

<b>University of Chemistry and Technology, Prague</b>	
<b>Title</b>	<b>DIRECTIVE No. A/S/961/7/2019</b>
Subject	Study abroad rules for students of UCT Prague
Applicability	All school
Effective from	October 1, 2019
Effective to	Indefinitely
Revision	Once a year
Cancelled	A/S/961/16/2018
Prepared by	974 – Department of International Relations
Issued by	prof. Ing. Karel Melzoch, CSc

## **Article 1**

### **Introductory provisions**

This directive governs the terms and conditions of study abroad and the procedure for recognition of subjects and credits obtained in the course of foreign study travel, stays and traineeship of students of the University of Chemistry and Technology, Prague (hereinafter “UCT Prague”) within their study at UCT Prague.

## **Article 2**

### **Definitions**

- 1. Short term study travel to abroad (hereinafter “study travel”)** – a travel within which a student of UCT Prague (hereinafter the “student”) takes part in an intensive course, summer (winter) school corresponding to the study workload of at least 2 ECTS credits.
- 2. Foreign study stay (hereinafter “study stay”)** – a stay within which a student of a bachelor or master study cycle fulfils study obligations at a foreign higher education institution for at least 1 semester.
- 3. Foreign traineeship (hereinafter “traineeship”)** – a stay during which a student performs a traineeship, which may include namely preparation of an independent project, final work, or

specialised practice at a foreign higher education institution, a foreign organisation or company (hereinafter “foreign institution”); the duration of such stay shall be at least 30 days.

- 4. Foreign mobility** – study travel, study stay, traineeship abroad.
- 5. Learning Agreement for Studies** – a learning agreement which is the basic document for study stay, listing the names of the study obligations, including the respective number of credits, to be fulfilled by the student at the foreign institution. The agreement includes the method and scope of recognition of such study obligations within the study at UCT Prague.
- 6. Learning Agreement for Traineeship** – an agreement on the work plan which is the basic document for a traineeship, containing a job description including the expected outcomes, and the form of continuous and final assessment by the foreign institution and recognition at UCT Prague.
- 7. Confirmation of Study Period** – an official document issued and confirmed by the foreign institution, containing exact dates of realization of the study travel or study stay.
- 8. Confirmation of Placement Period** – official document issued and confirmed by the foreign institution, containing exact dates of realization and results of the traineeship.
- 9. Study obligations** – a study obligation is namely a study subject, project, final work, specialised practice, etc.
- 10. Mobility programme** – an exchange programme involving travel abroad, e.g. Erasmus+.
- 11. SIS** – Study Information System used at UCT Prague.
- 12. SER of UCT Prague** – Study and Examination Rules of UCT Prague

## **Study travels and study stays**

### **Article 3**

#### **Principle of recognition of study travel**

- 1) The following documents form the basis for the recognition of a study travel:
  - a) Learning Agreement for Studies (See Article 5 of this Directive)
  - b) Confirmation of Study Period – issued and confirmed by the foreign institution to which the study travel was performed. The confirmation of duration of study may be in the form of Certificate of Attendance issued by the foreign institution.

### **Article 4**

#### **Principle of recognition of study stay**

- 1) The following documents issued and confirmed by the foreign institution form the basis for the recognition of a study stay:
  - a) Learning Agreement for Studies (See Article 5 of this Directive)
  - b) Transcript of Records
  - c) Confirmation of Study Period

### **Article 5**

#### **Learning Agreement for Studies**

- 1) Learning Agreement for Studies must be made in writing before the student's departure for a study travel or study stay.
- 2) Learning Agreement for Studies is concluded between the student, UCT Prague and the foreign institution.
- 3) The Learning Agreement for Studies is signed for UCT Prague by the Dean or the person authorised by the Dean, and by the mobility programme coordinator from the Department of International Relations.
- 4) Learning Agreement for Studies may be changed in the course of the study stay upon agreement between all parties. All changes shall be made in the form of a written amendment, i.e. recorded in the section "During the Mobility" of the Learning Agreement for Studies, and signed by all parties (See paragraph 3 of this Article). The deadline for changes of the Learning Agreement for Studies may be defined by the rules of the mobility programme, which are available on the website of the Department of International Relations of UCT Prague.
- 5) By signing the Learning Agreement for Studies, UCT Prague confirms that it agrees with the student's study plan and that, if successfully completed by the student, the study obligations stated in the Learning Agreement for Studies will be recognized after the student's return to UCT Prague in compliance with the Learning Agreement for Studies.
- 6) A study stay whose content is the work on a bachelor or master thesis may be regarded as a study stay and realized based on a Learning Agreement for Studies.
- 7) Any other procedures may be governed by internal documents of the individual faculties.

## **Article 6**

### **Method of recognition of study travel and study stay**

- 1) A successfully completed study travel or study stay must be recognized in compliance with the Learning Agreement for Studies i.e. all verified completed study obligations listed in the Learning Agreement for Studies are recognized.
- 2) A study obligation is recognized according to the study plan of UCT Prague, i.e. the credit value is assigned to the credit value of the study obligation in the study plan of UCT Prague. The classification of the subject is recognized according to the classification obtained abroad.
- 3) In case the foreign institution does not use the ECTS credit system, the classifications of the study subject and the recognized credits are calculated according to a conversion table which is either part of the Transcript of Records, or is available upon request at the Department of International Relations.
- 4) The processing of a request for recognition of subjects and credits from a study travel or a study stay is subject to registration of the study travel or study stay in the SIS under Article 10 hereof.
- 5) Study travels are usually recognized as the subject "Zahraniční stáž" ("International Internship").

