

REGULATIONS OF THE CREDIT SYSTEM FOR BACHELOR'S, FOLLOW-UP MASTER'S, AND DOCTORAL STUDENTS STUDYING ABROAD WITHIN THE ERASMUS+ PROGRAMMES, INTERFACULTY AND INTERUNIVERSITY AGREEMENTS

DIRECTIVE S_SO_007		
Version: 002		
Issued by Dean's Measure: 29/2023		
Date of issuance: 16.11.2023	In effect from: 15.12.2023	Validity: Indefinite period of time
Related regulations and documents: Act no. 111/1998 Coll., on Universities Rules for organization of studies at FSV UK S_OZS_002 Conclusion and implementation of interfaculty agreements on exchange stays etc. at FSV UK		
Repealed regulations: Directive S_SO_007 Regulations of the Credit System for Bachelor's, Follow-Up Master's, and Doctoral Students Studying Abroad Within the Erasmus+ Programmes, Interfaculty and Interuniversity Agreements at FSV UK – version 001		
A lead (unit, staff member): PhDr. Malvína Krausz Hladká, Ph.D., vice-dean for student affairs PhDr. Zuzana Kasáková, Ph.D., vice-dean for international relations		
Elaborated by: Mgr. Michael Podsedník, head of Student Services Office Mgr. Michaela Rudinská, head of International Office		
Appendices:		
Brief summary of the regulation: It regulates the credit system for bachelor's, follow-up master's, and doctoral students studying abroad within the Erasmus+ programmes, interfaculty and interuniversity agreements		
Discussed with AS FSV UK: Not requested	Approved by AS FSV UK: Not requested	Discussed with trade unions: Not requested
Discussion with or approval by another body: Not requested		
In charge of accuracy: Mgr. Michaela Rudinská, head of International Office JUDr. Jindra Pavlová, Legal Office Ing. Monika Mandová, head of SD&KT Ing. Ondřej Blažek, Faculty Secretary		
Issued by: PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty		

Part I – Information about the Regulation

1. Reasons for and Explanation of the Changes

Content of the change	Point
Adding a transcript definition	3.6.
Regulations of credit requirements	4.1.; 4.2.
Regulations of the procedure for submitting the Record of Recognition of Study Obligations	6.
Procedure for study stays abroad to which students are not sent by the school	7.

2. Purpose and Scope of the Measure

This measure issues a new version of the Directive - Regulations of the Credit System for Bachelor's, Follow-Up Master's, and Doctoral Students Studying Abroad Within the Erasmus+ Programmes, Interfaculty and Interuniversity Agreements, which regulates the minimum amount of credits for students who are sent by the school to study abroad and also the recognition of courses and credits obtained abroad as equivalents at the Faculty of Social Sciences of Charles University.

Part II – Basic Terms

3. Definition of Terms

- 3.1. An applicant for study becomes a **student** on the date of enrolment. Enrolment takes place at the faculty that implements the respective study programme within the time limit set by the Dean of that faculty. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of termination of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 or interruption of studies in accordance with § 54 of Act No. 111/1998 Coll., Act on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities).
- 3.2. **A study programme** is a comprehensive plan of education in a specific study field. The type of university education activity is determined by the type of accredited study programmes being pursued. The types of study programmes include bachelor's, master's, and doctoral levels. The study programme is specified and implemented by the study plans.
- 3.3. **Credits** are awarded for successful completion of the course. Credits reflect the course difficulty that a university student must undertake to successfully complete the course.
- 3.4. **The Rules for the Organization of Studies at FSV UK** is understood as a supplement to the Study and Examination Regulations of Charles University pursuant to Article 19 paras 2 and 3. These are the requirements of the study programmes implemented at the Faculty of Social Sciences that regulate the details of the organization of studies at the faculty.
- 3.5. **The guarantor** of the study programme is an academic staff member who, by his/her expertise and on his/her behalf, is fundamentally responsible for the quality and proper implementation of the study programme s/he guarantees. S/he is responsible for ensuring, in cooperation with

the authorities of the respective faculty or faculties, the content and methodological quality of the study programme, the quality of its implementation, as well as its development and regular evaluation.

- 3.6. **A transcript or transcript of completed study obligations is an official record of the courses taken at the receiving university, indicating the grade and number of credits.**

Part III – Regulations of Credit System

4. Credits Requirements

- 4.1. Students who are sent to study abroad by the school within the Erasmus+ programmes, interfaculty and interuniversity agreements must obtain a total of 20 credits within the bachelor's study and 15 credits within the follow-up master's or doctoral study ~~with effect from the winter semester of 2018/2019 per semester~~ as a minimum obligation necessary for enrolment ~~in the next segment of study~~.
- 4.2. These are recalculated credits, i.e. credits obtained when the guarantor of the respective study programme/field recognizes and evaluates (or evaluates with a course credit) the subjects enrolled and completed abroad as the equivalent of compulsory subjects that are part of the respective study plan at FSV UK, elective subjects, or optional subjects.

5. Recognition of Courses

- 5.1. In the event the course taken abroad is recognized as equivalent to a compulsory course, it is awarded the number of credits that this course has in the FSV UK study plan.
- 5.2. In the event the course taken abroad is recognized as an elective course, it is awarded the corresponding number of credits usual for elective courses in the given study plan.
- 5.3. If it involves a pre-diploma stay within which the student devotes part of his/her capacity to the preparation of a bachelor's, master's, or dissertation thesis, the guarantor may also recognize such bachelor's, master's, or doctoral seminar to a student studying abroad within study stays abroad, provided such a course is part of the respective study plan at FSV UK. In such a case, the guarantor awards the student with the number of credits that the diploma seminar has in the given study plan.
- 5.4. Credits awarded abroad in accordance with these regulations are included in the minimum study obligations and the marks set by the guarantor on the basis of the study results obtained abroad apply to the calculation of the merit scholarship for the given period. Credits that the student obtains directly at FSV UK during his/her stay abroad are included in the total study obligations, but not in the minimum study obligations and cannot be the basis for the calculation of the merit scholarship.

6. Record of Recognition of Study Obligations

- 6.1. Recognition of subjects together with the evaluation, recalculated number of credits and equivalent for which the subject is recognized (the code must be stated for recognitions as compulsory subjects), is **confirmed by the signature of the guarantor of the study programme** in the following form – Record of recognition of study obligations (<https://fsv.cuni.cz/en/study/student-forms>). **The student submits or sends a copy of the**

transcript and the signed Record to the post room of the [Student Services Office](#) for processing. The Record is finally confirmed by the signature of the vice-dean for student affairs.

- 6.2. Students in the Czech study programme fill in the Czech form, students in the English programme fill in the English form.
- 6.3. Students who do not wish to have their courses completed abroad recognized and do not submit the Record of Recognition of Study Obligations to the Student Service Office must submit a transcript of the completed courses at the foreign university to the faculty's International Office. Students must take into account the specific procedures and deadlines of the receiving university when issuing the transcript and plan their stay so that they submit the transcript of completed courses within the proper deadlines. Without this document, they will not be able to progress to the next segment of their studies or be admitted to the state final examinations.

7. General Provisions

- 7.1. Students who leave for a study stay to which they are not sent by the school must fulfil all the obligations imposed by the Rules for the Organization of Studies at FSV UK, or interrupt their studies. [In the case of recognition of courses completed at a foreign university, the procedure in accordance with Article 5.4 applies.](#)