



ORDINANCE OF THE DEAN No. 05/2017,

regulating conditions for recognition of credits and examinations at the Faculty of Arts at the University of South Bohemia in České Budějovice

Ref.: DFF / 05/17

1. Recognition of credits and examinations at the Faculty of Arts at the University of South Bohemia in the České Budějovice (hereinafter referred to as FA USB) is governed by Article 25 of the Study and Examination Regulations of the University of South Bohemia in České Budějovice of 22nd May 2017 (hereinafter SER USB) in accordance with the Act no.111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act), as amended (hereinafter referred to as the Act).
2. At the FA USB students request recognition of credits and examinations from the Dean of the Faculty. Students must apply for recognition of courses with the providing the relevant documents (see the Guideline of the Vice-Dean for Student Affairs, (hereinafter referred to as the Vice-Dean), within the deadlines set by the current academic year schedule (hereinafter referred to as schedule). An exception is permitted when a student is awarded credit or passes an examination during the academic year after the deadline set by the relevant schedule and its non-recognition would make it impossible to successfully complete studies in the given academic year.
3. Study obligations and courses completed in previous or parallel studies at the University of South Bohemia, at another university in the Czech Republic or abroad or at a higher professional school shall be recognized in accordance with Section 68 (1) d) of the Act as obligatory (status A), elective (status B) or optional (status C) based on comparison of the extent and content of the study obligations / completed course comprising a study obligation / course of a standard curriculum (see Article 5 SER USB) of the degree programme the student is currently enrolled in.



4. The decision on recognition of a course is influenced by the grade the student obtained in the completed course - the Dean shall not recognize an examination graded worse than "very good" (2), see Article 25 (7) b) of the SER USB.
5. Studies at the FA USB are not divided into blocks within the meaning of paragraph 1, Article 18 SER USB, so the Dean of the FA USB cannot recognize integral parts of studies in the meaning of Article 25 (7) c).
6. Students of the Consecutive Master's programme can apply for recognition of up to 20% of the prescribed credit limit for elective courses of the currently studied curriculum based on the courses completed in the previous Bachelor's or Master's programme.
7. The Dean of the FA USB cannot grant an application for recognition of a State Final Examination. State Final Examinations (see Section 53 of the Act) are a part of a degree programme (see Section 44 of the Act). According to Section 68 of the Act, the higher education institution decides on the rights and obligations of the student regarding recognition of examinations, not state examinations.
8. The Dean may decide on recognition of study obligations ex officio in case the student has been accepted in another degree programme, a change of the curriculum or mode of study has been granted or following a change in the accreditation of a degree programme resulting in a change of the rules for curriculum design binding the student's curriculum.
9. When applying for recognition of credits and examinations, students follow the Implementation Guidelines of the Vice-Dean annexed to this Ordinance. The Vice-Dean is responsible for continuous updating and interpretation of the individual provisions of this Ordinance.
10. This Ordinance enters into force on 1st September 2017 and replaces the Ordinance of the Dean No. No 11/2014 of 1st September 2014.



In České Budějovice on 1st September 2017

Prof. PaedDr. Vladimír Papoušek, CSc.
Dean

Annex: Implementation Guidelines to Ordinance 05/2017

IMPLEMENTATION GUIDELINES

*to Ordinance 05/2017,
regulating conditions of recognition of credits and examinations
at the Faculty of Arts at the University of South Bohemia in České Budějovice*

- A.** Students requesting recognition of credits and examinations from courses completed in a previous study at the Faculty of Arts, where the abbreviation of the previously completed and currently studied course in the STAG Information System is the same¹, shall proceed as follows:
- submit a completed application form "Application for recognition of courses" - format A4 - it is **not necessary to complete the section "Institution statement"** (last column) in the form;
 - provide a proof of payment of the administrative fee of CZK 450;
 - in case the student requests recognition of credits and examinations with a total value of more than or equal to 162 credits (Bachelor's programmes) or 102 credits (consecutive programmes), the administrative fee to be paid and proof of payment provided, is doubled, i.e. 900, - CZK;
 - attach a document certifying completion of the course - issued by the Study Department of the FA USB and signed and stamped by the Departmental assistant (issuance of this document is not charged, the charge is included in the total fee for the application for recognition of courses, see above);
 - the Dean shall not recognize credits and award the corresponding number of credits if the course was completed more than five years ago (see Article 25 (7) a) SER USB;

¹ If the abbreviation of the completed and currently studied course is different due to a transfer of the course from one institute to another (e.g. KAJ – UAN) or due to a reorganisation of the workplace (e.g. UUK-UEU, UKS), the course is deemed as identical.



