

The Ministry of Education, Youth and Sports, in accordance with Section 87(1)(a), Section 41(2) in conjunction with Section 36(2) and (4) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplementation of Other Acts (the Act of Higher Education), as amended, registered the Lifelong Learning Regulations of AMBIS University, on June 8, 2023, under reference number MSMT-9675/2022-8.

*Mgr. Karolína Gondková
Director of the Higher Education Department*

Lifelong Learning Regulations

AMBIS University

Art. 1

Introductory Provisions

- (1) This Lifelong Learning Regulations, in accordance with the provisions of Section 60 of Act No. 111/1998 Coll., on Higher Education Institutions and on the Amendment and Supplementation of Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "**Act**"), regulates the conditions for lifelong learning at AMBIS University (hereinafter referred to as "**AMBIS**").
- (2) Lifelong learning (hereinafter referred to as "**LLL**") refers to types of education that supplement, deepen, renew, or expand the knowledge, skills, and qualifications of its participants.
- (3) An LLL participant is not considered a student within the meaning of the Act.
- (4) AMBIS may further regulate details regarding the status, rights, and obligations of LLL participants by a directive of the Rector, in accordance with this Code.

Art. 2

Lifelong Learning Programme

- (1) The LLL Programme (hereinafter referred to as the "**Programme**") may be oriented towards:
 - a) personal interest,
 - b) professional qualification.
- (2) The Programme also includes educational activities aimed at obtaining professional qualifications for the performance of specialized activities as stipulated by specific legal regulations.
- (3) The Programme may be conducted in Czech or another language, in full-time or distance learning format, or a combination thereof, and may include:
 - a) education within an accredited study program,
 - b) specialized education,
 - c) advanced education,
 - d) supplementary education,
 - e) retraining education,
 - f) thematic education organized in the form of:
 1. a course,
 2. a lecture,
 3. a seminar,
 4. a professional workshop,
 5. a lecture series,
 6. the University of the Third Age.
- (4) A new Programme may be proposed by any academic staff member or administrative employee through the head of the department to the Vice-Rector for Studies.
- (5) If the implementation of the Programme requires accreditation, the Rector submits the accreditation application to the relevant accreditation authority.
- (6) If the Programme proposal is accepted, the department that proposed the Programme, in cooperation with the relevant Vice-Rector's office, shall prepare a detailed description of the Programme, its content, and implementation conditions, which must include at

least the following:

- a) the Programme title,
 - b) the Programme description and graduate profile,
 - c) required prerequisites for applicants,
 - d) the admission process for the Programme,
 - e) the commencement of education,
 - f) the educational timetable and content plan (including credit allocation for completed courses, if applicable),
 - g) the form of instruction and assessment methods,
 - h) the proposed staffing,
 - i) the method of completion of the Programme,
 - j) the fee associated with the Programme.
- (7) The completed proposal is submitted for approval to the Rector, who decides on the implementation of the Programme.
- (8) The Programmes are registered and administered in the AMBIS Information System (hereinafter referred to as the "IS"), unless a different method of registration is required by the nature of the Programme.

Art. 3

Admission of Applicants

- (1) The conditions for the admission of applicants to the Programmes shall be announced by the Rector no later than one month before the scheduled start date of the Programmes.
- (2) Information about the available Programmes shall be published on the public section of the AMBIS website or by other suitable means.
- (3) The decision regarding the admission of an applicant to the Programme is made by the Rector or a designated representative.

Art. 4

Course of Study and Organization of Education

- (1) Programmes are generally based on the completion of individual courses that are part of the specific Programme. For each completed course, the LLL participant may earn credits, the number of which is specified in the Programme description.
- (2) The Programme may consist of required, compulsory elective, and optional elective courses, with their completion and assessment matching the methods established for the completion and assessment of courses in the accredited study programme's curriculum.
- (3) If a course taught in the LLL Programme is also part of an accredited study programme, the form of assessment, method of completion, and the number of credits awarded for this course must be the same as those stipulated by the accredited study programme's curriculum.
- (4) The titles of individual courses in the LLL Programme may be adjusted for commercial reasons.

- (5) For each Programme, or each recurring iteration of the Programme, a schedule is developed based on the capacities of AMBIS and the lecturers.
- (6) The methods of instruction and assessment of learning outcomes are appropriately governed by the Study and Examination Regulations of AMBIS. For participants in the Programme, the rights and obligations of students as established by the internal and other regulations of AMBIS apply accordingly, except for those rights exclusively granted to members of the academic community under Section 4 of the Act (the right to vote and be elected).
- (7) Programmes are coordinated by the Vice-Rector for Studies.
- (8) The organization of instruction, proposals for the remuneration of lecturers and other staff, and administrative tasks related to the provision of LLL are the responsibility of a designated employee of AMBIS.
- (9) The designated employee of AMBIS maintains records of the implemented Programmes, LLL participant records, and records of issued certificates or other documents.

Art. 5

Completion of Study in the Programme

- (1) The requirement for completing the Programme is the fulfillment of the conditions for its completion.
- (2) Successful participants in interest-based Programmes will receive a certificate of completion from AMBIS.
- (3) For Programmes oriented towards professional qualification, completion requires passing a final examination, which may include a written assignment. Successful participants will receive a certificate of completion from AMBIS, detailing the qualifications obtained upon completion and a record of the exams taken, including the grades for each course in the final examination.
- (4) The certificate of completion may be supplemented by an appendix listing the completed courses and their assessments.
- (5) For successful participants in Programmes conducted as part of accredited study programmes, credits earned may be recognized, up to 60% of the credits required for the regular completion of the study, if they later become students in the accredited study programmes. The Vice-Rector for Study Affairs decides on credit recognition requests based on the recommendation of the study programme guarantor.
- (6) Participation in the Programme may be terminated by the participant submitting a written notice of withdrawal from the Programme.
- (7) Participation in the Programme may be terminated by AMBIS if the participant violates their obligations under legal regulations, internal and other AMBIS regulations, and/or the Study Contract for the lifelong learning Programme.

Art. 6

Fees Associated with Study

- (1) The amount of fees for study in the Programme is part of the Programme proposal and is approved by the Rector.

- (2) Payment of the tuition fee for the Programme must generally be demonstrated no later than at the commencement of the Programme and is a condition for issuing the certificate as per Art. 5. Detailed conditions are specified in the Study Contract for the lifelong learning Programme concluded between AMBIS and the applicant.
- (3) The amount of additional administrative fees may be determined by a decree issued by the Rector.

Art. 7

Special and Final Provisions

- (1) This Lifelong Learning Regulations was approved by the Board of AMBIS on August 17, 2022.
- (2) This regulation uses gender-neutral masculine terminology to refer to the individuals involved.
- (3) This Lifelong Learning Regulations of AMBIS University takes effect according to Section 36(4) and Section 41(2) of the Act from the date of registration and becomes effective on the day following its registration by the Ministry of Education, Youth, and Sports.

Dr. Martina Mannová
Rector and Member of the Board of Directors