

On 25 August 2020, the Ministry of Education, Youth, and Sports registered the Continuing Education Regulations of the University of Finance and Administration [Vysoká škola finanční a správní, a.s.] pursuant to Sections 36(2) and (4) and 41(2) of Act No. 111/1998 Coll. on higher education and on amendments and addenda to other acts (the Higher Education Act), as amended, under ref. no. MSMT 32579/2020-9.

Mgr. Karolína Gondková
Director of Higher Education Department



Continuing Education Regulations
of the University of Finance and
Administration [Vysoká škola finanční a
správní, a.s.]

Prague
2020

Article 1

Subject matter

The Continuing Education Regulations of the University of Finance and Administration [Vysoká škola administrativní a finanční, a.s.] (hereinafter the “Regulations”), in accordance with Act No. 111/1998 Coll., on higher education and on amendments and addenda to other acts (the Higher Education Act), as amended, govern the detailed conditions for admission to the study of continuing education programs and for education in an internationally recognized course (hereinafter “Continuing Education Program”), the course of study at Vysoká škola finanční a správní, a.s. (hereinafter the “University of Finance and Administration”), and termination of studies.

Article 2

General provisions

1. Continuing Education (hereinafter "Continuing Education") is defined as those types of education that supplement, deepen, renew, or extend the knowledge, skills, and qualifications of its participants.
2. Continuing education is of two types: leisure-oriented and career-oriented.
3. Anyone who meets the requirements specified for admission to a given Continuing Education Program and pays the training fee in the amount and by the date specified shall become a participant in the Continuing Education Program in the specified capacity.
4. Participants in a Continuing Education Program are not students as defined by the Higher Education Act.
5. Except for Part Three, the Study and Examination Regulations of the University of Finance and Administration shall apply *mutatis mutandis* to participants in Continuing Education Programs.
6. The University of Finance and Administration shall give participants a certificate of completion of studies in a Continuing Education Program.
7. The Prorector for Strategy and International Relations is responsible for the implementation of Continuing Education Programs.

Article 3

Continuing Education Programs and Continuing Education Council

1. Continuing Education Programs are announced within or outside of accredited study programs at the proposal of the Prorector for Strategy and International Relations and upon approval by the Rector.
2. A 9-member Continuing Education Programs Council shall be established to review proposals for Continuing Education Programs and amendments thereto prior to approval under paragraph 1. The Rector shall be the Chairperson of the Continuing Education Program Council, the Prorector for Strategy and International Relations shall be the Vice-Chair, and the remaining 7 members shall be appointed by the Rector from the academic staff and other employees of the University of Finance and Administration.
3. Continuing Education can be carried out in the following basic categories of programs:
 - a) education as part of an accredited degree program,
 - b) education in an internationally recognized course – the Master of Business Administration program (hereinafter the “MBA Program”),
 - c) education in Continuing Education Programs outside accredited study programs,
 - d) University of the Third Age.
4. Continuing Education is conducted in Czech or a different language, in full-time studies or distance learning, or a combination thereof.

Article 4

Characteristics of the program

The Continuing Education program is announced and a description of it published usually at least 2 months prior to its commencement in the Continuing Education Catalogue of the University of Finance and Administration (hereinafter the “Catalogue”). The description of the program must contain in particular the following formalities:

- a) the exact name of the Continuing Education Program,
- b) a description of the content, including the entry requirements for applicants,
- c) a profile of the graduate,
- d) the admission process,
- e) dates and times,
- f) the forms of instruction and the method by which the knowledge and skills acquired will be verified,
- g) the method and conditions of completion,
- h) the amount of the tuition fee and the date of payment,
- i) the formalities of the certificate.

Article 5

Continuing Education Programs within accredited study programs

1. Continuing Education Programs within accredited study programs shall consist of courses prescribed by the curriculum for the first or second year of the relevant **aného** study program. For each properly completed course, the participant will receive a number of credits corresponding to the number of credits acquired by completing the course as part of an accredited study program. It is not permitted to interrupt studies or repeat a year.
2. Successful graduates of Continuing Education Programs within accredited study programs, if they become students, may upon request be granted the credits obtained from completed Continuing Education Programs accounting for up to 60% of the credits required for proper completion of studies. The Prorector for Legislation and Study Programs will decide on the application. The student may appeal the decision within 30 days of being notified of the result. The Rector is the appellate authority.
3. For the purposes of this internal regulation, a successful graduate of a Continuing Education Program program is defined as a graduate who has obtained at least the number of credits set by the Study and Examination Regulations of the University of Finance and Administration Study as the minimum for enrolling in the second or third year of the relevant accredited study program.

Article 6

MBA Programs

1. MBA Programs are carried out in partnership with the City University of Seattle in the specializations of Global Management, Financial Management, and Marketing Management. The MBA programs consist of 16 courses with a minimum duration of 20 months, are launched once a year in October, and are conducted in English.
2. The conditions for admission to the MBA Program are: a university degree obtained by completing at least a bachelor's degree program, proof of language proficiency at the level and in the manner required by the program, submission of an application form, CV, and cover letter, and conclusion of a study contract. If the above conditions have been met and if there is a vacancy, the applicant is admitted without an entrance examination.
3. Each course is completed either with a final thesis, a final examination, or a combination of these forms. To graduate from the MBA Program in the relevant specialization, the participant must successfully complete all 16 courses of the chosen program. A successful participant of the MBA Program will receive a certificate and will be awarded the internationally recognized degree of "Master of Business Administration".
4. Students of a full-time or combined master's degree program offered by the University of Finance and Administration can concurrently study at the MBA Program.

Article 7

Continuing Education Programs outside accredited study programs

1. Continuing Education programs outside accredited study programs are generally based on the completion of individual courses.
2. Recertification training, specialization training, extension training, and supplementary training are provided through Continuing Education Programs outside accredited study programs.

Article 8

University of the Third Age

The University of the Third Age focuses on leisure education and is organized in courses (modules) usually lasting one semester. As a rule, University of the Third Age courses are designed for persons who have reached retirement age.

Article 9

Final provisions

1. The Continuing Education Regulations of Vysoká škola finanční a správní, a.s. registered with the Ministry of Education, Youth, and Sports under no. MSMT-15207/2017-2 on 31 May 2017, are hereby canceled.
2. These Continuing Education Regulations of the University of Finance and Administration were approved by the Board of Directors of the University of Finance and Administration on 30 January 2020.
3. These Continuing Education Regulations of the University of Finance and Administration shall come into force pursuant to Article 36(4) and Article 41(2) of the Higher Education Act on the date of registration with the Ministry of Education, Youth, and Sports.
4. These Continuing Education Regulations of the University of Finance and Administration shall take effect on the day following the date of registration with the Ministry of Education, Youth, and Sports.

Bohuslava Šenkýřová
Chair of the Board of Directors and Rector
for Vysoká škola finanční a správní, a.s