

MU Directive No. 8/2011

Rules for Recognition of Results of Study Periods and Work Placements of Masaryk University Students Abroad

(in the wording effective from 1 September 2011)

In accordance with Section 10(1) of Act No. 111/1998 Coll., On Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), I issue this Directive:

Section 1

Subject of Regulation

This Directive regulates the procedure of recognition of courses and credits obtained during short-term study and work placements¹ abroad of Masaryk University (hereinafter referred to as "MU") students.

Study Periods Abroad

Section 2

Principle of Recognition of Short-Term Study Abroad

- 1) A study period abroad may only take place on the basis of a Learning Agreement.
- 2) The below documents, issued and confirmed by the institution abroad where the study took place, form a basis for the recognition of study abroad:
 - Learning Agreement (see Section 3)
 - Transcript of Records
 - Confirmation of Study Period

Section 3

Learning Agreement

- 1) The Learning Agreement specifies the titles of courses to be studied at an institution abroad, including the number of credits awarded (according to ECTS, or the system used by the receiving institution) and the method of recognition at MU (see Section 4).
- 2) The Learning Agreement must be signed before the departure to the study period abroad.
- 3) The Learning Agreement is concluded by and between the student, MU, and the receiving institution.
- 4) The Learning Agreement is signed on behalf of MU by a person authorized by the dean (hereinafter referred to as the "Authorized Person"), the mobility programme coordinator at the Centre for International Cooperation (hereinafter referred to as the "CIC") in case the programme is administered by the CIC, or the head of the unit or an employee authorized by the head of the unit which is in charge of international relations at the faculty concerned (in all other cases).
- 5) The Learning Agreement may be amended upon agreement of the contracting parties in the course of the study period. All amendments to the Learning

¹ Short-term study period / work placement abroad = a period longer than 14 days

Agreement shall be made in writing and signed by all the contracting parties. The deadlines for amendments may be determined by the mobility programme.

- 6) By the signature of the Learning Agreement, the Authorized Person confirms that he/she agrees with the student's study plan and that the courses specified in the Learning Agreement shall be recognized by MU upon arrival, provided they were successfully passed at the institution abroad.
- 7) A period abroad whose content is work on a Bachelor's, Master's, or doctoral thesis is considered a study period and shall be organized on the basis of a Learning Agreement.

Section 4

Method of Recognition of Study Abroad

- 1) Study abroad must be fully recognized to the student on the basis of the Learning Agreement, i.e. all courses specified in the Learning Agreement, approved by MU and the receiving institution, must be fully recognized.
- 2) The student is entitled to apply for a "course for course" recognition. This method applies to compulsory courses and selective courses (*in Czech: povinně volitelné*). If the student wishes to obtain the "course for course" recognition, he/she must submit all documents required by MU.
- 3) In case the student does not apply for the "course for course" recognition, all courses and credits shall be recognized in accordance with the Learning Agreement and Transcript of Records issued and confirmed by the institution abroad. Such courses shall be recognized as selective (*povinně volitelné*) or elective (*volitelné*).
- 4) The method of recognition of individual courses must be stipulated in the Learning Agreement.
- 5) In case the "course for course" recognition under Section 4(2) applies, the course shall be recognized under the MU study plan, i.e. the number of credits shall be assigned according to the credit value of the course in the MU study plan. Course grading shall be recognized in accordance with the grading obtained abroad.
- 6) In case the recognition under Section 4(3) applies, the grading together with the credit value (if ECTS is used) of the course shall be recognized. The credit value must not be decreased or increased. This does not apply to credits with a decimal place, where rounding-off is recommended.
- 7) In case the institution abroad does not use ECTS, grades and credits to be recognized shall be calculated according to a conversion table, which must be attached to / incorporated in the Transcript of Records. In other cases, grading and number of credits to be recognized shall be decided by the Authorized Person.
- 8) Processing an application for the recognition of courses and credits awarded during study abroad is contingent on recording the study period in the MU Information System (hereinafter referred to as the "IS") under Section 8 hereof.

Section 5

Conditions of Recognition of Study Abroad

- 1) The student participating in a study period abroad must obtain the minimum number of credits stipulated by the mobility programme and by the MU Study and Examination Regulations in the course of the study abroad.
- 2) If the condition of the minimum number of credits is set, its fulfilment is assessed primarily according to the Transcript of Records confirmed by the institution abroad or according to the number of recognized credits.

Work Placements and Other Traineeships Abroad

Section 6

Principle of Recognition of Short-Term Work Placement Abroad

- 1) A short-term work placement abroad may only take place on the basis of an agreement on the work plan (hereinafter referred to as the "Training Agreement" or "Work Plan").
- 2) The Work Plan and confirmation on the work placement, its results and length – the Confirmation of Placement Period, issued by the receiving institution abroad, forms the basis for the recognition of credits obtained for such placement.

