

**FSS Directive No. 4/2024**

## **Recognition of courses**

(effective from September 1, 2024)

*Pursuant to Section 28(1) of Act No. 111/1998 Coll. on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), I issue this Directive:*

### **Article 1**

#### **Subject of regulation**

1. This Directive specifies the details of the formal procedure for the recognition of courses at the Faculty of Social Studies of Masaryk University (hereinafter referred to as "FSS MU"), enabling the fulfilment of Article 14 of the Study and Examination Regulations of Masaryk University "Recognition of completed parts of studies".
2. Recognition of minimum language competence is regulated by FSS Directive No. 6/2024 Minimum Language Competence and Courses Taught in English.

### **Article 2**

#### **Conditions for submitting an application**

1. A student may submit an application for recognition of courses offered in a given academic year. Students whose first enrolment takes place at the beginning of the spring semester may only apply for recognition of spring semester courses. To be processed safely in a given academic year, the application must be submitted between September 1 and April 30.
2. The courses for which the student is requesting recognition cannot be more than six semesters old and must be relevant to the program in the specific degree program and appropriate to the degree level.
3. Courses for which the student requests recognition must be taken during the student's course of study.

### **Article 3**

#### **Procedure for recognition of a course taken at the FSS or at other MU departments**

1. The student submits an application for recognition of a course electronically via the "Recognition of Courses" application in the Masaryk University Information System (hereinafter referred to as "IS MU") via the "Application for Recognition of Courses from Other Studies" link to the study department of his/her home faculty.
2. In the event that a professional opinion of the department is required for a decision on the recognition of the course, the study department electronically

- forwards the application to the relevant department which guarantees the course for which the student is applying for recognition.
3. Either the lecturer or the course supervisor or a person delegated this competence by the head of the department will take a position on the application. The opinion of the department is of a recommendatory nature.
  4. The opinion is electronically recorded in the application. In the case of a negative opinion, the lecturer (supervisor, authorised person) is obliged to specify the reasons. These are mainly a change in the course content, a change in the guarantor, a change in the method of completion or a change in the credit load of the course.
  5. The application is sent back electronically to the study department within 10 working days at the latest.
  6. The Vice-Dean for Studies decides on the recognition of the course.
  7. In the event of a positive opinion, the study department records the student's grade for the recognised course in the IS MU. In accordance with Article 14(6) of the Study and Examination Regulations of Masaryk University, the course classification is recognised at the same time as the course is registered and the course is marked "recognised".

#### **Article 4**

##### **Procedure for recognition of a course taken outside MU**

Courses taken outside MU are not recognised.

#### **Section 5**

##### **Rules for the recognition of courses**

1. Requests for recognition of courses taken within the framework of lifelong learning are processed positively in the case of identical courses, including their credit value.
2. Requests for recognition of courses from unsuccessful studies at MU are processed positively, including their credit value, in the case of identical courses.
3. Requests for recognition of courses from completed studies at MU are processed positively in the case of identical courses. These courses are recognised without credit value. The missing credit value in the course of study for which the student is requesting recognition will be replaced by compulsory elective courses. Courses are recognised with credit value only if the conditions set out in Article 14, paragraph 7 of the Study and Examination Regulations of Masaryk University are met.
4. In the case of concurrent studies, including inter-faculty studies, only compulsory courses may be recognised, but without credit value. However, a student may enrol in compulsory courses concurrently in both studies.
5. All credits recognized are counted towards the total credits required to fulfill the requirements of the study program, but are not counted as fulfilling the semester enrollment requirement, in accordance with Article 14 of the Study and Examination Regulations of Masaryk University.
6. Requests for recognition of elective courses are not valid in accordance with Article 14 of the Study and Examination Regulations of Masaryk University.
7. Requests for recognition of courses from previous studies, submitted by students who have previously been found guilty of a disciplinary offence by the FSS Disciplinary Committee and suspended from studies, will be rejected.

#### **Article 6**

##### **Final provisions**

1. I entrust the interpretation of the individual provisions of this Directive and their continuous updating to the Vice-Dean for Studies
2. This Directive shall enter into force on the date of its publication.
3. This Directive shall enter into force on September 1, 2024.
4. This Directive repeals the Directive FSS 7/2019 On the Formal Procedure for the Recognition of Courses at the Faculty of Social Studies of Masaryk University.

Czech version is legally binding.

In Brno, June 20, 2024

Stanislav Balík  
Dean