- the recognized courses and associated credits shall not be counted towards the fulfilment of the obligations under Article 20 (5) nor the obligations defined in Article 31 (1) b) and c);
- for students whom the Dean grants recognition of at least 85% of the overall minimum number of credits (i.e. at least 153 credits for a Bachelor's degree or at least 102 credits for a Master's degree), the provisions of Article 24, paragraph 1 do not apply.

B. Students requesting recognition of credits and examinations from courses completed in previous studies at the Faculty of Arts, where the abbreviation of the **previously** completed and currently studied course² does not match in the STAG Information System, shall proceed as follows:

- submit a completed application form "Application for recognition of courses" - A4 format - **it is necessary to complete the section "Institution Statement" part of the form (the last column) which guarantees the standard curriculum the student submitting the application is enrolled in** ; when so-called "common foundations" are concerned in combination of standard curricula, the institution that guarantees, offers and teaches the specific course - the authorized person stated in the footer of the form (the form is signed and stamped by the institute) completes the form and checks the data provided by the student. The Teacher of the course does not comment on the application however they may be asked for an opinion / cooperation by the authorized person at the institute;
- provide a proof of payment of the administrative fee of CZK 450;
- attach a document certifying completion of the course - issued by the Study Department of the FA USB and signed and stamped by the Departmental assistant (issuance of this document is not charged, the charge is included in the total fee for the application for recognition of courses, see above)
- include the syllabus of the course, i.e. information about the scope and content of the **completed** course, stamped by the relevant Department or the FA USB Institute and signed by the responsible person of the relevant Department or the Institute;
- the Dean shall not recognize credits and award the corresponding number of credits if the course was completed more than five years ago (see Article 25 (7) a) SER USB;
- the recognized courses and associated credits shall not be counted towards the fulfilment of the obligations under Article 20 (5) nor the obligations defined in Article 31 (1) b) and c);

² If the abbreviation of the completed and currently studied course is different due to a transfer of the course from one institute to another (e.g. KAJ – UAN) or due to a reorganisation of the workplace (e.g. UUK-UEU, UKS), the course is deemed as identical.



- for students whom the Dean grants recognition of at least 85% of the overall minimum number of credits (i.e. at least 153 credits for a Bachelor's degree or at least 102 credits for a Master's degree), the provisions of Article 24, paragraph 1 do not apply.
- if the applicant participates in an international mobility in a previous study at the FA USB, they cannot apply for recognition of those courses.

C. Students applying for recognition of credits and examinations from courses completed in previous studies at another Faculty of the University of South Bohemia in České Budějovice or another university in the Czech Republic, shall proceed as follows:

- submit a completed application form "Application for recognition of courses" - A4 format - **it is necessary to complete the section "Institution Statement" part of the form** (the last column) **providing statement from the institution guaranteeing the standard curriculum the student submitting the application is enrolled in** ; when so-called "common foundations" are concerned in combination of standard curricula, the institution that guarantees, offers and teaches the specific course - the authorized person stated in the footer of the form (the form is signed and stamped by the institute) completes the form and checks the data provided by the student. The Teacher of the course does not comment on the application however they may be asked for an opinion / cooperation by the authorized person at the institute;
- provide a proof of payment of the administrative fee of CZK 450;
- attach a document certifying completion of the course - issued by the Study Department of the FA USB and signed and stamped by the Departmental assistant (when a successfully completed studies are concerned, this can be a certified copy of the **Diploma supplement**)
- include the syllabus of the course, i.e. information about the scope and content of the **completed** course, stamped by the relevant Department or the higher education institution and signed by the responsible person of the relevant Department or Institution;
- the Dean shall not recognize credits and award the corresponding number of credits if the course was completed more than five years ago (see Article 25 (7) a) SER USB;
- the recognized courses and associated credits shall not be counted towards the fulfilment of the obligations under Article 20 (5) nor the obligations defined in Article 31 (1) b) and c);
- for students whom the Dean grants recognition of at least 85% of the overall minimum number of credits (i.e. at least 153 credits for a Bachelor's degree or at least 102 credits for a Master's degree), the provisions of Article 24, paragraph 1 do not apply.



