies in any study programme at FSV UK at the same time.

## 19. Course

- 19.1. Upon payment of the fee, the participant is enrolled in the selected courses. These are then fulfilled under the same conditions as full-time students. All courses are one-semester courses.

## 20. Termination

- 20.1. A participant in the lifelong learning programme Specialised Courses for the Public completes each course by examination, classified credit, or course credit in accordance with the applicable valid rules.
- 20.2. The graduate of the programme will receive a confirmed statement of fulfilled study obligations.

## 21. Fee

- 21.1. [For applicants over 60 years of age, under 18 years of age, in full disability pension without age limit, and with the status of a war veteran without age limit, the fee is CZK 500.](#) The amount of fee is 4,000 CZK for each selected course.
- 21.2. The applicant will pay the fee on the basis of a confirmation email with payment instructions sent by the student services office.
- 21.3. In the event that a participant drops out during the course of the CŽV programme, the Faculty will not refund the amount paid. Only if the participant is unable to participate in the course for health reasons for a continuous period of more than four calendar weeks and presents a doctor's

certificate of incapacity for work, the Faculty will refund the proportionate part of the payment reduced by a 1,000 CZK compensation payment.