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**DEAN´S DIRECTIVE**

**FACULTY OF SCIENCE UP**

PrF-B-18/02

**Directive of the Dean of the Faculty of Science, Palacký University, Olomouc regarding credit recognition of student stays abroad**

Content: Directive of the Dean of the Faculty of Science, Palacký University Olomouc regarding credit recognition of student stays abroad

Drafted by: Dean and Secretary of the Faculty

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Distribution list: Secretaries of departments and research centers

 Head of the Economic department

 Secretary of the Faculty

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Directive of the Dean of the Faculty of Science, Palacký University Olomouc regarding credit recognition of student stays abroad

**Preamble**

This Directive regulates the recognition of credits for student mobility abroad as required by the European Credit Transfer System (ECTS). Directive becomes effective on the date of its signature, at the same time the effect of Dean's Directive 1/2014 of 13.1. 2014 expires.

**Article 1: General provisions**

1. For students traveling abroad, the Study and Examination Code of UP and Dean's Decree of the Faculty of Science regulating some issues of this Code, shall apply to its full extent.

2. A student is required to gain at least 20 credits for each semester during a stay abroad.

3. Before the trip, the student will submit a Learning Agreement. After approval by the relevant vice-dean, this document becomes binding for the student.

4. Recognition of credits gained abroad is recommended by the relevant guarantor of the exchange program. He also helps with the preparation of a study plan and is required to inform the student of the conditions required for the recognition of studies resulting from the financial agreement, from this Directive and from the nature of the field of study. Recognition of the curriculum, as well as the recognition of subjects and credits must be approved by the authorized vice-dean.

5. The head of the department, which guarantees the relevant field of study, appoints and recalls the guarantor (guarantors) from the staff of the department involved in the organization of international cooperation. The guarantor of the exchange program with a particular foreign partner is usually a person who has signed a cooperation agreement with that partner or who is a contact person in the cooperation agreement.

6. The student is selected on the basis of a selection procedure, where he must, among other things, prove sufficient language skills for studying abroad and present his / her vision of the study plan. The selection procedure must be attended by the relevant guarantor of the exchange program and by the student for international student mobility.

7. The student is obliged to report his / her foreign stay before the departure to the foreign mobility referent.

8. A student who, during his / her foreign stay, interrupts or terminates his / her studies at the Faculty of Science, loses his / her entitlement to both the recognition of credits obtained abroad and financial support (scholarship for study abroad).

**Article 2: Preparation of the Learning Agreement prior to going abroad**

1. Before leaving, the guarantor of the exchange program and the outgoing student are obliged, together with the credit counselor of the department guaranteeing the relevant study field, to create the student's Learning Agreement for the given academic year, which complies with UP and PrF regulations and is comprised of subjects the student plans to complete at the host university.

2. The Learning Agreement must specify exactly which subjects of the study program at the Faculty of Science will be replaced by subjects studied abroad. Learning Agreement of the outgoing student is approved by the relevant vice-dean, based on the recommendation of the relevant guarantor of the exchange program.

3. The condition for approval of the Learning Agreement is that the student plans to complete worth at least 20 credits per semester. The recommended number is 20-30 credits per semester.

4. Another condition for the approval of the Learning Agreement is to include at least one subject equivalent to subject in A or B category taught at the Faculty of Science.

5. The guarantors shall assist in ensuring that the student and credit counselor of the department have access to credit assessment information and the hourly scale and syllabi of the courses at the host university.

6. Should the student, upon arrival at foreign university, find out that the Learning Agreement in its original form is not possible to comply with for objective reasons (e.g. the subject was not open in the semester), he / she must apply for a change in the Learning Agreement. The changed curriculum must continue to meet the conditions defined in Article 2, paragraphs 2-4. The change is approved by the authorized Vice-dean based on the recommendation of guarantor of the exchange program.

**Article 3: Credit Recognition on Return from Stay Abroad**

1. Upon return, the student must submit a list of completed subjects - Transcript of Records, confirmed by the study department of the host university, usually in the English language. Completion of the course means attending the course or seminar and passing of the exam, the credit, the colloquium.

2. The credit value of all subjects listed in the Learning Agreement will be recognized as the actual value. Where this value exceeds the value of subject in A or B category, the surplus of credits will be recognized as credits for subjects in C category. Any fractional credit values are adjusted so that their sum is equal to the sum of the original credit values rounded up to the whole number.

3. During exchange stays in countries where the ECTS system is not applied, the credit value of the subjects shall be determined by the guarantor of the exchange program upon agreement with the Head of the Department guaranteeing the respective field of study uniformly for all students who have completed the subject. The credit value should be determined according to the credit value of the corresponding subjects at the Faculty of Science.

4. Subjects that do not have the equivalent in the study plans of Faculty of Science will be recognized as C-category subjects.

5. In case the student is sent by a different department than the department guaranteeing the relevant study fields, the recognition of the courses completed abroad is approved by the guarantor of the exchange program of the department which sent the student together with the head of the department that guarantees the field of study.

6. The guarantor of the exchange program also recommends recognition or non-recognition of subjects that the student has completed in addition to the Learning Agreement.

7. The guarantor's recommendation shall include a table with the following data: the subject that the student has completed abroad and his / her credit assessment and the subject of the study program at the Faculty of Science, which is replaced by the former, including his credit value and subject category (A, B, C). Recognition of subjects and credits must be approved by the authorized Vice-dean.

8. If a student disagrees with the recommendation of the relevant guarantor, he may appeal to the authorized Vice-dean.

9. If a student fails to meet the conditions defined in this Directive (in particular in Article 1, paragraph 2 or in the Financing Agreement or severely deviates from the approved Learning Agreement), Palacký University has the right to request partial or total reimbursement of the financial support provided. Only credits from the subjects listed in the Learning Agreement that he / she actually gained during his studies abroad will be recognized.

In Olomouc, on June 15, 2018

doc. RNDr. Martin Kubala, Ph.D. , v.r.
Dean of the Faculty of Science