

# BRNO UNIVERSITY OF TECHNOLOGY

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## GUIDELINE NO 8/2024

### EDUCATIONAL MODULES AND PROGRAMMES FOR LIFELONG LEARNING CERTIFIED BY MICROCREDENTIALS

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## PREAMBLE

This Guideline introduces a framework in the environment of the BUT in which educational modules and lifelong learning programmes certified by microcredentials will be implemented.

In view of the fact that this is a new concept and approach to the granting authority for lifelong learning, this Guideline is intended as a time-limited solution that will be transformed into an internal regulation, the BUT Rules for Lifelong Learning, after the initial setup has been verified and the entire lifelong learning system has been evaluated.

## PART ONE INTRODUCTORY PROVISIONS

### Article 1

#### Course and purpose of the regulation

1. This Guideline sets out the basic elements and the process of approval and registration of training modules and lifelong learning programmes, the completion of which will be documented by so-called microcredentials.
2. The purpose of this standard is to set out the procedure and the rights and obligations of individual persons in approving training modules or programmes under paragraph 1 and subsequently in their implementation and recording.

### Article 2

#### Definition of terms, abbreviation

1. For the purposes of this Guideline:
  - a) **module or programme** - a small-scale learning unit included the European Qualifications Framework for Lifelong Learning;
  - b) **Microcredential** - usually an electronic record - a certificate of completion of a learning module or programme expressed in ECTS credits and confirming the achievement of clearly and coherent learning outcomes;
  - c) **European Qualifications Framework for Lifelong Learning (EQF)** - a common European reference framework that enables countries in the European Union to interlink their national qualifications frameworks. The EQF was adopted by the European Parliament and the Council of the EU on 23 April 2008.
  - d) **Micro Credential Module (also referred to as "MC Module")** - a short-term educational module of a smaller scale with a credit value of 1 to 5 ECTS credits, upon successful completion of which a Micro Credential is awarded;
  - e) **Micro Degree programme (also referred to as "MD programme")** - a larger-scale educational programme with a credit value of 6 to 60 ECTS credits, which may consist of thematically coherent blocks. The micro-certificate will certify the completion of either the entire MD programme or its thematic blocks;
  - f) **value** - the assessment of a training module or programme in relation to the amount of work the participant must do to successfully complete it. The credit value is determined in accordance with the European Credit Transfer and Accumulation System (ECTS);
  - g) **Information System (also referred to as "IS")** - the "Study Programmes/SLL" module of the Apollo Information System;

- h) **Guarantor** - usually an academic staff member or other BUT employee who is responsible for providing teaching in the educational module or programme;
  - i) **Vice-Rector** - the Vice-Rector who has been entrusted with the lifelong learning agenda by the Rector in accordance with Section 10(4) of the Higher Education Act. If no such Vice-Rector is appointed, the Rector shall perform the duties assigned by this Guideline. The Vice-Rector is also authorised to delegate the performance of the activities entrusted to him/her by this Guideline to specific employees of the Rector's Office to whom the continuing education agenda is entrusted.
2. MC modules can be implemented at Faculties, University Institutes or at the Centre (of) Education and Counselling of the BUT. MD programmes can be implemented at Faculties and University Institutes.
  3. For the purpose of this Guideline only, the Director of the University Institute and the Director of another unit shall perform the same activities as those entrusted to the Dean under this Guideline. Unless expressly stated otherwise, the provisions governing the rights and duties of the Dean shall apply to the director of a University Institute and the director of another Unit mutatis mutandis.

### **Article 3**

#### **Forms of training modules and programmes documented by the Microcredentials**

Lifelong learning, the completion of which will be documented by Microcredentials, can be implemented at the BUT exclusively in the form of an MC module or MD programme.

## **PART TWO**

### **MICRO CREDENTIAL MODULE**

#### **Article 4**

##### **Proposal of the MC module**

1. The MC Module is implemented on the basis of the approved MC Module proposal.
2. The MC module proposal is prepared by the Guarantor.
3. The MC module proposal always contains at least:
  - 1) Basic information about the MC module
    - a) MC module name,
    - b) the name of the Unit that will deliver or participate in the delivery of the MC module,
    - c) the name of the MC Module Guarantor,
    - d) ECTS credits evaluation of the total study load,
    - e) classification in the areas of education and ISCED-F,
    - f) EQF level of qualification,
    - g) the language in which the MC module will be implemented,
    - h) description of the content and outline of the MC module,
    - i) learning outcomes,
    - j) type of evaluation,
    - k) form of participation in an educational activity,
    - l) standard and maximum duration of studies,
    - m) definition of the target audience,
    - n) expected number of participants,
    - o) conditions for admission to the MC module,
    - p) the method of admission of participants to the MC module,
    - q) the conditions that the participant must meet in order to complete the MC module.

- 2) MC module timetable
  - 3) Details of any work experience
  - 4) Staffing
  - 5) Additional MC Module Security
    - a) technician and pedagogical support,
    - b) financial security (financial costing including the set fee for participation in the MC module).
  - 6) Justification of the Proposal, confirmation of usability in practice/application and the intention to develop the MC module
4. The Vice-Rector will ensure the creation of a unified form of the MC Module Proposal and its publication in the BUT Intraportal or in the non-public part of the BUT website.

