

MUP LIFELONG LEARNING CODE

Article 1

INTRODUCTORY PROVISIONS

The Lifelong Learning Code of Metropolitan University Prague (hereinafter the “MUP”) provides for comprehensive conditions of lifelong learning programmes conducted at MUP.

Article 2

FUNDAMENTAL PROVISIONS

- (1) Lifelong learning programme signifies such forms of education that increase, amplify, renew, or expand knowledge, skills, and qualifications of their participants and are conducted both within the framework of accredited study programmes and beyond this framework. This type of educational programmes is open to all applicants under conditions stipulated for individual programmes of lifelong learning (hereinafter the “LLP”).
- (2) Pursuant to Act no. 111/1998 on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter the “Higher Education Act”), LLP participants (hereinafter the “Participant”) shall not be granted the student status.
- (3) Relationships arising from implementation of the LLP shall be based on the Lifelong Learning Contract.

Article 3

LIFELONG LEARNING PROGRAMME

- (1) The LLP may be implemented in the Czech language, English language, or another language; it may be implemented in the full-time form of study, part-time form of study, as a distance learning programme, or part-time form of study, particularly as:
 - a) education within the framework of accredited study programmes;
 - b) professional training;
 - c) supplementary education;
 - d) professional retraining;
 - e) foreign language education.
- (2) The LLP, including its form of education and description pursuant to Item 1 shall be determined by MUP Rector who shall issue a Rector’s Directive at least four months prior to the commencement of the LLP. The Rector’s Directive on the LLP must include the following information:
 - a) exact title of the LLP;
 - b) description of the LLP;
 - c) details on the manner of submission of applications and the deadline for submission;
 - d) schedule and plan of the LLP;
 - e) form of education and its verification in the LLP;
 - f) manner of conclusion of education in the LLP.

- (3) Lifelong learning at MUP shall be coordinated by MUP Vice-Rector for Student Affairs.

Article 4

ADMISSION OF APPLICANTS TO THE LLP

- (1) The manner and conditions of admission of applicants to the LLP are stipulated in individual Rector's Directives determining each individual programme.
- (2) Applicants who successfully passed the entrance examination in accordance with the requirements of the admission procedure stipulated for the relevant accredited specialisation may be admitted into the LLP pursuant to Article 3, Item 1 (a) of this MUP Lifelong Learning Code.
- (3) Applicants shall receive a written decision of admission in the LLP or refusal of admission in the LLP signed by MUP Rector. The decisions cannot be appealed; they enter into force as of the day of delivery.

Article 5

DURATION OF THE LLP

- (1) In LLP governed by Article 3 (1) (a) herein, participants are customarily obliged to complete individual courses in accordance with the description of the accredited study programme, including all required assessments and prescribed completion of study. Participants shall receive credits for each completed course; the number and succession of credits shall be determined by the description of the LLP. Study requirements and their succession are customarily determined by the study plan of the relevant accredited study programme or specialisation in the relevant year of study.
- (2) In Programmes governed by Article 3 (1) (b) – (e) herein, Participants are obliged to complete required compulsory courses, free-choice courses or, as the case may be, elective courses that may be available for the relevant LLP specialisation in accordance with the minimum requirements determined for the LLP by the relevant Rector's Directive.
- (3) Any essays or other written assignments submitted by the Participants that raise suspicion of unjustified and unreferenced excerpts adopted from works by other authors (hereinafter the "Plagiarism") can be filed by lecturers with MUP Vice-Rector for Student Affairs as a motion for a hearing of MUP Disciplinary Committee; alternatively, lecturers can return the essay to the student for revision free of Plagiarism.

Article 6

ADMINISTRATION OF THE LLP

- (1) The academic calendar applicable to the LLP governed by Article 3, Item 1 herein is identical to MUP academic calendar effective for the academic year.
- (2) Responsibility for the administration of instruction in the LLP shall be assumed by the Head of the relevant MUP department or the Head of an MUP centre determined by the relevant Rector's Decision on the LLP.

Article 7

TERMINATION OF THE LLP

- (1) Participants who completed the LLP governed by Article 3, Item 1 herein, shall receive a certificate confirming the completion of the LLP. The day on which the last requirement necessary for the issue of the certificate confirming the completion of the LLP is completed, shall be considered as the day of termination of the LLP.
- (2) The completion of the requirements of the LLP governed by Article 3, Item 2 herein shall constitute the prerequisite for successful completion of the LLP.
- (3) To complete the LLP governed by Article 3, Item 1 (a) herein, Participants are required to obtain the necessary number of credits and complete all study requirements in accordance with the effective study plan of the relevant specialisation for the appropriate semester and year of study.
- (4) Furthermore, participation in the LLP can be terminated in the following manner:
 - a) quitting of participation in the LLP; the day of termination of the LLP is defined as the day on which MUP received the written notification of Participant's quitting his/her participation;
 - b) in case the Participant fails to complete the requirements stipulated for the LLP in this MUP Lifelong Learning Code and the relevant Rector's Directive on the LLP; the day of termination of participation in the LLP shall be the last day on which said requirements could have been met;
 - c) by means of expulsion from the LLP in cases stipulated in the Lifelong Learning Contract.
- (5) In case of termination of participation in the LLP pursuant to Article 4, MUP shall not issue a decision on termination of participation; the participation in the LLP shall be terminated automatically.