- D.** Students applying for recognition of credits and examinations from courses completed in previous studies abroad shall proceed as follows:
- submit a completed application form "Application for recognition of courses" - A4 format - **it is necessary to complete the section "Institution Statement" part of the form** (the last column) **providing statement from the institution guaranteeing the standard curriculum the student submitting the application is enrolled in** ; when so-called "common foundations" are concerned in combination of standard curricula, the institution that guarantees, offers and teaches the specific course - the authorized person stated in the footer of the form (the form is signed and stamped by the institute) completes the form and checks the data provided by the student. The Teacher of the course does not comment on the application however they may be asked for an opinion / cooperation by the authorized person at the institute;
 - provide a proof of payment of the administrative fee of CZK 450;
 - provide a certificate confirming completion of the course - issued by a foreign university in the original (English) language and signed and stamped by the responsible person; if the certificate **is issued in a language other than** English, a Czech translation of the certificate must be enclosed;
 - include the syllabus of the course in the original (English) language, i.e. information about the scope and content of the completed course, stamped and signed by the responsible person at the foreign school; if the syllabus of the course **is issued in a language other than** English, Czech translation of this syllabus must be enclosed;
 - the Dean shall not recognize credits and award the corresponding number of credits if the course was completed more than five years ago (see Article 25 (7) a) SER USB;
 - the recognized courses and associated credits shall not be counted towards the fulfilment of the obligations under Article 20 (5) nor the obligations defined in Article 31 (1) b) and c);
 - for students whom the Dean grants recognition of at least 85% of the overall minimum number of credits (i.e. at least 153 credits for a Bachelor's degree or at least 102 credits for a Master's degree), the provisions of Article 24, paragraph 1 do not apply;
 - Part D does not apply to applications for recognition of foreign mobility courses.
- E.** Students applying for recognition of credits and examinations from courses completed within international student mobility during their studies shall proceed as follows:



- submit a completed application form "Application for recognition of courses" - A4 format - **it is necessary to complete the section "Institution Statement" part of the form** (the last column **providing statement from the institution guaranteeing the standard curriculum the student submitting the application is enrolled in** ; when so-called "common foundations" are concerned in combination of standard curricula, the institution that guarantees, offers and teaches the specific course - the authorized person stated in the footer of the form (the form is signed and stamped by the institute) completes the form and checks the data provided by the student. The authorized person's decision must clearly express whether the course is recognized as obligatory (status A + abbreviation of the Czech equivalent), elective (status B + abbreviation of the Czech equivalent) or optional (status C - abbreviation of the Czech equivalent is not required), the Teacher does not comment on the application, however they can be asked for an opinion / collaboration by the person authorized by the institute;
- attach a Transcript of records issued by a foreign university in the original (English) language and bearing the signature and stamp of the responsible person;
- on the basis of a properly documented application certified by the guaranteeing institution, the Dean shall recognize successfully completed courses, including their grades and credit assessment in the ECTS system; the Vice-Dean on the basis of the Learning Agreement shall in disputed cases determine whether these are obligatory, elective or optional (see Article 25 (9) SER USB);
- in the STAG portal in the "ECTS - mobility" section, the student must fill in all the courses they completed during the mobility they have just returned from (select the section courses and fill in individual courses), complete all the required information including the course code (if not specified by the Faculty, use X1, X2, etc.) and the number of teaching hours (if the student does not know this number, they shall state 0);
- the first application for recognition of courses from one foreign mobility is free of charge, any additional adjustment of the application for recognition concerning the same foreign mobility is subject to a fee of 450, - CZK.

In České Budějovice on 1st September 2017

Assoc.Prof. PhDr. Ondřej Pešek, PhD
Vice-Dean for Student Affairs