

Decree of the Rector No. 5/2015

on the Recognition of Studies within the Scope of Foreign Student Mobility Stays Realised on the Basis of the Erasmus+ Programme

This decree shall become effective on 1 June 2015.

Article 1

General Provisions

1. This Decree shall regulate the recognition of studies and credits within the scope of foreign student mobility stays pursuant to the requirements of the ECTS (European Credit Transfer System) and realised on the basis of the Erasmus+ programme; it applies to academic stays as well as to traineeships.
2. A student sent abroad within the scope of the Erasmus+ programme must be registered in an accredited Bachelor's, Master's or doctoral programme at AMU, and must be in at least the second programme year (applies to Bachelor's-level applicants only). In the case of the departure of a fresh graduate for a traineeship abroad, it is necessary to sign all documents during studies at the sending institution; at the time of signing the documents, the departing graduate must still have the status of a student. After returning, the graduate will have the same responsibilities as a student (to hand over a confirmation of the duration of the traineeship and an evaluation of the traineeship to the receiving institution, to fill in the final report).

Article 2

Learning Agreement for Academic Stays

1. Prior to departing for the academic stay, the student shall fill in the Learning Agreement ("Studijní smlouva"), Annex No. 1 – Before the Mobility. The Agreement must be signed by the student, by the head of the home department and by the Vice-Dean responsible for the international agenda of the relevant faculty, and thus it will become a binding Learning Agreement.
2. The student should consult any changes in the Learning Agreement for Academic Stays with the coordinators of the receiving and sending institutions. All changes must be recorded in the During the Mobility section and confirmed in writing (or by e-mail) by the student and by the receiving and sending institutions within one month after the student's arrival at the receiving institution.
3. Unapproved changes in the Learning Agreement for Academic Stays are considered to constitute non-fulfilment of the approved study plan, and subjects completed outside the Learning Agreement for Academic Stays as well as the credits earned for them may not be recognised. The Transcript of Records (Annex No. 2) with the academic results from the foreign stay must be in accordance with the Learning Agreement for Academic Stays.

4. Should the student violate the terms and conditions of the Learning Agreement for Academic Stays, he/she shall be required to return the financial support or a portion thereof to be set by the sending institution.

Article 3

Learning Agreement for Traineeships

1. Prior to departing for the traineeship, the student shall fill in the Learning Agreement for Traineeships ("Studijní smlouva pro praktickou stáž"), Annex No. 3 – Before the Mobility. The Agreement must be signed by the student, by the head of the home department and by the Vice-Dean responsible for the international agenda of the relevant faculty, and thus it will become a binding Agreement. The Learning Agreement for Traineeships will stipulate the manner in which the traineeship will be recognised upon the student's return (see Article 5 hereof); the recognition of a traineeship does not apply to graduates.
2. The student should consult any changes in the Learning Agreement for Traineeships with the coordinators of the receiving and sending institutions. All changes must be recorded in the During the Mobility section and confirmed in writing (or by e-mail) by the student and by the receiving and sending institutions within one month after the student's arrival at the receiving institution.
3. Unapproved changes in the Learning Agreement for Traineeships shall be considered to constitute non-fulfilment of the approved work plan. In the case of a negative evaluation of the student's performance during the course of the traineeship by the receiving institution, the sending institution shall not be required to include the traineeship in the Diploma Supplement.
4. Should the student violate the terms and conditions of the Learning Agreement for Traineeships, he/she shall be required to return the financial support or a portion thereof to be set by the sending institution.

Article 4

Recognition of Academic Stays

1. In the case of an academic stay, the student is required to earn at least 18 credits per semester, even if he/she has fulfilled all academic responsibilities at his/her home department; the additional credits will be recognised either as elective subjects with the subject codes of the sending institution or as so-called foreign subjects with the subject codes of the receiving institution, and will be entered into the Diploma Supplement.
2. On the basis of the Transcript of Records confirmed by the receiving institution, the student shall fill in the third part of the Learning Agreement (After the Mobility).
3. The student's fulfilment of the study plan from the Learning Agreement and recognition of individual subjects shall be assessed by the department head or by the Vice-Dean responsible for the international agenda of the relevant faculty in accordance with the contents of the student's academic programme. The Dean or an academic staff member authorised by the Dean shall

decide on the recognition of subjects and credits earned at the receiving institution pursuant to the AMU Attendance and Examination Rules, Article 8, para. 8.

4. The student shall hand over the filled in and signed original of the third part of the Agreement, After the Mobility, to the Department of Academic Affairs (“Studijní oddělení”) of the relevant faculty, and shall hand over a copy thereof to the Department of International Affairs (“Mezinárodní oddělení”) of the relevant faculty within 14 days after returning from the academic stay, in exceptional cases no later than during the week before the registration date for the next programme year or during the week before the state examination date.

5. The faculty’s Department of Academic affairs will enter into SIS KOS the recognised subjects and credit evaluation on the basis of the duly filled in and signed third part of the Learning Agreement, After the Mobility.

Article 5

Recognition of Traineeships

1. After completing a traineeship, the student shall ensure that the After the Mobility section is duly filled in by the receiving institution. The student shall hand over the filled in and signed form to the Department of International Affairs of the relevant faculty.

2. In the case of a traineeship, credits will be recognised provided the traineeship programme at the sending institution contains a subject corresponding to practice in the field.

3. If the student’s traineeship programme at the sending institution does not contain such a subject, the head of the home department may decide to recognise the credits on the basis of the experience gained by the student which corresponds to the results of studying subjects contained in his/her study plan at the home department.

4. If the experience gained does not correspond to the outputs of studying subjects contained in the study plan but the realisation of the traineeship was deemed beneficial, the student’s traineeship shall be recognised as the elective subject Foreign Traineeship (“Zahraniční praktická stáž”) with a credit evaluation. This subject is then entered into the list of completed subjects in the Diploma Supplement.

5. If it is not possible to recognise the traineeship as a subject with a credit evaluation, it is possible to specify its completion in the note in the Diploma Supplement without a credit evaluation.

Article 6

Final Provisions

1. This Decree shall become valid and effective on 1 June 2015.

2. Decree of the Rector No. 4/2012 is hereby rescinded.