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Regulation No. 6/2025	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 6/2025 Organisational Rules of the Centre for Lifelong Learning

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Valid from:	29 October 2026	**Effective from:**	29 October 2026	**Effective until:**	indefinite
Approved by			Board of Trustees of VŠTE in Prešov on 29 October 2026		
			doc. Ing. Jakub Horák, MBA, PhD., Chair of the Board of Trustees		
Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
			doc. ThDr. PaedDr. Marek Storoška, PhD., Rector		
Replaces document	original wording of Directive VŠTE No. 6/2025 of 11 December 2025				
Number of pages	9		**Number of annexes**	0	

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Organisational Rules of the Centre for Lifelong Learning

Institute of Technology and Business in Prešov

Organisational Rules of the Centre for Lifelong Learning of the Institute of Technology and Business in Prešov – Directive VŠTE No. 6/2025 (Organizačný poriadok Centra celoživotného vzdelávania Vysokej školy technickej a ekonomickej v Prešove – Smernica VŠTE č. 6/2025)

2025

Article 1 Introductory Provisions

1. The Organisational Rules of the Centre for Lifelong Learning of the Institute of Technology and Business in Prešov are issued by the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") in accordance with Section 6(2)(e), Section 31(1)(o), Section 32(1), Section 66, Section 81 and Section 138(6) of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll. (hereinafter the "Act"), Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts (hereinafter the "Adult Education Act"), and pursuant to the Statute of VŠTE in Prešov (Štatút VŠTE v Prešove) (Article 3(5)(e) and Article 15a) and Directive VŠTE No. 14/2026 Organisational Rules (Smernica VŠTE č. 14/2026 Organizačný poriadok), as its internal regulation.

2. These Organisational Rules regulate the status, mission, organisational structure, management and main activities of the Centre for Lifelong Learning (hereinafter the "Centre" or "CCV") of VŠTE in Prešov.

3. The Organisational Rules of the Centre are an internal regulation of VŠTE in Prešov and are binding on all its employees and collaborators participating in the activities of the Centre.

Article 2 Mission and Objectives of the Centre

1. The mission of the Centre is to create, organise and develop a system of lifelong learning (adult education under the Adult Education Act) as an integral part of the educational and social mission of VŠTE in Prešov.

2. The objective of the Centre is to provide opportunities for further education, professional growth and the acquisition of new competences in line with the needs of society, the region and the labour market.

3. The Centre fulfils its mission in particular through:

- a) the preparation and delivery of accredited and non-accredited educational programmes (including the matter of credits under Section 8(5) of the Adult Education Act), in particular educational programmes leading to a micro-credential (Section 8 of the Adult Education Act; Directive VŠTE No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential (Smernica VŠTE č. 12/2026 o zabezpečovaní kvality vzdelávacích programov vedúcich k získaniu mikroosvedčenia)), short-cycle study programmes (Section 66 of the Act) and internationally recognised postgraduate programmes such as MBA, LL.M. and the like (Section 138(6) of the Act),
- b) other training programmes, courses, trainings, retraining programmes and professional seminars,
- c) support for the education of employees and graduates of VŠTE in Prešov,

- d) the organisation of educational programmes for the public, businesses and institutions,
- e) participation in the creation and issuing of qualification certificates or certificates of acquired learning outcomes (micro-credentials) and other forms of recognition of knowledge and skills,
- f) cooperation with domestic and foreign educational institutions and organisations,
- g) support for regional development through education and the transfer of knowledge into practice.

Article 3 Status and Organisational Placement

1. The Centre is an independent workplace (organisational unit) of VŠTE in Prešov under Section 32(1) of the Act, the Statute of VŠTE in Prešov and Directive VŠTE No. 14/2026 Organisational Rules, organisationally placed under the Rector, and is managed by the Head of the Centre.

2. The Centre cooperates closely with the departments (Department of Economics, Management and Marketing; Department of Social Sciences), the Study Department, the Centre for Professional Language Training and other organisational units of VŠTE in Prešov.

