

*In compliance with Section 36 (2) and (4), and under Section 41,(2) Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts (Higher Education Institutions Act), the Ministry of Education, Youth, and Sports registered on ....., under ref. No. ....., the Statute of Vysoká škola finanční a správní, a.s. (University of Finance and Administration).*

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*Mgr. Karolina Gondková*  
*Head of the Department of Higher Education Institutions*



## **Lifelong Learning Regulations**

**Vysoká škola finanční a správní, a.s.**

**Praha**  
**2017**

**Art. 1**  
**Subject-matter**

In compliance with Sections 60 and 60a of Act No. 111/1998 Coll., on Higher Education Institutions as amended, these Regulations outline and specify conditions and requirements for the admission to lifelong learning studies and to studies in an internationally acknowledged course (hereafter “Lifelong Learning Programme”), outlining the course of the studies and their completion at the University of Finance and Administration (hereafter “VŠFS”).

**Art. 2**  
**General Provisions**

1. Lifelong Learning (hereafter “LL”) pertains to any forms of education complementing, deepening, restoring and/or expanding the knowledge, skills and qualifications of its attendees.
2. There are two types of LL: interest-oriented and profession-oriented. .
3. Within their capacity, LL programmes may be attended by any person complying with the rules and requirements for admission to the relevant LL programme and paying relevant fees by a stipulated deadline.
4. The LL attendees do not enjoy the status of a university student.
5. The LL attendees must observe the VŠFS Study and Examination Regulations, except from their third part.
6. The graduates of lifelong learning studies will be granted a VŠFS certificate.
7. The Vice-Rector of Education is responsible for a successful performance of all lifelong learning programmes and courses.

**Art. 3**  
**Lifelong Learning Programmes and LL Board**

1. LL programmes are performed outside, or within, the framework of the accredited degree programmes at the proposal of the Vice-Rector of Education and upon the approval of the Rector.
2. All LL programme proposals and/or their changes are assessed, prior to their final approval in compliance with Article 1, by the LL Board consisting of 9 members and chaired by the Rector. The Vice-Rector of Education serves as its deputy chairman, the remaining 7 board members, selected from the VŠFS academic staff and other employees, are appointed by the Rector.

3. LL programmes may be organized within the following basic programme categories:
  - a) learning within an accredited degree programme,
  - b) learning within an internationally recognized course,
  - c) learning outside the framework of accredited degree programmes,
  - d) University of the Third Age.
4. LL programmes are provided in Czech or in another language, in a full-time or combined form of study, or in combination of both.

#### **Art. 4** **Programme Specifications**

An LL programme is announced and specified at least two months before its issuance in the LL VŠFS Catalogue (hereafter “Catalogue”). The programme specifications must include the following:

- a) its title,
- b) description of its contents, incl. requirements set on applicants,
- c) the graduate’s profile,
- d) admission procedure,
- e) time schedule,
- f) tuition forms and ways of checking the attained knowledge and skills,
- g) manner and conditions of its completion,
- h) tuition fee and reimbursement deadline,
- i) certificate procedure.

#### **Art. 5** **LL Programmes within the Accredited Degree Programmes**

1. LL pursued within the accredited degree programmes consists of subjects contained in the curriculum of the first or second grades of the relevant accredited degree programme. Each duly accomplished subject shall be evaluated by the number of credits corresponding to those achieved by studies of the given subject in the relevant degree programme. No interruption and/or repetition of any grade are admissible.
2. In case of completing successfully a LL programme, the graduate may become a student of any accredited degree programme. A maximum of 60% of his or her credits obtained in the relevant accomplished LL programme, required for a successful completion of studies, may be acknowledged at his or her request. The request must be approved by the Vice-Rector of Education. The student may appeal to the Rector against the Vice -Rector’s decision within 30 days after notification.
3. Any student who has obtained the minimum number of credits stipulated by the VŠFS Study and Examination Regulations indispensable for enrolling into the second or third

years of the relevant accredited degree programme is considered a successful LL programme graduate.

### **Art. 6**

#### **Learning in an Internationally Recognized Course – MBA Programmes**

1. Master of Business Administration programmes (hereafter “MBA programmes“) are provided in cooperation with City University of Seattle in Global Management, Financial Management a Marketing Management specializations. These programmes include 16 courses, with the entire programme lasting at least 20 months. The programmes, provided in English, are opened in October each year.
2. The MBA programme admission rules include: a Bachelor’s degree, language skills at a level required by the relevant programme, submission of an application form, a personal statement, and conclusion of a degree programme contract. If and when the applicant meets these requirements, he or she is admitted without entrance exams, provided there is a sufficient programme capacity.
3. Each course is accomplished upon the submission of a final thesis, by a test or by combining both. In order to succeed in the relevant MBA programme specialization, the participant must accomplish all 16 courses of the selected programme, after which he or she is awarded a City University of Seattle diploma and the internationally recognized title of “Master of Business Administration“.
4. An MBA programme may be attended by students of the follow-up Master’s degree programme in a full-time or combined form of study provided by the VŠFS.

### **Art. 7**

#### **LL Programmes outside the Accredited Degree Programmes**

1. LL programmes pursued outside the framework of the accredited degree programmes are based on completing individual courses.
2. LL programmes outside the accredited degree programme include retraining courses, specialized education, expanding or complementary education.

### **Art.8**

#### **University of the Third Age**

University of the Third Age is focused on interest-oriented education and organized in one-semester courses (modules). Courses at the University of the Third Age are designed for people of retirement age.

**Art. 9**  
**Final Provisions**

1. This document cancels the VŠFS Lifelong Learning Regulations registered at the Ministry of Education, Youth and Sports under ref. No. 23 557/2004–30 on Aug 13, 2004.
2. These VŠFS Lifelong Learning Regulations were approved by the VŠFS Board of Directors on May 22, 2017.
3. Under Section 36, (4) and Section 41, (2) of the relevant act, these VŠFS Lifelong Learning Regulations enter into force upon registration by the Ministry of Education, Youth and Sports.
4. These VŠFS Lifelong Learning Regulations become effective as of Sept 1, 2017.

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RSDr. Bohuslava Šenkýřová  
Chairperson of the Board of Directors and Rector  
on behalf of Vysoká škola finanční a správní, a.s.