


1/2014	 FACULTY OF SCIENCE PALACKÝ UNIVERSITY IN OLOMOUC DEAN'S DIRECTIVE	1/2014
DIRECTIVE REGULATING ACKNOWLEDGMENT OF CREDITS FROM FOREIGN STUDENT MOBILITY		
Content:	Dean's directive	
Drafted by:	Vice-dean M. Dušek	
Force and effect:	as of 13. 1. 2014	
Distribution list:	secretaries of Faculty departments Head of Department of Study Head of Economic department Faculty's Secretary	

THIS TRANSLATION HAS AN INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL. CZECH LANGUAGE PREVAILS IN CASE OF ANY DISPUTES.

Article 1

General provisions

1. This directive regulates acknowledgement of credits from foreign mobility according to requirements of ECTS (European Credit Transfer System). It becomes effective upon its signature.
2. The Study and Examinations Code of UP and Dean's provision regulating this Code is fully applicable for outbound students.
3. **In order to acknowledge studies from abroad it is necessary to gain minimum of 20 credits for each semester.** Recommended number of credits in the study plan is 20-30.
4. **In order to acknowledge studies from abroad it is necessary** to complete at least one course at the foreign university which is equivalent to courses **in A or B category** of the respective major at the Faculty of Science.
5. It is crucial to assemble the study plan, so called Learning Agreement carefully. After being approved by the respective Vice-dean, this document becomes mandatory.
6. Acknowledgement of courses completed abroad is suggested by the respective guarantor of the exchange program. The same person assists student with assembling study plan and is obligated to inform the student about requirements for acknowledgement of studies abroad which stem from the financial agreement, this directive, and the characteristics of the study field. Acknowledgement of the study plan as well as of the courses and recognition of the credits has to be approved by the appointed Vice-dean.
7. Guarantors are appointed and withdrawn by the head of the respective department, from employees who work on organizing international cooperation. The guarantor of the exchange program is the person who has signed a memorandum of cooperation with the partner and is the contact person.

Article 2

Preparation of Learning Agreement before departure abroad

1. Student is selected in selection process where he/she must prove sufficient language skills for study abroad and introduce his/her vision of the Learning Agreement. The guarantor of the exchange program must be present at the selection process eventually a person appointed by him/her. In the case of the Faculty of Science the position of Head of international department is represented by the Head of the department of study.
2. Before departure the guarantor together with the student and credit advisor assemble the Learning Agreement for the respective academic year according to University and Faculty regulations and composes of courses which student intends to study at the hosting university.
3. Guarantors will be helpful in the matter of granting access to information about credit evaluation, range of hours, and course syllabi at the hosting university.
4. **In the Learning Agreement it must be specified** which courses of the respective major will be substituted by courses studied abroad. Learning Agreement of an outbound student is approved by the appointed Vice-dean based on the respective guarantor's proposal.
5. In the case that the student after arriving at the hosting university realizes that it is impossible for him/her to comply with the Learning Agreement (e.g. the course was not opened), he/she must ask for alternation of the Learning Agreement. The altered Learning Agreement must comply with requirements in Article 1, Section 3 and 4 thereof. **Alternation of Learning Agreement may be approved solely by the appointed Vice-dean** based on the respective guarantor's proposal.

Article 3

Acknowledgement of credits upon arrival from foreign mobility

1. After arrival student must document a list of completed courses approved by the Department of study of the hosting university in English. **Successful completion of a subject means attending the respective course or seminar and passing a final exam or colloquium.**
2. Should the student meet all requirements for study acknowledgement, credits for courses will be recognized in categories A, B and C according to study plan of the respective major at the Faculty of Science.
3. Should the student meet all requirements for study acknowledgement, value of credits of all ECTS courses will be recognized in their real value. Should the value exceed credit value of a course in A or B category of the study plan, the extra credits will be recognized as credits for courses in C category.
4. Some exchange programs do not follow the ECTS approach. In such cases the guarantor of the exchange program after an agreement of the head of the respective department decides the credit value of courses. This credit value will be uniform for all students who completed such course. Credit value should be equivalent to the credit value of courses at the Faculty of Science.
5. Courses with no equivalent in Faculty study plans will be acknowledged as C category courses.
6. In the case when the student is sent by a different department than the one guaranteeing the respective field of study, the proposal for acknowledgement of credits is given by the guarantor of the exchange program of the sending department along with the head of the department guaranteeing the field of study.
7. Guarantor of the exchange program also proposes recognition or non-recognition of extra courses completed by the student abroad which were not stated in the Learning Agreement.
8. Guarantor's proposal must contain a chart with the following data: a course completed abroad, its credit value and a course of the study program at the Faculty of Science which will be substituted by this course including its credit value and category A, B or C. Acknowledgement and recognition of credits must be approved by the appointed Vice-dean.
9. Student may file an appeal against the decision of the respective guarantor of recognition or non-recognition of a course or the stipulated credit value to the appointed Vice-dean.
10. **Should the student fail to meet the requirements** defined in this directive (especially in article 1, section 3 and 4) or requirements in the financial agreement or significantly departs from the approved Learning Agreement, **his/her study abroad will not be acknowledged, no credits recognized and Palacký University may claim a partial or total refund of the financial subsidy.**

In Olomouc, on 13. 1. 2014

prof. RNDr. Juraj Ševčík, Ph.D.
Dean of the Faculty of Science UP