Article 8

FEES AND THE LIFELONG LEARNING CONTRACT

- (1) Participation in the LLP governed by Article 3, Item 1 herein is conditioned by signing the Lifelong Learning Contract; applicants must sign the Lifelong Learning Contract prior to the commencement of the programme. The signing of the Lifelong Learning Contract is conditioned by the payment of the fee pursuant to Article 8, Item 2 herein.
- (2) Participants shall pay a fee for administrative operations relating to the admission procedure in the amount stipulated in the List of MUP Fees.
- (3) Participants shall pay LLP tuition fees in the amount stipulated in the List of MUP Fees.
- (4) The manner of payment and deadlines applicable to fees pursuant to Article 8, Items 2 and 3 are stipulated in MUP Directive on Fees.

Article 9

REGISTRY OF PARTICIPANTS IN THE LLP

Within the framework of the MUP Student Information System (hereinafter the "SIS"), MUP shall keep a registry of Participants of the LLP that will be used for registration, budgetary, and statistical purposes.

Article 10

DELIVERY OF DOCUMENTS AND DRAFTING OF DOCUMENTS AND DECISIONS

- (1) Participants are required to inform MUP Student Services office about any changes in their contact information immediately (this pertains particularly to the change of their first and last name, address, and telephone number).
- (2) Documents shall be delivered to Participants in person directly at the relevant MUP Student Services office. Participants shall confirm the acceptance of documents by their signature. Refusal to accept any document shall have the same effect as a delivery of the document; a record of the refusal to accept any document shall be made.
- (3) Unless the provisions of Item 2 are complied with, documents shall be delivered via a provider of postal services to the Participant's registered address. Any document shall be considered as delivered as of the day of its acceptance, or on the day on which the Participant refused to accept it, or on the day when the 10-day limit - starting on the day when the document was deposited on the business premises of the postal provider and the addressee was invited to pick it up - elapsed. Documents may be delivered via a public data network to a data box in case the Participant informs MUP of the existence of a personal data box. Delivery to a data box is equal to a delivery to the addressee in person only, and the document shall be considered as delivered upon the addressee's access to the data box or upon the lapse of a 10-day time-limit stipulated for its collection.
- (4) In case the Participant is represented on the grounds of a power of attorney, documents are to be delivered only to the Participant's representative via a postal services provider. The provisions of Item 3, sentences 2 and 3 shall apply analogously.
- (5) In case the document cannot be delivered in compliance with Items 3 and 4 herein; or in case the Participant fails to comply with the requirement to inform MUP of his/her address or its change; or in case the Participant's place of residence is unknown, documents shall be filed at the relevant MUP Student Services office; and a notification of the documents shall be posted on MUP Notice Board and published in a manner that enables remote access. The 10th day after the deposition of documents shall be considered as the delivery day.
- (6) Documents and decisions drafted in accordance with this MUP Lifelong Learning Code shall be written in the Czech language. Documents and decisions drafted in accordance with this MUP Lifelong Learning Code relating to LLP taught in other languages may be written in the relevant foreign language in addition to the Czech language. However, the Czech language version shall take precedence in case there are any ambiguities regarding interpretation.
- (7) Compliance with the deadlines effective for documents submitted by Participant shall be judged in the following manner: the deadlines shall be considered as met in case the documents in question are filed at MUP or submitted for postal deliver on the last day of the stipulated deadline.

- (8) In case any of the deadlines stipulated in this MUP Lifelong Learning Code elapse on a Saturday, Sunday, or a national holiday, the last day of the time-limit is defined as the immediately following business day.

FINAL PROVISIONS

Article 11

- (1) The MUP Lifelong Learning Code registered at the Ministry of Education, Youth, and Sports (hereinafter the “Ministry”) on 26 September 2011 under reference number 23 199/2011 – 30 as amended, is hereby repealed.
- (2) This MUP Lifelong Learning Code was adopted by MUP Rector on 30 March 2012; it shall take effect and come into force as of the day of its registration by the Ministry of Education, Youth, and Sports.¹

¹ Section 36 Article 4 and Section 41, Article 2 of the Higher Education Act