

Decree of the Dean of the FF UHK

No. 13/2024

On the Organisation of Study Periods Abroad and the Recognition of Courses and Academic Results Completed During Study Periods Abroad Outside the Erasmus+ Programme

Article I.

General Provisions

This Decree lays down the rules governing the organisation of study periods abroad and the recognition of courses and academic results (including credits) achieved by students of the Philosophical Faculty, University of Hradec Králové (hereinafter referred to as the “FF UHK”) during study periods abroad outside the Erasmus+ programme. This Decree repeals and replaces Decree No. 08/2017. It also supersedes the relevant provisions of the Decree of the Dean of the FF UHK No. 9/2023, *Amendments to Certain Decrees*, while incorporating into this Decree the supplementary provisions from that amendment that applied exclusively to Decree No. 08/2017.

Article II.

Organisation of the Student Selection Process

1. Applicants for study periods abroad shall undergo a selection process before a selection committee under the following conditions:
 - a) The selection committee shall be appointed by the Dean of the FF UHK.
 - b) The selection committee shall consist of at least three members. As a rule, these shall be the Vice-Dean for International and External Relations of the FF UHK, another academic staff member of the FF UHK (usually the internationalisation coordinator of the relevant department) and a member of staff from the FF UHK International Office (hereinafter referred to as the IO).
 - c) The selection committee shall make its decisions by vote.

Article III.

Selection Procedure for Study Periods Abroad

1. The selection procedure shall consist of a single round. Applicants wishing to participate in the selection procedure shall submit to the IO a completed application form, a structured curriculum vitae, and a letter of motivation in the language in which the majority of the study period abroad will be conducted. In the application form, applicants shall indicate their first and second choice of the host university. The application form template is available on the IO website.
2. The selection process shall be announced by publishing a notice on the IO website.
3. The selection process shall take the form of an oral interview conducted before the selection committee. Part of the interview shall be conducted in the language of instruction used at the host university. In assessing applicants, the selection committee shall take into account the following criteria:
 - a) The applicant's language proficiency in the language of instruction at the host university;
 - b) The quality of the submitted letter of motivation;
 - c) Previous academic results;
 - d) The relevance of the proposed study period abroad to the applicant's field of study;
 - e) The quality of the applicant's oral presentation.
4. The results of the selection process shall be published on the IO website.

Article IV.

Organisation of Study Periods Abroad

1. Within 14 days of the publication of the selection results, each selected student shall confirm in writing their intention to undertake a study period abroad at the host university to which they have been nominated.
2. Before departure, each student shall submit their study plan for the host institution to the Vice-Dean for International and External Relations for approval. Any amendments to the Learning Agreement must be approved by all parties (the student, UHK and the host university) within one month of the commencement of studies at the host university. The related administrative procedures shall be handled by the IO.
3. Before departure, students shall visit the IO to sign the financial agreement.
4. The scholarship shall be paid to the student before the commencement of the mobility period by bank transfer to a Czech koruna bank account. Scholarship funds shall be paid exclusively in CZK. Before departure, the student shall notify the IO of the exact dates of the study period abroad and submit a copy of their flight ticket and proof of the required travel insurance.
5. During a semester-long study period abroad, students shall successfully complete courses amounting to at least 15 ECTS credits (hereinafter referred to as the "Credits"), or the equivalent credit value at the host university corresponding to a workload of 15 ECTS credits. The completed courses must be related to the study programmes offered by the FF UHK; foreign language courses may also be counted towards the required 15 Credits. If this requirement is not met, the Faculty shall be entitled to require the student to repay a

proportionate part of the scholarship (e.g. if the student completes 10 credits, they shall repay one third of the scholarship).

6. Upon completion of the study period abroad, the student shall obtain from the host university confirmation of the duration of the study period together with an official Transcript of Records.
7. Immediately upon returning, the student shall complete and submit a final report.

Article V.

Recognition of Courses and Credits from Study Periods Abroad

1. Academic results shall be recognised after the student's return from the study period abroad upon submission of an official transcript of academic results issued by the host university (the "Transcript of Records"), unless otherwise approved by the Dean of the FF UHK in accordance with Article V(7). Immediately upon returning, the student shall submit an application for the recognition of Credits completed abroad (available for download from the IO website) to the secretariat of the department or institute responsible for their study programme.
2. The application shall specify which completed courses the student requests to be recognised as compulsory courses, compulsory-optional courses, and optional courses. The application shall be approved by the internationalisation coordinator of the relevant department or institute of the FF UHK (or, where applicable, by the head of that department or institute or another person authorised by the department or institute) responsible for the student's study programme. The relevant department or institute shall then forward the approved application to the Student Affairs Office of the FF UHK for processing.
3. The following rules apply to the recognition of courses and credits:
 - a) Courses successfully completed abroad whose content corresponds to compulsory courses in the student's study programme, as demonstrated by an official course syllabus submitted by the student, may be fully recognised as compulsory courses, subject to the approval of the relevant lecturer or course guarantor at the FF UHK.
 - b) Courses successfully completed abroad whose content corresponds to compulsory-optional courses in the student's study programme, or which otherwise fall within the scope of the student's degree programme, may be recognised as compulsory-optional courses. The recognised credit value shall correspond to the number of credits awarded by the host university.
 - c) All other successfully completed courses shall be recognised as optional courses.
 - d) A foreign language examination may be recognised on the basis of a study period abroad completed outside the Erasmus+ programme. The study period must have lasted at least one semester, and the courses completed at the host university must have been taught in the foreign language for which recognition of the examination is requested. The examination grade shall be determined by the course guarantor on the basis of the Transcript of Records documenting the courses completed at the host university. No more than one foreign language examination may be recognised in respect of a single study period abroad.
4. The grade awarded for a recognised course shall correspond to the grade recorded by the host university. Where the grading scale used by the host university differs from that used

at the UHK, the Vice-Dean for International and External Relations shall determine the method of conversion in accordance with the UHK Study and Examination Code.

5. Once the application has been approved, the Student Affairs Office of the FF UHK shall record the recognised courses and academic results in the information system in accordance with the applicable rules governing the recording of academic results.
6. Academic results achieved during a study period abroad shall be included in the calculation of the student's weighted grade average in the same manner as academic results achieved at the UHK.
7. In exceptional and duly justified cases where the host university does not issue the student's academic results, the Dean of the FF UHK may grant an exemption and determine an individual procedure for the recognition of the student's academic results.
8. If the student has completed their studies before the academic results from the host university have been received, the FF UHK shall issue the student with a certificate confirming the academic results achieved at the host university.

Article VI.

Final Provisions

1. This Decree repeals and replaces the Decree of the Dean of the FF UHK No. 08/2017.
2. This Decree also supersedes the relevant provisions of the Decree of the Dean of the FF UHK No. 09/2023, *Amendments to Certain Decrees*, while incorporating into this Decree the amended provisions relating exclusively to Decree No. 08/2017.
3. This Decree shall enter into force and take effect on the date of its publication on the official notice board.

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Dean of the FF UHK