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rektorka / rector

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RECTOR'S DECREE NO. 7/2021

On recognising studies as part of international student mobility undertaken as part of the Erasmus+ programme

Article 1 **General provisions**

- 1) This Decree lays down the rules for recognising the studies and credits under the ECTS (European Credit Transfer System) requirements as part of international student mobility stays undertaken under the Erasmus+ programme, including both study stays and traineeships where any of the Faculties of the Academy of Performing Arts in Prague (AMU) is the sending institution.
- 2) For the purposes of this Decree, an international student mobility stay undertaken under the Erasmus+ programme may be a:
 - a) Study stay,
 - b) Traineeship.
- 3) A student sent abroad under Erasmus+ must be registered in an accredited bachelor's, master's, post-bachelor, or doctoral study programme at AMU.
- 4) At the moment of executing a Learning Agreement, the leaving student must have a student status; where a fresh graduate is leaving for a traineeship abroad, they must have signed all the documents while still a student at AMU. On returning, a graduate is subject to the same obligations as a student (e.g., the obligation to submit a certificate of the duration of the traineeship and the evaluation of the traineeship by the receiving institution, and complete the final report in accordance with Erasmus+ rules).

Article 2 **Study stays**

Study stay agreement

- 1) Prior to leaving for a study stay, the student must complete the Learning Agreement at <https://learning-agreement.eu> following the relevant instructions published, as the case may be, at www.amu.cz and the individual Faculties' websites and, if the receiving institution so requires, the Learning Agreement may also need to be completed in hard copy (Attachment 1). The Agreement is to be signed by the student, the respective Faculty's Vice-Dean in charge of international agenda and a representative of the receiving institution in order to become a binding Learning Agreement for a study stay.
- 2) The student shall consult coordinators at both the sending and the receiving institution for any changes to be made to the Learning Agreement. Any and all changes must be recorded in the section Changes to Learning Agreement (through <https://learning-agreement.eu>) and approved in writing (or via e-mail) by the student and both the receiving and sending institutions within one month of arriving at the receiving institution.
- 3) Unapproved changes to the Learning Agreement are considered a failure to observe the approved curriculum and any subjects completed outside the Learning Agreement as well as the credits obtained for them do not have to be recognised.
- 4) The Transcript of Records (Attachment 2) containing the academic results of the international stay must be in accordance with the Learning Agreement.
- 5) If the student breaches the provisions of the Learning Agreement or fails to obtain a sufficient amount of ECTS credits as per clause 6, the student will have to return the financial support or its proportional part as determined by the sending institution.

Recognition of study stays

- 6) For study stays in the duration of
 - a) 5–30 days, the student is obligated to obtain at least 3 ECTS credits;
 - b) 31–90 days, the student is obligated to obtain at least 10 ECTS credits;
 - c) 91 days or longer, the student is obligated to obtain at least 18 ECTS credits per semester, including if they have completed their study obligations at AMU; any extra credits will be

recognised either as elective subjects with AMU subject codes or as 'foreign' subjects with subject codes of the receiving institution and recorded in the Diploma Supplement.

- 7) Based on the Transcript of Records confirmed by the receiving institution, the student shall complete the form Proof or Recognition (Attachment 3).
- 8) The Head of the Department or the Vice-Dean in charge of international agenda of the relevant Faculty shall assess the observance of the curriculum under the Learning Agreement and the recognition of the individual subjects in accordance with the content of the student's programme. The Dean makes the decision as to the recognition of the subjects and credits obtained at the receiving institution under the Attendance and Examination Regulations of AMU, Article 4, clause 2.
- 9) The student shall submit the completed and signed original Proof of Recognition to the international department of the relevant AMU Faculty within 14 days of returning from the study stay.
- 10) The Faculty's Department of Student Affairs shall record the recognised subjects and credit ratings in the KOS study information system subject to a duly completed and signed Proof of Recognition and Dean's decision.

Article 3 Traineeships

Learning Agreement for Traineeship

- 1) Prior to leaving for a traineeship, the student shall complete the Learning Agreement for Traineeships (Attachment 4) – Before the Mobility. The Agreement is to be signed by the student, the Head of the sending Department, the respective Faculty's Vice-Dean in charge of international agenda and a representative of the receiving institution, whereby the Agreement becomes binding. The Learning Agreement for Traineeships shall specify how the traineeship will be recognised for the student after returning (see clause 5 et seq. of this Article); the recognition of traineeships does not apply to graduates.
- 2) The student shall consult coordinators at both the sending and the receiving institution for any changes to be made to the Learning Agreement for Traineeships. Any and all changes must be recorded in the section During the Mobility and approved in writing (or by e-mail) by the student and the sending and the receiving institutions within one month after arriving at the receiving institution.
- 3) Unapproved changes to the Learning Agreement for Traineeships are considered a failure to observe the approved working plan. In the event of a failure to observe the approved working plan or a negative rating of the student's performance during the traineeship on the part of the receiving institution, the sending institution is not obligated to record the traineeship in the Diploma Supplement.
- 4) If the student breaches the provisions of the Learning Agreement for Traineeships or fails to observe the working plan or receives a negative rating of their performance during the traineeship from the receiving institution, the student will have to return the financial support or its proportional part as determined by the sending institution.

Recognising traineeships

- 5) After the end of the traineeship, the student shall ensure that the receiving institution duly completes the After the Mobility section. The student shall submit the completed and signed form to the international department of their Faculty of AMU.
- 6) Credits for a traineeship will be recognised for the student if their curriculum at AMU includes a subject corresponding to the content of the traineeship.
- 7) If the student's curriculum at AMU does not contain such a subject, the Dean may decide to recognise the credits on the basis of the student's obtained experience that corresponds to the results of learning the subjects contained in the curriculum at the sending Department.
- 8) If the obtained experience does not match the output from learning the subjects contained in the curriculum at AMU, yet the Dean assesses the traineeship as beneficial, the traineeship may be

recognised for the student as the elective subject, International Traineeship with credit allocation. This subject shall then be recorded in the list of completed subjects in the Diploma Supplement.

- 9) If the student's traineeship cannot be recognised as a subject with credit allocation, its completion can be mentioned in a note in the Diploma Supplement without any credit rating.

Article 4 **Final provisions**

- 1) This Decree abolishes Rector's Decree No. 5/2015.
- 2) This Decree becomes valid when signed and effective on 1 September 2021.

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Rector