

FACULTY OF REGIONAL DEVELOPMENT AND INTERNATIONAL
STUDIES OF MENDEL UNIVERSITY IN BRNO

In Brno, June 17, 2013
File No. 9197/2013-391

Dean's Decree No. 1/2013
on recognizing courses and credits gained while studying abroad

Article 1
Introductory Provisions

1. The Decree specifies conditions for students in a daily study program at the Faculty of Regional Development and International Studies (hereinafter "FRRMS") who have studied at a partner university abroad or completed an internship, professional or practical, abroad and who wish to have these recognized in the accredited study programs offered by FRRMS of Mendel University in Brno pursuant to conditions stipulated by Mendel University in Brno and by institutions organizing the said study programs or internships abroad. Studies and internships abroad take place and credits gained during them are recognized in accordance with the Study and Examination Code of Mendel University in Brno.

Article 2
Study Programs at Universities Abroad

1. Eligibility to study at a university abroad in an undergraduate (Bachelor's) or graduate (Master's) study program is conditional upon:
 - study results, i.e. only students with excellent or very good results are eligible;
 - passing or having recognized a relevant language exam;
 - fulfilling the necessary criteria to be eligible to take part in the selection procedure which precedes an actual study in a study program organized by a university abroad.
2. The length of a study program abroad is three to twelve months or as set down by a particular university abroad in the details of a particular study program. Courses that a student completes at a university abroad are to be entered into their electronic study records database kept by FRRMS of Mendel University in Brno along with all the relevant documents.
3. Students at a university abroad are obliged to follow whatever is officially established by the particular university and in the particular study program

abroad. These may include:

- obtaining a minimum number of ECTS credits to be eligible to enrol in the next semester at FRRMS;
- fulfilling the study conditions with respect to valid academic schedule of FRRMS and Learning Agreement;
- completing a set of prescribed courses abroad, gaining 20-30 ECTS credits.

4. Conditions to be met before a student starts studying in a program at a university abroad:

- before going abroad, a student chooses an appropriate set of courses that should reflect the study program at FRRMS he or she is enrolled in. The chosen courses must not be, in terms of agenda or other, identical or similar to those that the student has already completed;
- a student must, no later than 14 days before departure, hand in to the Study Department of FRRMS the following: a filled-out application to study abroad in a study program organized by a university abroad; Learning Agreement stating the courses (subjects) that the student has chosen and which are appropriate in the sense that they reflect their study program at FRRMS (including their credit valuations or any other information required by the chosen university abroad); course syllabi;
- based on the approved Learning Agreement and pursuant to the Study and Examination Code of Mendel University in Brno the Subdean for Education determines which courses a student must complete at FRRMS upon return from a university abroad. A student receives this list of courses no later than three days before his or her study program abroad commences;
- it is acceptable to change the Learning Agreement if one or more courses chosen are not instructed at the university abroad in the relevant semester(s). It is the responsibility of the Subdean for International Affairs to confirm, subject to a written announcement made by the student (by letter, e-mail, or fax), that this is the case by asking a study program coordinator at the university abroad. A change may only be made within 30 days upon arrival at a university abroad by filling-out the section called Changes to Original Proposed Study, which is a part of the original Learning Agreement, and sending it to the Study Department of FRRMS. The Dean of FRRMS is not obliged to recognize the completion of courses other than those mentioned in the Learning Agreement and Changes to Original Proposed Study.

5. Recognition of courses and credits upon return from a study stay abroad:

- upon return from a study stay abroad a student must fill out an Application for Course Recognition and a Course Recognition Report, providing also a document certifying the successful completion of the courses taken abroad including their ECTS evaluation. The Application for Course Recognition is to be handed in to the Study Department of FRRMS accompanied with the original Transcript of Records, Study Approval and, if any, Changes to Original Proposed Study. The documents must be provided to the Study

Department of FRRMS no later than fourteen days upon return from the study stay abroad. The Subdean for International Affairs checks the relevant documents as well as whether applicable regulations are met and adds information necessary to recognize courses, grades obtained and ECTS credits based on the data provided by the university abroad in the Transcript of Records.

- if a student fails to obtain the number of ECTS credits prescribed in the Learning Agreement, the Subdean for Education decides that the student must take another course which is, in terms of agenda or other, different from those that they took at the university abroad. The course thus prescribed will be a part of their study plan and will be taken at FRRMS.

Article 2

Internship Abroad

1. An internship abroad, practical or professional, is in the course of undergraduate or graduate study program conditional upon:
 - study results, i.e. only students with excellent or very good results are eligible;
 - passing or having recognized a relevant language exam;
 - fulfilling the necessary criteria to be eligible to take part in the selection procedure which precedes an actual internship organized by a university abroad.
2. Students are obliged to follow whatever is officially established by the particular institution and in the particular internship program abroad. These may include:
 - obtaining a minimum number of ECTS credits to be eligible to enrol in the next semester at FRRMS or, alternatively, having completed an academic year at FRRMS on the day of departure;
 - filling out an application form at the Study Department of FRRMS;
 - fulfilling the study conditions with respect to valid academic schedule of FRRMS and with respect to the Internship Plan or internship conditions;
3. A practical internship abroad normally takes three to twelve months and students organize it themselves. The minimum length of a professional internship abroad is one month and such an internship follows whatever is officially stipulated in its conditions. FRRMS may organize an internship abroad. The deadline for filing an application for a practical internship abroad is the last day of February for the following academic year; deadlines for filing an application for a professional internship abroad may vary depending on particular internship program specifications.
4. For the purposes of taking part in the selection procedure students are asked to present the following documents: application, motivation letter, internship agreement and internship schedule (Training Agreement and Quality Commitment), or other relevant documents which may be required.

5. The Subdean for International Affairs recognizes three ECTS credits for each month of a practical internship abroad and four ECTS credits for each month of a professional internship abroad. Before a student leaves, they are obliged to get an internship abroad stamp in their study plan from the Study Department of FRRMS which provides this stamp once an Internship Agreement (stating actual dates of stay) or other relevant documents have been presented.
6. A student hands in to the Study Department of FRRMS the original version of Confirmation Letter issued by an employer stating actual dates of stay or, in case of professional internship, relevant documents pursuant to what is required by the specific internship program abroad. The students provide the Study Department of FRRMS with a filled out Application for Course Recognition and a Course Recognition Report. The documents are to be handed in by the student no later than fourteen days upon return. The Subdean for International Affairs checks the relevant documents as well as whether applicable regulations are met and adds information necessary to recognize an internship taken abroad, practical or professional, based on the information received from the receiving institution – and recognizes an appropriate number of ECTS credits.

Article 3 Final Provisions

1. The Dean of FRRMS makes decisions regarding exceptions to what is stipulated in the Study and Examination Code of Mendel University in Brno regarding recognition of courses and study results gained during a study stay or internship abroad.
2. The Dean of FRRMS makes decisions regarding changes to ECTS credit evaluation of courses taken abroad pursuant to what is stipulated in the Study and Examination Code of Mendel University in Brno.
3. This Directive becomes effective on:

In Brno, June 17, 2013

prof. Dr. Ing. Libor Grega
Dean, FRRMS