

LF – B3-1/2012-PN

FACULTY OF MEDICINE AND DENTISTRY PALACKÝ UNIVERSITY

DEAN'S DIRECTIVE

DEAN'S DIRECTIVE TO REGULATE THE RECOGNITION OF COURSE CREDITS AS
REGARDS TO INTERNATIONAL STUDENT MOBILITY

Processed: prof. MUDr. Milan Kolář, Ph.D., Dean LF UP
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Effectiveness: date of signing

Force: date of release

Dean's Directive to Regulate the Recognition of Course Credits as Regards to International Student Mobility

**Article 1
General Provisions**

- a) The present directive regulates the recognition of course credits as regards to international student mobility required by the ECTS (European Credit Transfer System).
- b) The Erasmus programme requires that study abroad be recognized, and efforts are made to this end in other programmes as well.
- c) The Learning Agreement, or as the case may be the Changes Learning Agreement, which is, in fact, a student's study plan defining courses to be attended abroad, is a binding document, and the student may ask for recognition of credit for a completed course under the Agreement.
- d) Outgoing students are, as applicable, subject to the Study and Examination Code of Palacký University (hereinafter referred to as the "Code") and to the Directive of the Dean of the Faculty of Medicine and Dentistry to Implement the Study and Examination Code of Palacký University in Olomouc (hereinafter referred to as the "Dean's directive").
- e) Pursuant to Article 53 of the Code, the Dean of the Faculty of Medicine and Dentistry of Palacký University in Olomouc (hereinafter referred to as the "Faculty") may grant a waiver of the Code and/or the Dean's directive upon a student's request.

**Article 2
Preparing the Study Plan before Going Abroad**

- a) Before going abroad, the student shall, together with the guarantor of the Agreement, prepare a comprehensive study plan for the given academic year. Pursuant to applicable study regulations, the plan shall consist of courses which the student is to attend at the Faculty and at the host university (Appendix No. 1) in the academic year in which the stay abroad takes place.
- b) The Guarantor of the exchange stay shall arrange for the student, as well as for the Head of the respective clinic/institute, to have access to information on the number of credits per course, course workload and syllabi of the respective courses at the host university.
- c) The study plan of an outgoing student shall be approved by the respective Vice-Dean for Student Affairs.

**Article 3
Recognizing Credits after Returning from International Mobility**

- a) After his or her return from abroad, the student shall submit a transcript of completed courses confirmed by the Students Office of the host university. The transcript of completed courses shall include the following: name of the course in English and in the language in which the course was taught, course workload, number of credits awarded, grade and the grading scale.
- b) The credit value of courses completed abroad shall be recognized in accordance with the ECTS and the respective study plans of the Faculty.
- c) If the student completes a language course during the stay, he or she shall be awarded 2 ECTS credits for an elective subject called "Foreign Language".
- d) If the student completes a course which is not part of the General Medicine curriculum, he or she may have it recognized as an optional "C" subject.

- e) After the student returns from the stay abroad, the respective Vice-Dean for Student Affairs shall approve the completed courses (courses and the ECTS) based on the documents provided by the student.
- f) The Students Office shall enter the completed courses and the corresponding credits in the electronic study records system (STAG).
- g) Students who are not able, due to the exchange stay abroad, to sit for the State Comprehensive (Rigorosum) Examination on the scheduled date shall be granted an opportunity to sit for the exam on a special date.

Article 4

Student's Obligations after Returning from International Mobility

- a) All students shall present their experience from the stay at the host university in public.
- b) Before leaving for the stay, the student shall be informed about the format of such presentation.

Article 5

Final Provisions

- a) The present Directive revokes the Dean's Directive No. LF – B3-2/2006-PN on the Recognition of Course Credits as regards to International Student Mobility.
- b) The present Directive becomes effective and enters into force on the date of release.

In Olomouc on February 27, 2011



Prof. MUDr. Milan Kolář, Ph.D.

Dean of the Faculty of Medicine and Dentistry of Palacký University