## How to have courses from foreign study placements recognised

Prerequisites

- Record of the placement set up in application <u>Record of data on stays and study and work</u> <u>internships</u>. The record must be set up under the correct faculty! Check in the upper right corner.
- With the record of the placement these documents are attached:
  - Learning Agreement and changes therein
  - Confirmation of Studies
  - Transcript of Records
- In the record of the placement an Administrator of the foreign placement is selected

Procedure for submitting and application for the recognition of courses

1. In the agenda *Student* in the section *During Studies* click on the link <u>Internships and stays</u>

During studies		
	<u>My schoolmates</u> the same field of study/programme of studies <u>Make me public</u> in a course <u>IS reminders     Document Office     My documents - application status     Internships and stays </u>	
	Order ISIC sticker	

Fig. 1: Application for records of internships and stays

- 2. Select the stay for which you want to have courses recognised and click on the button *Edit selected*
- **3.** At the end of the page in the section *Completed courses* click on the link *Enter a course* (if you cannot see this option, check whether you meet the requirements at the beginning of this guide)



Fig. 2: Entering completed courses

Note

- Fill in only those courses that have been certified in the Learning Agreement and Transcript of Records and which at the same time you have successfully completed
- Courses are entered individually



- 4. On the next page give the precise name of the course and ty to search for it. Check that you are working in the correct period courses will be recognised in that period which you have currently selected (see Fig. 3)!
  - **a.** It is possible that the given course is already recorded in the IS MU. In this case the course can be found. Check whether the number of credits is correct and if yes then select the course, add the score and click on the button *Save*
  - **b.** If the number of credits in the course found is not correct or the course is not found, click on the link *Course cannot be found or has a different number of credits, create new one.* Create the course precisely according to the receiving school.

Absolvované předměty zahraničního studijního pobytu	🎉 <u>-1</u> jaro 2016   <u>+1</u>
IS MU > Osobní administrativa > Personální údaje	(spring 2016) (Vyhledat
iahranični studijni pobyt na instituci Mykolo Romerio Universitetas (od 25. 1. 2016 do 24. 6. 2016) Vbdobi studia jaro 2016) (spring 2016)	(Vyniodar
zadejte přesný název předmětu: Dohledat (search)	
lázev můžete zadat v původním nebo anglickém jazyce. Vyhledává se pouze v předmětech volené fakulty a období.	
8) Evidence údajů o stážích, studijních a pracovních pobytech	

Fig. 3: Finding course, checking period

**5.** As soon as you have filled in all the courses that you want recognised (the list of courses in the section *Completed courses* is complete), it is necessary to submit the Application for Recognition. You submit the application by clicking on the link *Submit application for course recognition* (see Fig. 4)

Completed courses: This section is used for recording information about the courses completed during the stay. Please enter the information regarding only those that have been certified as completed by both the faculty the student comes from and the hosting school. That is, the courses must be certified as completed in, for instance, Learning Agreement and, at the same time, Transcript of Records		
<u>FSS:XX_976853</u> French Language 3 (Loughborough University), 5 credit(s) <u>FSS:XX_976852</u> The Asia-Pacific in Global Politics (Loughborough University), 10 credit(s) <u>FSS:XX_976855</u> EUB632 Third World Politics (Loughborough University), 10 credit(s) <u>FSS:XX_976855</u> Cold War Europe (Loughborough University), 5 credit(s) <u>remove courses</u>		
remove selected courses (without any other confirmation)		
⊕ Enter a course		
Submit application for course recognition (>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		

Fig. 4: Submitting application for course recognition

6. On the next page select the courses that you want to have recognised and click on *Continue to submit thee request* 

1	
podzim 2016	
ESS:XX_917658 EUB632 Third World Politics, zk (examination), B, 10 kr., use the course in another request further specification -	
ESS:XX_976851 Cold War Europe, zk (examination), A, 5 kr., use the course in another request further specification -	
ESS:XX_976852 The Asia-Pacific in Global Politics, zk (examination), B, 10 kr., use the course in another request further specification -	
FSS:XX_976853 French Language 3, zk (examination), A, 5 kr., use the course in another request further specification -	
Select all courses Cancel the selection of all courses	
Continue to submit the request	
Overview of all my requests	

Fig. 5: Select courses for submission of application for recognition

## MUNI CZS

- 7. Next there is a summary page with all the courses. Check that the completed details are correct. If you find an error do not submit the application and first correct the error.
- **8.** In each course choose in accordance with the Learning Agreement (and any changes that may have been made therein) if you want to recognise them:
  - **a.** *with credits* (default option)
  - **b.** as a MU course, which you will find through searching courses (form of recognition A or B from the Learning Agreement/changes)
  - **c.** as the original from the receiving institution given into this application choose *I do not want to search for another course as a wish to recognise the original course*
  - d. as a selective course (form of recognition D from the Learning Agreement /changes)
     choose *Include the course among selective courses* or as elective (form of recognition C from the Learning Agreement /changes) do not select the option.

FSS:XX\_917658 EUB632 Third World Politics, details "

The request to recognize the new course will be made with the following attributes of the original course:



Fig. 6: Detail of the application

**9.** As soon as you have checked all the courses and have set the parameters for recognition, at the end of the page click on the button *Submit requests for all courses* 

Submit request to this course	
Submit requests for all courses	

Fig. 7: Final submission of the application

**10.** After the application is processed by the authorised administrator of the foreign stay the courses will be entered into the study records

In the event of technical problems with entering the courses or submitting the application please write to the address <u>istech@fi.muni.cz</u>.