

Faculty of Medicine in Hradec Králové, Charles University
Dean's measure no. 8/2015-16

Title: **Lifelong learning program**

Valid and effective: on the day of the Dean's signature

Article no. 1
Introductory provisions

1. This measure sets conditions for the lifelong learning at the Faculty of Medicine in Hradec Králové (hereinafter "LF HK" or "faculty") in accordance with the specific rules set by the v souladu s příslušnými ustanoveními Lifelong Learning Code of Charles University and in accordance v souladu se zákonem č. 111/1998 Sb., o vysokých školách, ve znění pozdějších předpisů.
2. The lifelong learning (hereinafter "LLL") supplements, deepens or improves knowledge, skills and qualification of attendees. It is organised outside the scope of the study programs.
3. The LLL program can be aimed to improve the profession's exercise or have some specific targets. One of the targeted programs is the University of the Third Age (hereinafter "U3A"). The Study department issues the program based on inputs from the department. Once approved by the Dean, the Study department publishes the program on the faculty web.
4. A premise for organising the educational events is a registration in the LLL courses database, which is maintained by Charles University in the Student's Information System (hereinafter "SIS"), or in the database of the Association of Universities of 3rd Ages.
5. The Study department and the department which holds the program are responsible for its organisation and administration. The program guarantor is responsible for the scientific excellence, preliminary organisation, coordination and the course of the LLL program.
6. The LLL attendees are not qualified as students within the meaning of the Higher Education Act. They are related to respective measures of the Charles University and LF HK.

Article no. 2
Lifelong learning programs

1. The LLL programs at LF HK are divided into:
 - a) Programs for the exercise of profession (programs of Postgraduate medical education are not included),
 - b) Interest and preparatory courses,
 - c) U3A programs.
2. The LLL programs for the exercise of profession are addressed for attendees who want to develop their knowledge and skills.

3. Interest and preparatory courses are addressed for attendees who want to study at LF HK. Course completion is not bonified in the admission process at the faculty.
4. The U3A programs are addressed for attendees who completed their high school education with a 'maturita' (high school graduation or equivalent) exam and are at retirement age, draw old age pension, or any other pension.
5. The study application is submitted in written form on a prescribed form, or electronically on dates specified on the faculty web in the section of the programs.
6. Acceptance conditions are always specified for each program and are published together with the program.
7. All LLL programs accept a limited number of candidates, which corresponds with the capacity limits of the faculty.
8. LLL is a paid service. The payment of course fees must be proved on the day of the course's start at the latest. An attendee who fails to pay the course fee cannot attend the program.

Article no. 3
Preparations of LLL program

1. The department which organises the program must submit a realisation plan to the Study Department at least 3 months prior to the program's start; if July and August fall within this period, the plan must be submitted 4 months prior to the start. The department must also settle on dates and location of the tuition with the Study department.

The plan must include:

- a) Title of the program,
 - b) Type of program (interest, exercise of profession),
 - c) Form of program (face-to-face, distance, combined),
 - d) Accreditation code of the LLL program, if granted,
 - e) Program characterization, or a profile of a graduate of a program for exercise of profession,
 - f) Conditions for a candidate's acceptance and for attendance on the program,
 - g) Time and content schedule,
 - h) Conditions for program completion,
 - i) Number of credit points for the program completion, if required,
 - j) Budget and a fee for 1 attendee (cost break-down),
 - k) A suggested program guarantor.
2. The Study department gives the complete input to the Dean for discussion. Once the realisation plan is agreed upon, the Dean appoints the program guarantor. The Study department, or the responsible department, will ensure publishing of the program on the

faculty web, and its inclusion in the SIS database or in the database of the Association of Universities of 3rd Ages.

3. Administration of the program is divided between the Study department (interest programs, including U3A) and faculty department, which organise professional programs aimed at the exercise of profession.

Article no. 4 Fees for learning

1. LLL is a paid service. The fee for this learning and the means of settlement is approved by the Dean as part of the LLL program declaration.
2. Based on a written application, the Dean can individually approve partial fee reduction or a total fee remission.
3. In case of some impediments on the LLL attendee's part prior to the program's start (before the first lecture), for which the person is unable to attend the program, it is possible to ask for a return of the fee, which will be reduced by 5% of the original amount for administrative fees.

Article no. 5 Conditions for graduating and finishing the LLL programs

1. All LLL attendees must be recorded in SIS. If the program is divided into several subjects, the attendees must enrol each subject in SIS.
2. Along with the program's declaration, conditions for its successful completion are published. A successful completion of a program for the exercise of profession is awarded by credit points.
3. The study can also be terminated if the attendee delivers a written declaration about his/her termination of study in the LLL program. In that case the attendee has no right for a refund of the fee either fully or partially.

Article no. VI. Closing provisions

1. This measure becomes effective and comes into force on the date of the Dean's signature.
2. The Dean's measure for organisation of courses from 2002 is hereby repealed and replaced by this measure.

In Hradec Králové, on 27. 6. 2016

Prof. Dr. Miroslav Červinka, M.D., Ph.D.
Dean