
Rector's Directive No. 71/2017

To implement: Article 3 (4) of the Rules for Lifelong Learning of Charles University

Date of effect: 15 November 2017

Register of Lifelong Learning Programmes

Article 1 Registration of a Lifelong Learning Programme

1. A lifelong learning programme ("Programme") is announced by an entity offering the Programme.
2. Prior to the commencement of a Programme, the entity offering it will enter the Programme into the Register of Lifelong Learning Programmes ("the Register"), which constitutes part of the Study Information System.

Article 2 Mandatory Elements to Be Registered

1. The entity offering the Programme will enter it into the Register according to the orientation of the programme, i.e., interest-oriented or vocation-oriented. When entering a Programme into the Register according to its orientation, it is possible to choose a specific extracurricular programme, namely the University of the Third Age.
2. Mandatory elements to be registered for all programmes are as follows:
 - a. title of the programme,
 - b. status of the programme,
 - c. unit of the University,
 - d. teaching methods,
 - e. language in which the programme is carried out,
 - f. description of the programme,
 - g. field of study,
 - h. schedule and content of the programme,
 - i. requirements for admission into the programme,
 - j. requirements for completion of the programme,
 - k. number of credits ,
 - l. guarantor of the programme,
 - m. department guaranteeing the programme,
 - n. department implementing the programme,
 - o. academic year in which the programme is being offered,
 - p. commencement of the programme ,
 - q. length of the programme (semesters/short-term),
 - r. scope ,
 - s. tuition fee,
 - t. address for the submission of applications,
 - u. contact person – name, e-mail address, telephone number,
 - v. deadline for the submission of applications.
3. Other mandatory elements to be registered for a vocation-oriented programmes are as follows:
 - a. accreditation number assigned to the university/faculty,
 - b. name of the institution that has granted the accreditation,
 - c. programme accreditation number assigned to the university/faculty,
 - d. ISCED code,
 - e. entrance qualifications required,
 - f. information about the purpose of study,
 - g. provision of law/regulation regarding a certificate of completion,
 - h. commencement date of the programme,
 - i. code of source of financing.

Article 3 Effect

This directive becomes effective on 15 November 2017.

In Prague, 10 November 2017

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