3. The activities of the Centre form part of the strategic objectives of VŠTE in Prešov and are in line with its Long-Term Strategic Plan (Long-Term Strategic Plan of VŠTE in Prešov for 2026 – 2032 (Dlhodobý zámer VŠTE v Prešove na roky 2026 – 2032)) and development plan.

Article 4 Principles of Management

1. The Centre is governed by generally binding legal regulations, the internal regulations of VŠTE in Prešov and the decisions of the management of VŠTE in Prešov.

2. The Centre performs its tasks in accordance with the plan of activities, which is approved annually by the Rector.

3. The management of the Centre is based on the principles of cooperation, professional responsibility and efficient use of human and financial resources.

4. The Head of the Centre regularly informs the Rector about the activities of the Centre and the progress of individual educational activities. The financial aspects and the management of the allocated funds are dealt with by the Head of the Centre together with the Chancellor of VŠTE in Prešov.

Article 5 Head of the Centre and Deputy Head of the Centre

1. The Head of the Centre is responsible for the overall management and development of the Centre.

2. The Head of the Centre is appointed and dismissed by the Rector.

3. The Head of the Centre:

- a) manages the activities of the Centre and is responsible for its results,
- b) prepares the plan of activities, activity reports and background documents for the development activities of VŠTE in Prešov,
- c) submits the plan of activities of the Centre to the Rector for approval each year,

- d) ensures compliance with generally binding legal regulations, the internal regulations of VŠTE in Prešov and other decisions of the management of VŠTE in Prešov,
- e) cooperates with the management of VŠTE in Prešov and with the heads of departments and other workplaces of VŠTE in Prešov,
- f) receives proposals for educational activities from the departments or other workplaces of VŠTE in Prešov and finally submits these together with his or her own proposals,
- g) in cooperation with other workplaces of VŠTE in Prešov, creates and subsequently finally submits project proposals relating to the activities of the Centre,
- h) submits applications for the approval, registration, certification or accreditation of new courses to state authorities and other stakeholders (in particular applications for the entry of educational programmes in the register under Section 28 of the Adult Education Act and background documents for applications concerning short-cycle study programmes under Sections 66 and 135 of the Act),
- i) represents the Centre externally and ensures communication with partners,
- j) proposes the use of the revenues from individual educational activities for the development of the Centre.

4. The Deputy Head of the Centre:

- a) deputises for the Head of the Centre within the scope determined by him or her and the powers set out in writing,
- b) participates in the planning, organisation and development of the activities of the Centre,
- c) cooperates closely in particular with the Head of the Centre, the staff of the Study Department, the Chancellor and other units of VŠTE in Prešov,
- d) ensures the compatibility of the administrative processes of the Centre with the academic information system AiS2 (hereinafter "AiS2") and the study regulations,
- e) is responsible for the accuracy and completeness of the administration of the Centre's courses, including the records of participants, certificates and outputs,
- f) coordinates the processes of recognition of the results of prior learning and their integration into studies (recognition of credits from educational programmes leading to a micro-credential and from short-cycle study programmes under Section 81 of the Act and Directive VŠTE No. 21/2026 Study Rules (Smernica VŠTE č. 21/2026 Študijný poriadok)),
- g) ensures the continuity of the Centre's documentation with the study documentation kept by the Study Department.

Article 6 Cooperation with the Units of VŠTE in Prešov

1. The Centre cooperates with all organisational units of VŠTE in Prešov, in particular:

- a) with the management of VŠTE in Prešov,
- b) with the departments and other units of VŠTE in Prešov in the professional and content preparation of educational activities and trainings,

– c) with the Study Department, in particular in ensuring the formal aspects associated with individual educational activities and trainings,

– d) with the Chancellor in the financial provision of the individual activities of the Centre,

– e) with the Vice-Rector for Internationalisation and External Relations in the implementation of projects and foreign educational programmes and trainings.

2. The Centre may also cooperate with other higher education institutions, institutions and partners from practice on the basis of concluded cooperation agreements.

Article 7 Staffing, Material and Financial Provision

1. The number of administrative staff is determined as necessary by the management of VŠTE in Prešov after consultation with the Head of the Centre.

2. Internal and external lecturers from among university teachers, other teachers, practitioners and certified trainers are used to deliver the educational activities and trainings.

