

Release date: 8/7/2024

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Effective: date of issue

Valid for: Faculty of Mechanical Engineering, Brno University of Technology

Previous version: -

Number of pages: 4

Number of attachments: -

Distribution list: Vice-Deans, Directors and Pedagogical Secretaries of Institutes, Study Department, System Integrator

DIRECTIVE OF THE DEAN No. 3/2024

Rules applying for studying in lifelong learning courses

The Dean of the Faculty of Mechanical Engineering of the BUT (hereinafter referred to as FME BUT) hereby sets out the rules for study in lifelong learning courses (hereinafter referred to as LLL) implemented in accordance with §60 and §60a of Act No. 111/1998 Coll., on Higher Education Institutions and the Modification and Amendment of Other Acts, as amended (hereinafter referred to as the Act), the Statutes of Brno University of Technology (hereinafter referred to as the BUT Statutes) and the BUT Lifelong Learning Regulations.

The types of LLL courses are:

- Type 1 - study of subjects that are part of accredited study programmes
- Type 2 - preparatory courses for study applicants
- Type 3 - long-term courses (including internationally recognized courses)
- Type 4 - short-term courses
- Type 5 - University of the Third Age
- Type 6 - International Summer School

1) Study Rules for Type 1

- a) The study is held within the courses included in the plans of accredited study programmes. Within the course, it is not possible to study subjects such as Bachelor's Project or Diploma Project. These courses can only be studied within the study plans of accredited study programmes.
- b) The course is primarily intended for former students of accredited study programs who have dropped out of their studies or whose studies were terminated for failing to meet the requirements arising from the study program. They are planning to reapply for admission to the study. The course is not intended for students with active or interrupted studies in an accredited study program of FME BUT. Further, the course is also intended for applicants from the public who have reached 18 years of age. Course participants do not have the legal status of a student according to the law and are not members of the academic community. To log into the University Information System (hereinafter referred to as IS), BUT uses the assigned login data (BUTlogin and BUTpassword), the login data assigned to participants with previous studies at BUT remain valid. Completion of the course is not part of the study completed with a university degree.

- c) When submitting an e-application, the applicants choose courses they wish to study from the offer of accredited study programmes.
- d) The final price for the course is calculated based on the price of the individual selected courses listed in the e-application. The price for a course is determined according to the number of credits and the financial value of one credit, while the number of credits per course is defined depending on the number of lectures taught and the type of teaching.
- e) The price for studies is set as follows: For courses included in study programmes accredited in the Czech language and courses included in accredited Double Degree study programmes, the price per course is set as a number of course credits * value of one credit in CZK. The lowest permissible price for one item is twice the value of one credit in CZK.

The value of one credit in CZK is determined based on

- a. BUT Rules for Studies and Examinations, Article 6 (a) of the BUT Rules for Studies and Examinations a), where one credit represents 1/60 of the average annual student workload for the standard length of study,
- b. The basis for determining study-related fees, as set by the Ministry of Education, Youth and Sports for the given academic year (the basis of the Ministry of Education, Youth and Sports) [Higher Education, Ministry of Education, Youth and Sports of the Czech Republic \(gov.cz\)](https://www.mpsv.cz),
- c. BUT Statutes, Annex 5, Art. 6 par. 1b), which sets the amount of the fee for each commenced 6 months of study at twelve times the base of the Ministry of Education, Youth and Sports,
- d. BUT's rules for price calculations, according to which the profit of at least 5% of the set price is required
as $1/60 * 12 * 2 * \text{base of the Ministry of Education, Youth and Sports} * 1.05$ and is rounded up to a whole hundred crowns.

Since the value of credit is based, among other things, based on the Ministry of Education, Youth and Sports, the amount of which may change for each academic year, the value of credit also changes for the given academic period.