## **Article 7**

### **Conditions of recognition of study stay**

- 1) A student at a study stay must obtain abroad the minimum number of credits defined either by the rules of the mobility programme, or by the internal regulation "Study and Examination Rules of UCT Prague"; the higher required value shall prevail.
- 2) If there has been defined a condition regarding the minimum required number of credits, the fulfilment of such condition is assessed primarily according to the Transcript of Records confirmed by the foreign institution, or according to the number of recognized credits.

## **Foreign traineeship**

### **Article 8**

#### **Principle of recognition of traineeship**

- 1) The following documents form the basis for the recognition of traineeship:
  - a) Learning Agreement for Traineeship
  - b) Confirmation of Placement Period (Potvrzení o realizaci praktické stáže)

### **Article 9**

#### **Learning Agreement for Traineeship**

- 1) The Learning Agreement for Traineeship must always contain at least the following information:
  - duration of the traineeship,
  - detailed programme of the traineeship (hereinafter also referred to as “work plan”),
  - expected outcomes (new knowledge, skills and competences).
- 2) The Learning Agreement for Traineeship must be made before the student’s departure for traineeship.
- 3) The Learning Agreement for Traineeship is concluded between the student, UCT Prague and the foreign institution.
- 4) The Learning Agreement for Traineeship is signed for UCT Prague by the Dean or the person authorised by the Dean, and by the mobility programme coordinator from the Department of International Relations.
- 5) Learning Agreement for Traineeship may be changed in the course of the traineeship upon agreement between all parties. All changes shall be made in the form of a written amendment, i.e. recorded in the section “During the Mobility” of the Learning Agreement for Traineeship, and signed by all parties (See paragraph 4 of this Article). The deadline for changes of the Learning Agreement for Traineeship may be defined by the rules of the mobility programme.
- 6) If the work plan is successfully completed, the traineeship shall be recognized in the form of a record in the Transcript of Records in case of students of the bachelor or the master study cycles, or in the form of a record in the Diploma Supplement in case of students of the doctoral study cycle. The method of recognition may be defined by the rules of the mobility programme.
- 7) If credits are assigned for the traineeship, the information on the number of credits to be potentially received by the student shall form part of the Learning Agreement for Traineeship.
- 8) In case of recognition of the traineeship by assigning credits, the number of credits will be decided by the Dean or a person authorized by the Dean. The number of credits should correspond to the duration of the traineeship and the workload of the work plan.
- 9) By signing the Learning Agreement for Traineeship UCT Prague confirms that it agrees with the student’s work plan and that, if successfully completed, the traineeship will be recognized under Article 9 paragraph 6.
- 10) The traineeship may be recognized as the subject “Odborná praxe” (“Specialised practice”).
- 11) The processing of a request for recognition of credits from the traineeship is subject to registration of the traineeship in the SIS under Article 10 hereof.

## **Common provisions**

### **Article 10**

#### **Registration of foreign mobilities in the Study Information System of UCT Prague**

- 1) Each student at a foreign mobility shall register such mobility in the SIS. Before departure, the student shall submit a foreign mobility application to the Department of International Relations. Based on the results of the selection process and the submission of required documents, the Dean's Office of the student's faculty will register the foreign mobility in the SIS.
- 2) The registration of the foreign mobility in the SIS shall be done according to the methodological instruction of the Department of Education of UCT Prague.

### **Article 11**

#### **Common provisions**

- 1) Each student carrying out foreign mobility is obliged, if required so by the rules of the respective mobility programme, to submit a request for recognition of study obligations/credits from foreign mobility after the student's return from abroad, however no later than within 30 days from receipt of the document Transcript of Records or of the confirmation of successful completion of foreign mobility.
- 2) The recognition of study obligations and credits shall be performed promptly, however no later than within 3 months from the student's submission of the request for recognition of foreign mobility.
- 3) The credits recognized for foreign mobility are counted in the total number of credits required for enrolment in the following semester and they are also counted in the assessment whether the minimum credit value of study has been reached.
- 4) The request for recognition of study obligations/credits from foreign mobility shall be submitted by the student to the Dean's Office of his/her faculty, where the request is processed based on all required documents under Articles 3, 4 or 8 hereof according to the type of foreign mobility.
- 5) The subject "Zahraniční stáž" ("International Internship") may be recognized in each of its alternatives specified by their respective subject code only once in a study cycle.
- 6) Should the document Transcript of Records contain study obligations not stated in the Learning Agreement for Studies / Learning Agreement for Traineeship, or if they are not recorded as a change thereto, UCT Prague has no obligation to recognize such study obligations.
- 7) The recognition of traineeship or its part, and of the study obligations completed abroad by a student of a doctoral study programme is within the power of the Dean, who may recognize, upon suggestion made by the Doctoral Study Board, such study as part of the doctoral study programme provided by UCT Prague or its faculty, under Article 41 of the SER of UCT Prague.
- 8) The Dean's Office informs the Department of International Relations of UCT Prague on approval of recognition of a study travel, study stay or traineeship within the student's foreign mobility.
- 9) The Department of International Relations UCT Prague is responsible for methodological support in creating the Learning Agreement for Studies and in recognizing study obligations; as for recognizing study obligations, the department may only provide general information and is not authorized to issue any binding recommendation or decision.
- 10) The internal regulation "Study and Examination Rules of UCT Prague" ("Studijní a zkušební řád VŠCHT Praha"), particularly its Articles 20 and 26, is the decisive document ruling the recognition of studies abroad.

## **Article 12**

### **Transitional provisions**

- 1) Foreign mobilities commenced after 1<sup>st</sup> August 2019 and concurrently before the effective date of this directive are governed by previous Directive No. A/S/961/16/2018.
- 2) This directive becomes valid on the day of its signing, and comes to effect on 1<sup>st</sup> October 2019.

**Prof. Ing. Karel Melzoch, CSc.**

Rector