3. The financing of the Centre's activities and its material provision are secured from the own resources of VŠTE in Prešov, which consist of income from educational activities and trainings.

4. The Centre may participate in grant and project schemes at national and European level, provided that they allow the participation of private higher education institutions or institutions corresponding to the legal form of VŠTE in Prešov.

5. The income of the Centre forms part of the budget of VŠTE in Prešov (Section 38 of the Act) and may be reinvested in its further development, the modernisation of premises and the expansion of the range of educational activities and trainings.

Article 8 Forms of Education within the Centre

1. The Centre provides educational programmes and trainings in various forms of instruction depending on the nature of the programme, the needs of the participants and the technical capabilities of VŠTE in Prešov.

2. Educational programmes and trainings are delivered in particular in the following forms:

– a) face-to-face form – instruction takes place on the premises of VŠTE in Prešov or at a designated place with the personal attendance of lecturers, trainers and participants,

– b) distance form – instruction takes place through the e-learning environment of VŠTE in Prešov and by means of electronic communication (in particular the videoconferencing system of VŠTE in Prešov),

– c) blended form – combines elements of the face-to-face and distance forms (so-called blended learning).

3. The Centre may, as needed, also organise specific programmes and trainings in cooperation with partners from practice, with other higher education institutions or with institutions of public or state administration.

4. The distance form is delivered primarily asynchronously through the e-learning environment of VŠTE in Prešov; details are governed by Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu).

5. Educational programmes and trainings may also be delivered in foreign languages, in particular in English. The study materials of the programmes are created and maintained in English, Slovak and Czech in accordance with Directive VŠTE No. 26/2026 on the Distance Method and E-Learning. When offering programmes to prospective participants from abroad, the trade name EUVERSA may be used in accordance with Article 2(5) of the Statute of VŠTE in Prešov; the participant always enters into the contractual relationship with VŠTE in Prešov.

Article 9 Admission of Applicants and Enrolment

1. Natural persons who meet the conditions laid down for the given type of educational activity may apply for the educational programmes and trainings of the Centre. The condition for admission to a short-cycle study programme is the attainment of complete secondary education or complete secondary vocational education (Section 66(3) of the Act).

2. Application for study is made by means of an application form in the prescribed form published on the website of VŠTE in Prešov (www.vste.sk).

3. The Head of the Centre decides on the admission of a participant, generally in the order in which applications are received and according to the capacity of the course. When deciding on admission, the Head of the Centre may consult other experts.

4. The decision on admission to an educational activity is issued in writing by the Head of the Centre after all the required formal and financial requirements have been met. Once the minimum capacity of the educational programmes and trainings has been reached, the Centre issues the admitted participant with the schedule of the educational activity or training and provides further information necessary for the delivery of the course. The decision and other documents may also be served on the participant electronically (Section 95 of the Act).

5. For educational activities with available capacity that have no special admission conditions, the Head of the Centre may determine in advance that the application is submitted electronically through the website of VŠTE in Prešov (including the EUVERSA website) and that the participant is admitted at the moment of payment of the fee under Article 12(7); in such a case, the decision on admission and access to the e-learning environment of VŠTE in Prešov are generated and delivered automatically. The identity of the participant is verified in accordance with Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification (Smernica VŠTE č. 27/2026 o online skúškach a overovaní totožnosti) no later than at the first assessment whose outcome is to be recognisable in higher education studies.

Article 10 Organisation of Study and Course of Education

1. The organisation of study is governed by the schedule of the educational activity or training, which determines the start, course and completion of instruction.

2. Instruction is provided by internal and external lecturers from among university teachers, other teachers, practitioners and certified trainers.

3. The Centre ensures ongoing communication with participants and informs them of all organisational changes during the educational activity or training.

4. Participants are obliged to comply with the set schedule, generally binding legal regulations, the internal regulations of VŠTE in Prešov and the instructions of the lecturers.

5. The Centre may, as needed, also provide support activities such as consultations, mentoring or practical workshops.

Article 11 Assessment and Completion of Study

1. Participants in an educational activity or training may be assessed continuously or by a final examination, depending on the nature of the programme. The specific form is generally determined by the lecturer.