#### **Article 5**

##### **Consent of the Dean**

1. The Guarantor submits the MC module proposal to the Dean for approval.
2. The Dean will ensure that the Dean's Council discusses the MC Module Proposal before issuing approval.
3. In the event that the Dean grants approval to the MC Module Proposal, he will forward the Proposal through the Vice-Rector to the Rector for approval.
4. In order to meet the condition in paragraph 2, the Director of the other Unit shall submit the MC Module Proposal to the Council of Director for discussion.

#### **Article 6**

##### **Approval of the Proposal**

1. The Vice-Rector will ensure that the details of the submitted MC Module Proposal are reviewed and forwards it for approval to the Committee for Further Education of BUT Internal Evaluation Board (IEB).
2. If the Committee approves the MC Module proposal, it will determine the period of accreditation of the MC Module and forward the accreditation number to the Vice-Rector for approval. Otherwise, it returns it, together with its negative opinion, to the Guarantor.
3. The proposal of the MC module is approved by the Vice-Rector after approval by the Committee. In the event that the Vice-Rector does not grant an approval of the proposal that has been agreed by the Committee, the Guarantor may request a review of the proposal by the IEB.
4. The Vice-Rector informs the Guarantor and the Dean about the approval of the MC Module Proposal.

#### **Article 7**

##### **Publication**

1. The Guarantor shall upload information about the approved MC module into the IS, at least to the extent of the information without which the IS will not save a record of the MC module (hereinafter referred to as "Essential Information").
2. The Dean may delegate a specific employee to enter information about MC modules in the IS. In this case, the Guarantor is obliged to provide the necessary cooperation to this employee in order to fulfil the obligation under paragraph 1.

3. The Vice-Rector shall ensure that the information entered is reviewed and, in the event of any inconsistency with the approved MC Module proposal, shall request the Guarantor to correct it. Otherwise, the information will be published in the IS.

## **Article 8**

### **Changes to the MC Module**

1. A change to the MC Module is any change to the published information according to the previous article.
2. A substantial change to the MC Module is the change to the Essential Information (Article 7(1)).
3. A substantial change is proposed by the Guarantor and the approval process is subject to the procedure set out in Articles 5-7, mutatis mutandis.
4. Other changes to the MC module are made by the Guarantor by entering them into the IS.

## **PART THREE**

### **MICRO DEGREE PROGRAMME**

## **Article 9**

### **Intent of the MD Programme**

1. The intention to establish an MD programme (hereinafter referred to as the "Intention") shall always include at least:
  - 1) Basic information about the MD programme
    - a) the name of the MD programme,
    - b) the name of the Unit that will implement or participate in the implementation of the MD programme,
    - c) Name of the MD Programme Guarantor,
    - d) ECTS credits evaluation of the total study load,
    - e) classification in the areas of education and ISCED-F,
    - f) EQF level of qualification,
    - g) the language in which the MD programme will be delivered,
    - h) structure of the MD programme,
    - i) description of the content and outline of the MD programme,
    - j) learning outcomes,
    - k) type of evaluation,
    - l) form of participation in an educational activity,
    - m) standard and maximum duration of studies,
    - n) definition of the target audience,
    - o) expected number of participants,
    - p) conditions for admission to the MD programme,
    - q) the method of admission of participants to the MD programme,
    - r) the conditions that the participant must meet to progress to the next stage of training, if any,
    - s) the conditions that a participant must meet in order to complete the MD programme.
  - Financial security (financial calculation of costs including a set fee for participation in the MD programme)
  - 3) Justification of the Programme, confirmation of its usefulness in practice/application and the intention to develop the MD programme
2. The intention is prepared by the Guarantor.

3. The Vice-Rector will ensure the creation of a uniform form of the Intent and its publication in the BUT Intraportal, or in the non-public part of the BUT website.

#### **Article 10** **Consent of the Dean**

Article 5 shall apply mutatis mutandis to the procedure for the Dean's approval of the Intention.

#### **Article 11** **Approval of the Intent**

1. The Vice-Rector will ensure that the details of the submitted Intention are checked and forwarded to the College for consideration. the Rector's Office.
3. The intention is approved by the Vice-Rector after discussion in the Rector's Council.
4. The Vice-Rector shall inform the Dean and the Guarantor of the approval of the Intention, who shall without undue delay prepare MD program proposal.

