

REQUEST FOR INTERNSHIP RECOGNITION

1) IS » Internships and Stays

- List of recorded stays
- » **Edit selected**

2) Related documents

- Upload Traineeship Certificate
- Document type:
Confirmation of Placement
- Choose file
- » Save

+ Enter a course

3) Completed Courses from Studies Abroad » Could not find the course. Filling a new one.

is > Personal data > Completed Courses from Studies Abroad ✦



Completed Courses from Studies Abroad

Placement abroad at the institution Vall d'Hebron Institut de Recerca (from 18/10/2023 to 30/11/2023)
Term of the studies: Autumn 2023

 No matching course has been found.

Could not find the course. Filing a new one.

Enter the exact name of the course:

You can enter the name in the original language or in English. It can be searched for only from among the courses of the selected faculty and term.

 Internship and Stays

4) Fill in:

- Name of the course:
Placement abroad
- Name of the course in English:
Placement abroad
- Fill in the number of credits based on your LA and Traineeship Certificate (as the faculty coordinator stated)
- Type of completion: z
- Evaluation: z

Completed Courses from Studies Abroad

Placement abroad at the institution Vall d'Hebron Institut de Recerca (from 18/10/2023 to 30/11/2023)
Term of the studies: Autumn 2023



Note: The course must be entered according to the rules for recording course information at MU. You can find the conversion table between the assessment system of the foreign institution and the system of evaluation at MU corresponds to the ECTS and you can view it in the following a... In case you need more information about the transfer of grades or course completion, please... **It is forbidden to enter courses which have not been successfully completed!**

Name of the course in the language in which it is taught (mandatory, max. 128 characters, enter using

Name of the course in English (required for DS, max. 100 characters):

Number of credits: Type of Completion: Evaluation: Language of instruction:

Teachers' names:

Title (preceding the name) Name Surname Degrees (following the name)

The higher education institute of the course:

Vall d'Hebron Institut de Recerca

Common note on the subject (max. 254 characters):

Do not save

 Internship and Stays

5) Go back to 'Internships and Stays'.

6) Click on:

**Submit request
for course recognition**

Place to display information about this stay:
 add to CV
 add to the materials used for evaluating doctoral studies

Stint-related documentation: ⓘ
Elektronická verze dokumentu Training Agreement
Elektronická verze dokumentu Confirmation of Placement Period
remove documents ▾
Document type: --- select ---
Document: [Zvolit soubor] Nevybrán žádný soubor
The document may only be in the PDF format. Provided you upload a file in some other format than PDF, it is usually converted automatically within a day.

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.
FaF:XX_1575694 Placement Abroad
remove courses ▾
+ Enter a course

Submit request for course recognition ⓘ

Save

7) Click on:

Continue to submit the request

is > Document Office > Submit requests for course recognition from different

Submit requests for course recognition

Žádosti o uznání předmětů z Masarykovy univerzity do studia na Farmaceutické fakultě
Select all courses Cancel the selection of all courses

Continue to submit the request

Spring 2025

FaF:XX_1575694 Placement Abroad

Select all courses Cancel the selection of all courses

Continue to submit the request

Overview of all my requests

8) Fill in the course code:

FEMP1_FAF

(or other code stated in the [LA](#))

» Find course

Submitting the request

FaF:XX_1719456 Placement abroad

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

- Term: spring 2025
- Type of completion: z (credit)
- Evaluation: Z
- The number of originally completed credits: 3

with credits without credits ⓘ

The course I wish to recognize on the basis of: FaF:XX_1719456 Placement abroad

I do not want to search for another course as I wish to recognize the original course

Write a word from the course name or the course code:

FaF

Find course

9) IS will find the course in the course catalogue:
[FEMP1_FAF Placement abroad](#)

» **Submit request to course**

Žádosti o uznání předmětů z Masarykovy univerzity do studia na Farmaceutické fakultě
Submitting the request

FaF:XX_1719456 Placement abroad
The request to recognize the new course will be made with the following attributes of the original course:

- Term: spring 2025
- Type of completion: z (credit)
- Evaluation: Z
- The number of originally completed credits: 3

with credits without credits

The course I wish to recognize on the basis of: FaF:XX_1719456 Placement abroad

I do not want to search for another course as I wish to recognize the original course

Write a word from the course name or the course code:

FaF

[FEMP1_FAF Placement Abroad](#) podrobně

10) The request was successfully submitted.

[iS](#) > [Document Office](#) > [Submit requests for course recognition from different studies](#) ✖

Submit requests for course recognition from

Žádosti o uznání předmětů z Masarykovy univerzity do studia na Farmaceutické fakultě
Submitting the request

FaF:XX_1575674 Doctoral Traineeship for in vivo research, details



Your request for recognizing the course **FaF:XX_1575694 Placement Abroad** as the course **FEMP1_FAF Placement Abroad** was saved successfully. The request is now being processed. Once the request is processed, you will receive an email from the Office for Studies to sign the request form and to accept the decision form. Submit another request with the same course (for example if you wish to recognize the course for more than one course). After clicking on the link, you will lose any unsaved content on the page containing the requests that have not yet been submitted.

After the request is processed at the Study office and the Decision on recognition is issued, you will receive an email from the IS with a link to the Document office where you can waive the right to appeal the Decision, which will speed up the recognition process, otherwise the course will be officially entered into your study records after 30 days.

If you have any questions, please send them to erasmus@pharm.muni.cz.