2. The form of assessment may vary depending on the nature of the educational activity or training and may include a written examination or test, an oral examination, a practical task, a project task or a combination of these forms. In the case of postgraduate programmes such as MBA, LL.M. and the like (Section 138(6) of the Act), assessment takes the form of a final thesis and its defence. A short-cycle study programme is completed by a final examination (Section 66(9) of the Act).

3. A participant who successfully meets all the requirements of the educational activity or training obtains a qualification certificate or a certificate of acquired learning outcomes in accordance with the applicable legal regulations (a micro-credential under Section 8 of the Adult Education Act; in the case of a short-cycle study programme, a certificate of completion and, in the case of a two-year short-cycle study programme, also a professional diploma with the title "DiS." under Section 66(9) and (10) of the Act) or another form of certificate of successful completion of the educational activity or training in accordance with internal or external certification or accreditation.

4. In accordance with the applicable legal regulations, the graduate also obtains credits for educational programmes delivered under Section 8(5) of the Adult Education Act; one credit represents, as a standard, 25 hours of study workload (Section 2(j) of the Act).

5. The certificate of successful completion of an educational activity or training in one of the forms defined in Article 8 is usually signed by the Head of the Centre or the Rector of VŠTE in Prešov.

6. Participants who do not meet the set conditions may apply to repeat the educational activity or training or to enrol in the next educational cycle. In such a case, the management of VŠTE in Prešov, on the proposal of the Head of the Centre, generally determines the fee for these services.

Article 12 Payment of Fees and Financing of Participation

1. The amount of the fee for participation in any lifelong learning programme is generally determined by the management of VŠTE in Prešov on the proposal of the Head of the Centre; the fee for a short-cycle study programme (Section 66(13) of the Act) and the payment for a postgraduate programme under Section 138(6) of the Act are determined by the internal regulation of VŠTE in Prešov on tuition fees and fees associated with studies (Directive VŠTE No. 24/2026 (Smernica VŠTE č. 24/2026) and Directive VŠTE No.

25/2026 (Smernica VŠTE č. 25/2026)) or by a decision of the management of VŠTE in Prešov published on the website of VŠTE in Prešov.

2. The fee covers the costs of organisational and pedagogical provision, study materials and administration.

3. The participant is obliged to pay the fee by the deadline, which is generally set once the minimum number of participants in the educational activity, course or programme has been reached.

4. If a participant withdraws from a lifelong learning educational activity before it begins, part of the fee may be refunded. The conditions and amount of the refund are determined by the Head of the Centre after consultation with the Chancellor.

5. Fees are generally paid by bank transfer to the bank account of VŠTE in Prešov published on the website of VŠTE in Prešov (www.vste.sk); the variable symbol and other payment details are given there. The Chancellor keeps an overview of the payments received.

6. In cases deserving special consideration, the Head of the Centre may, at the request of the participant and after consultation with the Chancellor, reduce or waive the fee for a lifelong learning educational activity.

7. For educational activities sold online, the amount of the payments, the method of payment and the conditions of withdrawal and refunds are governed by the Price List and Terms and Conditions approved by the Board of Trustees and published on the website of VŠTE in Prešov; payments are made primarily through the payment gateway on the website of VŠTE in Prešov or in the e-learning environment of VŠTE in Prešov, or to the bank account under paragraph 5. Payments are made exclusively to VŠTE in Prešov.

Article 13 Rights and Obligations of Participants in Education

This Article also determines the rights and obligations of participants in a short-cycle study programme under Section 66(6) of the Act, unless Directive VŠTE No. 21/2026 Study Rules provides otherwise.

1. A participant in an educational programme has the right:

- a) to obtain information about the course of study,
- b) to use the available study materials and support services of the Centre,
- c) to be assessed fairly and according to the set criteria,
- d) after meeting all the conditions and successfully completing a lifelong learning educational activity, to obtain a certificate of successful completion in accordance with Article 11(3) of these Rules.