- f) The course is subject to the teaching schedule and, to a reasonable extent, to the BUT Study and Examination Regulations and other internal study regulations and standards of BUT and FME BUT. The relevant provisions of the BUT Study and Examination Rules for study in accredited study programmes are in particular the conditions for conducting credit testing and examinations, the method of completing courses and the method of grading.
- g) Course participants have the right to individual consultations with pedagogical and scientific staff, and to use libraries, classrooms, laboratories and other infrastructure to a reasonable extent corresponding to the scope of the subjects studied.
- h) Course participants may apply for study in accredited study programmes under the conditions of the admission procedure set out in the Directive of the Dean for the relevant academic year.
- i) In accordance with the Directive of the Dean - Rules for the Organization of Studies at the Faculty (supplement to the Study and Examination Regulations of the Brno University of Technology), a student enrolled in a study programme may have their credits/courses obtained/completed in an LLL course recognized.

(2) Study Rules for Type 2

- a) Preparatory courses for applicants are organized by faculty departments. The aim of the preparatory courses is to revise the curriculum of secondary schools to the extent necessary for passing the entrance examination to the Faculty of Mechanical Engineering. Preparatory courses are also recommended for a successful start to university studies.
- b) All information about the course will be available to registered participants in the BUT IS. To log in to the BUT IS, the participant uses the login data provided to them (BUTlogin and BUTpassword).
- a) The price of the course is determined on the basis of the calculation and is displayed to the applicant in their e-application, including payment instructions and the deadline for crediting the payment to the FME BUT account.

- c) The courses are completed in the form of a written final exam. In the last week of the course, the participant shall take a written test, the level identical to the entrance tests to bachelor's study programs at FME BUT. In justified cases, e.g. especially for health reasons, the final test may be allowed to be held on an alternative date. The course participants will excuse themselves from the regular date of the final examination in writing through the Student Affairs Department (hereinafter referred to as SO) FME BUT within 5 working days of the examination. The course participant will be notified of the acceptance of the excuse and the alternative date of the final exam by BUT message.
- d) After completing the preparatory course, the participant will receive a certificate.

3) Rules for types 3 to 6

- a) Courses of types 3 to 6 can be organized by individual faculty departments. The departments inform the relevant Vice-Dean and the Lifelong Learning Officer at the SO of their intention to organize the course sufficiently in advance. After the course intent has been approved by the Vice-Dean, the department submits an application for the establishment of an SPP element, unless it has been created in the previous years and is not changed.
- b) Courses are registered in the BUT IS. The course documentation shall be completed by the Lifelong Learning Officer in the BUT IS no later than the start of the application period for participants.
- c) To create a course in the BUT IS, the FME BUT unit will provide the LLL officer with a proposal in which it specifies the following documents for the documentation of the LLL courses:
 - a. name of the programme(s),
 - b. designation of the LLL type,
 - c. deadline for submitting applications,
 - d. form of study: full-time / combined / distance (distance interactive / distance non-interactive) ¹,
 - e. the date of commencement of teaching;
 - f. total number of hours,
 - g. required initial education of the participants,
 - h. the conditions for admission to the course, if any;
 - i. place of lecturing,
 - j. the price of the course excluding VAT, the amount of VAT, the price of the course including VAT,
 - k. source of funding (from the school's funds within the EU operational programs, from the school's funds outside the EU operational programs, paid by the participant, paid with the contribution of another entity),
 - l. the date and method of completion of education,
 - m. type of completion of education (with a certificate directly applicable to the labour market or directly unemployable),
 - n. the conditions for completing the course, if specified,
 - o. the person responsible for the administration of the course.
- d) Course participants register via e-application. The admission requirements, if specified, are displayed to the applicant in the e-application. In case there are no admission requirements, the participant is automatically enrolled.
- e) The price of the course is determined based on the calculation and is displayed to the applicant in the e-application, including payment instructions and the deadline for crediting the payment to the FME BUT account.
- f) If the nature of the course allows it, it is possible to request the interruption of the course.

¹ Distance interactive: the teacher at least partially conducts the lesson or interacts in some way with the course participants.

Distance non-interactive: a course without any interaction between the teacher and the participant. Typically, these are e-learning courses, video courses, etc. For foreigners who purchase such a course, MOSS billing applies.

- g) After enrolment in the study, the course participants (with the exception of participants in distance courses) shall be instructed on occupational health and safety and fire protection (OSH and FP).
- h) After completing the course, the participant is issued a certificate.

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