Section 7

Work Plan

- 1) The Work Plan must contain at least the following information:
 - length of work placement
 - job description
 - expected outcomes (new knowledge, skills and competences)
- 2) The Training Agreement must be concluded before the student's departure to the work placement abroad.
- 3) The Training Agreement is concluded by and between the student, MU, and the receiving institution.
- 4) The Work Plan is signed on behalf of MU by a person authorized by the dean, the mobility programme coordinator at the CIC in case the programme is administered by the CIC, or the head of the unit or an employee authorized by the head of the unit which is in charge of international relations at the faculty concerned (in all other cases).
- 5) The Work Plan may be amended upon agreement of the contracting parties in the course of the work placement. All amendments to the Work Plan shall be made in writing and signed by all the contracting parties. The deadlines for amendments may be determined by the mobility programme.
- 6) Upon fulfilment of the approved Work Plan by the student, the work placement shall be recognized either in the form of credits or through an entry to the Diploma Supplement, or in both ways. The method of recognition may be determined by the mobility programme.
- 7) In case credits are awarded for the work placement, the information about the number of credits to be awarded to the student for the work placement shall be part of the Work Plan.
- 8) In case the work placement is recognized by the award of credits, their number shall be decided by the Authorized Person. The number of credits should correspond to the length of the work placement and demands of the Work Plan.
- 9) By signing the Work Plan, the Authorized Person confirms that he/she agrees to the Work Plan and that the student shall obtain the given number of credits if the Work Plan is fulfilled.
- 10) Credits for the work placement may be recognized as compulsory, selective, or elective.
- 11) Processing an application for the recognition of credits awarded during the work placement is contingent on recording the work placement in the IS under Section 8 hereof.

Common Provisions

Section 8

Records of Study Periods and Work Placements in the MU Information System

- 1) Each student who took part in a study period or work placement abroad in the duration of more than 14 days, shall record the period/placement in the IS. Any proposals for an amendment shall be submitted to the IS by the student prior to the departure abroad; the amendment is then confirmed by the Office for Studies on the basis of the Learning Agreement / Training Agreement that is either complete or at least signed by MU (see Sections 3 and 7).
- 2) In case the student takes part in a two-semester study period or work placement abroad, he/she shall be enrolled at MU also in the semester following the semester of the beginning of the period/placement, although according to the study records he/she has not met the preconditions for enrolment in the next semester under the MU Study and Examination Regulations. The student shall subsequently submit all documents proving the entitlement to such enrolment.
- 3) Study periods / work placements abroad are recorded in accordance with the methodological instruction of the CIC Director.

Section 9

Recognition Procedure

- 1) If required by the mobility programme concerned, each student who took part in a study period or work placement abroad in the duration of more than 14 days shall submit an application for recognition of courses/credits from the study period or work placement after return from abroad, no later than within 30 days of the receipt of Transcript of Records or Confirmation of Placement Period.
- 2) The courses and credits must be recognized without undue delay, however, no later than within 3 months of submitting the application for recognition of the study period or work placement abroad.
- 3) Credits awarded for the study period or work placement abroad shall be included into the total number of credits which constitute the precondition for enrolment in the next semester, and they shall also be recorded for the purposes of assessment whether the minimum credit value of studies has been achieved.
- 4) The courses/credits must be recognized for the semester in which the study period or work placement took place. In exceptional cases, the courses/credits may be recognized for the semester immediately preceding or following the study period or work placement, or to another semester in case the courses/credits are recognized in the "course for course" method.
- 5) The student submits the application for recognition of courses/credits from the study period or work placement through the IS application. The application is processed by the Office for Studies on the basis of a signed Learning Agreement (and all its amendments – see Section 3(5), Transcript of Records and Confirmation of Study Period in the case of a study period, or a signed Training Agreement (and all its amendments – see Section 7(5) and Confirmation of Placement Period in the case of a work placement.
- 6) The application for recognition of courses/credits from the study period or work placement abroad is processed in accordance with the methodological instruction of the CIC Director.

Section 10

Student Charter

- 1) Each student taking part in a short-term study period or work placement abroad shall obtain the Student Charter for study periods and work placements abroad.

- 2) The Student Charter contains basic rights and obligations of students on short-term study periods or work placements abroad.

Section 11

Final Provisions

- 1) I authorize the Vice-Rector in charge of study affairs in Bachelor's and Master's degree programmes to interpret the individual provisions hereof.
- 2) The compliance with this Directive shall be inspected by the CIC Director, and the head of the Office for Studies at the Rector's Office of Masaryk University.
- 3) This Directive shall enter into effect on 1 September 2011.

In Brno on 30 August 2011

Petr Fiala
Rector