2. A participant is obliged:

- a) to attend instruction according to the schedule at his or her own discretion,
- b) to respect generally binding legal regulations, the internal regulations of VŠTE in Prešov and the instructions of the lecturers,
- c) to fulfil all the required formal requirements of study,
- d) to pay the set fees,
- e) to maintain academic ethics and dignified behaviour during instruction and to comply with Directive No. 5/2025 Code of Ethics (Smernica č. 5/2025 Etický kódex) and the rules for the use of artificial

intelligence under Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff (Smernica VŠTE č. 23/2026 o využívaní generatívnej umelej inteligencie študentmi a akademickými pracovníkmi).

Article 14 Interruption of Study or Cancellation of Participation

1. A participant may apply for the interruption of participation in a lifelong learning educational activity for serious personal or health reasons.

2. An application for the interruption of study is submitted in writing to the Head of the Centre, who decides whether to approve or reject the application.

3. After the interruption of participation, the participant may be placed in the next running course of the same type.

4. If a participant seriously breaches generally binding legal regulations or the internal regulations of VŠTE in Prešov, he or she may be excluded from the programme by a decision of the Head of the Centre without entitlement to a refund of the fee.

Article 15 Related Regulations

1. These Organisational Rules build in particular on the following legal regulations:

- Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll., in particular Section 2(j), Section 6(2)(e), Section 31, Section 32, Section 38, Section 66, Section 81, Section 95, Section 135 and Section 138(6),
- Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act,
- Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts (in particular Sections 8 and 28),
- Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (in particular Section 3(3)(q) and (r)), and the Standards for the Internal Quality Assurance System of Higher Education, Educational Programmes Leading to a Micro-credential and Short-Cycle Study Programmes (effective from 1 September 2026),
- Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts.

2. These Organisational Rules build on the following internal regulations of VŠTE in Prešov:

- Statute of VŠTE in Prešov,
- Directive VŠTE No. 14/2026 Organisational Rules,
- Directive VŠTE No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential,
- Directive VŠTE No. 21/2026 Study Rules,

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– Directive VŠTE No. 24/2026 Determination of Tuition Fees and Fees Associated with Studies and Directive VŠTE No. 25/2026 Determination of Tuition Fees and Fees Associated with Studies for Foreign Students,
– Directive VŠTE No. 15/2026 on the Publication of Information on Study and Educational Programmes (Smernica VŠTE č. 15/2026 o zverejňovaní informácií o študijných a vzdelávacích programoch),
– Directive No. 5/2025 Code of Ethics,
– Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff,
– Directive VŠTE No. 26/2026 on the Distance Method and E-Learning,
– Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification,
– Price List and Terms and Conditions approved by the Board of Trustees and published on the website of VŠTE in Prešov (Cenník a obchodné podmienky),
– Internal Quality System of VŠTE in Prešov (Vnútorný systém kvality VŠTE v Prešove); General Principles for the Creation of Educational Programmes at VŠTE in Prešov (Všeobecné princípy tvorby vzdelávacích programov na VŠTE v Prešove),
– Long-Term Strategic Plan of VŠTE in Prešov for 2026 – 2032.

Article 16 Repealing Provisions

No internal regulation is repealed by this regulation; it replaces the original wording of Directive No. 6/2025 Organisational Rules of the Centre for Lifelong Learning of 11 December 2025.

Article 17 Final Provisions

1. These Organisational Rules of the Centre for Lifelong Learning of the Institute of Technology and Business in Prešov enter into force and effect on the day of their approval by the Board of Trustees of VŠTE in Prešov.

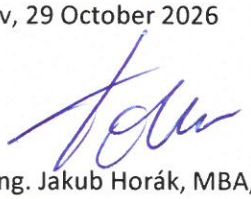
2. Amendments and supplements to these Rules are approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act).

3. These Rules are published on the website of VŠTE in Prešov (www.vste.sk).

4. These Organisational Rules have no annexes. The templates of the application form, the decision on admission and the certificates of completion of the Centre's educational activities are updated together with these Rules; the current templates are published by VŠTE in Prešov on its website (www.vste.sk).

5. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 29 October 2026



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Chairman of the Board of Trustees of VŠTE in Prešov