

[TRANSLATION]

Directive of the Faculty of Medicine of Masaryk University No. 3/2018

Recognition of completed courses at FM MU

(in the wording effective from October 3, 2018)

This Directive is issued Pursuant to § 28 par. 1 of the Act no. 111/1998 Coll., on universities and changes and amendments to other acts (the Universities Act):

I.

Introductory provisions

1. The provisions of this Directive relate in particular to the Study and Examination Regulations of Masaryk University and its Article 14 and Act no. 111/1998 Coll., on Universities.
2. This Directive determines the rules for the recognition of a completed courses at the Faculty of Medicine of Masaryk University (hereinafter "FM MU") in accordance with Article 14 of the Study and Examination Regulations of Masaryk University (hereinafter referred to as "SER MU").

II.

Recognition of courses

1. The provisions of this Directive apply to the recognition of a completed courses at all levels of study, including doctoral programs.

III.

Applications

1. For recognition of a completed course can apply:
 - an active student of the FM MU;
 - a student of the FM MU with an interrupted study;
 - an applicant who has been admitted to study but has not yet been enrolled.
2. The student may apply for recognition of the course he/she has completed:
 - a. during a previous or concurrent study at MU;
 - b. during a previous or concurrent study at another university in the Czech Republic, or abroad, eventually while studying at another university in the Czech Republic or abroad;
 - c. during a previous or concurrent study in accredited educational program at a tertiary professional school in the Czech Republic or abroad;

- d. during a previous or concurrent lifelong education program;
3. Applications for recognition of the completed course are usually submitted in the period prior to the commencement of the semester courses.
 4. Applications for recognition of a course completed within the FM MU or other part of MU shall be submitted exclusively electronically. Applications for recognition of a course completed at another university in the Czech Republic or abroad shall be submitted in paper form, with the particulars arising from Art. 14, par. 2 SER MU.

IV.

Rules for the recognition of completed courses

1. It is only possible to apply for recognition of compulsory and compulsory optional courses of the study program in which the student is enrolled. The content and method of completion must be the same as for the course for which recognition is applied. Optional courses or compulsory optional courses will not be recognized.
2. Courses composed of several parts (typically seminars, exercises and lectures) which have a final examination or colloquium (hereinafter referred to as the "final examination") are recognized in accordance with Article V of this Directive. Courses not covered by Article V. are recognized only if this final examination or colloquium has been successfully passed in the previous study. Courses from such a group (hereafter only partial courses) can be exceptionally recognized without the student having passed the final exam or colloquium, if these conditions are simultaneously met:
 - a. the teaching of part of the course was spread over several years,
 - b. the student has fulfilled the prerequisites for enrolment in the following semester for the semester in which he/she passed the sub-course,
 - c. failure to recognize a sub-course would be a fundamental slowdown in the proper continuation of study.
3. Courses that do not have multiple parts and are completed by a credit are recognized if the credit has been obtained during the previous study.
4. Courses are recognized with the classification obtained in previous studies. The credit value of the course in the amount of the number of credits in student's current study can be recognized along with the course.
5. Individual courses from previous studies can be recognized if no more than three years have passed since the completion of the previous study in which the student successfully completed the course. A set of sub-courses can be recognized if no more than three years have passed since the last unsuccessful examination in the given study.

V.

Recognition of courses completed at Masaryk University

1. All compulsory and compulsory optional courses, which has been completed for no more than three years before to enrollment in the given study (completed at MU from previous unsuccessful studies), are recognised automatically (ie without prior student

application) including their credit value, with the exception of the courses listed in Annex 1 of this Directive. Courses listed in Annex No. 1 and completed in the past three years will always be recognized if student apply for their recognition. Student can apply for recognition of all or only some completed courses.

2. It may be recognized, in particular, provided that the requirements of Article IV are met:
 - a. courses completed in the previous study of the same study program at the FM MU or at the same study program within lifelong learning;
 - b. courses completed in the previous study of study program in health sciences at LF MU for another study program in health sciences currently under study;
 - c. courses completed in the General Medicine study program for the Dentistry study program;
 - d. courses completed in the Dentistry study program for the General Medicine study program.
3. Courses completed in the General Medicine study program and Dentistry study program may be recognized in study programs in health sciences after the provision of a statement by a guarantor of the given course and compliance with provisions of paragraphs 1-5 of this article.
4. For courses completed during previous studies at the FM MU by a colloquium, the equivalent of which is to be completed in the active study by an examination, it is possible, with the positive statement of the course guarantor, to recognize the participation in the course and allow the student to take only the examination.
5. For courses completed during previous studies at the FM MU by an examination, the equivalent of which is to be completed in the active study by an colloquium, it is possible, with the approval of the course guarantor, to recognize the course.

VI.

Recognition of courses completed at other universities

1. Courses completed within previous or concurrent study of the same or similar study program at another university in the Czech Republic or abroad may be recognized provided that the conditions of Article III are met and the guarantor of the course gives a positive statement.
2. The student must submit the application for recognition together with:
 - a. A complete extract from the study records, i.e. official confirmation of the successful completion of each course, including any classification, the number of credits and the number of possible unsuccessful completion of the course and
 - b. an officially validated syllabus of each course with a possible description of its inclusion in the study program in which it was completed
3. If it is not possible to assess the level of the completed course on the basis of the submitted documents, the guarantor may propose that the recognition of the course be decided on the basis of an interview with the student. The interview takes place before a three-member committee appointed by the relevant Vice-Dean for teaching.

VII.

Final Provisions

1. This Directive shall enter into force on the day of its signature.
2. Matters not regulated by this Directive are governed by the SER MU.
3. The Vice-Dean for teaching in preclinical fields authorize for the interpretation of this Directive.
4. The Dean of FM MU may, in exceptional and justified cases, grant an exemption from the provisions of this Directive.
5. On the day of its effectiveness, this Directive repeals the Dean's Directive No. 2/2016 on Recognition of the courses at the FM MU.
6. An integral part of the Directive is Annex No. 1 - List of courses not recognized automatically but at the request of the student.

In Brno October 3rd, 2018

prof. MUDr. Martin Bareš, Ph.D.
Dean of FM MU