#### **Article 12** **Proposal of MD programme**

1. The MD Programme is implemented on the basis of an approved MD Programme proposal.
2. The proposal of the MD programme is prepared by the Guarantor in accordance with the approved Intent.
3. The proposal of the MD programme shall always include at least:
  - 1) Basic information about the MD programme
    - a) the name of the MD programme,
    - b) the name of the Unit that will implement or participate in the implementation of the MD programme,
    - c) Name of the MD Programme Guarantor,
    - d) ECTS credits evaluation of the total study load,
    - e) classification in the areas of education and ISCED-F,
    - f) EQF level of qualification,
    - g) the language in which the MD programme will be delivered,
    - h) structure of the MD programme,
    - i) description of the content and outline of the MD programme,
    - j) learning outcomes,
    - k) type of evaluation,
    - l) form of participation in an educational activity,
    - m) standard and maximum duration of studies,
    - n) definition of the target audience,
    - o) expected number of participants,
    - p) conditions for admission to the MD programme,
    - q) the method of admission of participants to the MD programme,
    - r) the conditions that the participant must meet to progress to the next stage of training, if any,
    - s) the conditions that a participant must meet in order to complete the MD programme.
  - 2) Timetable of the MD programme
  - 3) Characteristics of the thematic blocks, if the MD programme is composed of them

- 4) Details of any work experience
  - 5) Staffing
  - 6) Additional security of the MD programme
    - a) technician and pedagogical support,
    - b) financial security (financial costing including the set fee for participation in the MD programme).
  - 7) Justification of the Programme, confirmation of its applicability in practice/application and the intention to develop the MD programme
4. The Vice-Rector will ensure the creation of a uniform form of the MD Programme Proposal and its publication in the BUT Intranet or in the non-public part of the BUT website.

### **Article 13**

#### **Discussion of the proposal**

1. The Guarantor shall submit the Draft of MD Programme to the Dean.
2. The Dean shall verify the compliance of the proposal with the Intention and refer it to the Academic Senate of the Faculty for discussion.
3. After discussion in the Academic Senate of the Faculty, the Dean, together with his/her opinion, shall deliver the Draft MD Programme through the Vice-Rector to the Rector for approval.
4. In order to fulfil the condition in paragraph 2, the Director of the University Institute submits the Proposal of the MD Programme to the Academic Senate of the BUT for discussion.

### **Article 14**

#### **Approval of the proposal**

1. The Vice-Rector shall ensure that the details of the submitted Draft MD Programme are reviewed and forward to for approval by the BUT Internal Evaluation Board ("IEB").
2. If the IEB approves the submitted MD Programme proposal, it shall define the period of accreditation of the MD Programme and assign the accreditation number. Otherwise, it shall return proposal to the Guarantor together with its negative opinion.
3. The IEB informs the Vice-Rector, the Guarantor and the Dean of the approval of the MD Programme Proposal.

### **Article 15**

#### **Publication in the IS**

Article 7 applies mutatis mutandis to the procedure for publishing information on the MD Programme in the IS.

### **Article 16**

#### **Amendments to the MD Programme**

1. A change to the MD Programme is any change to the published information as set out in the previous article.
2. A substantial change to the MD programme is then a change to material information, and Article 7(1) shall apply mutatis mutandis to the assessment of material information.

3. A substantial change is proposed by the Guarantor and the approval process is subject to the procedure set out in Articles 5-7, *mutatis mutandis*.
4. Other changes to the MD programme are made by the Guarantor by entering them into the IS.

## **PART FOUR COMMON AND FINAL PROVISIONS**

### **Article 17 Records**

1. The BUT shall establish and operate a database of MC modules and MD programmes in the IS.
2. The information shall be entered into the database and the Guarantor, or a person proposed pursuant to Article 7(2), shall be responsible for its accuracy.
3. The owner of the database is the Continuing Education and Counselling Centre.
4. Technically, the database is maintained and modified according to the directives of the Vice-Rector by the Centre of Information Services..

### **Article 18 Evaluation of MC modules and MD programmes**

1. Evaluation of an MC module or MD programme may be initiated at any time by the Rector, Vice-Rector, Dean or the Internal Evaluation Board of the BUT.
2. The evaluation of the quality of the MC module or MD programme is carried out in accordance with Guideline No.67/2017 "Evaluation of programmes".
3. Evaluation of the educational activities of the MC module or MD programme by participants, graduates/ Alumnus/ Alumni and employers is carried out in accordance with Guideline No. 73/2017 "Rules for the evaluation of educational activities by students, graduates of the BUT and employers".

### **Article 19 Recognition of Microcredentials**

1. The BUT shall recognise the education documented by an acquired Microcredential within the framework of higher education studies if the documented education in the field of professional studies coincides with the study obligation whose fulfilment is to be recognised by the Microcredential.
2. The microcredential on the basis of which the student of the BUT applies for recognition of the study obligation (course) must include:
  - (a) the identity of the trainee,
  - (b) the awarding body,
  - (c) the date of issue,
  - (d) learning outcomes,
  - (e) ECTS credits earned,
  - (f) EQF level,
  - (g) type of evaluation,
  - (h) the type of quality assurance,



- (i) the evaluation achieved, including, in particular for verbal assessments, the percentage value according to the HEI rules.
- 3. The application for recognition of a course on the basis of the Microcredential will be assessed by the supervisor of the course for which the student is applying. In the case of other study obligations, the application will be assessed by the supervisor of the programme within which the student is applying for recognition.
- 4. The provisions of Article 19 of the Study and Examination Rules of BUT shall apply to the procedure for the recognition of education with an acquired Microcredential within the framework of higher education studies.

## **Article 20**

### **Final provisions**

This Guideline shall enter into force on the date specified in its heading.

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