

# **Decree of the Dean of the FF UHK No. 17/2025**

## **Methodological guidelines for assessing applications for course recognition**

### **Article 1**

These methodological guidelines are intended for the needs of the Philosophical Faculty, University of Hradec Králové, and supplement the provisions of Article 21 of the UHK Code of Studies and Examination. They serve primarily as supporting material for department heads and other academic staff when deciding on the recognition of part of a course of study.

### **Article**

- (1) Recognition is decided by the Dean, who usually takes into account the opinion of the course lecturer and the head of the department or director of the institute.
- (2) Recognition takes into account the focus of the completed courses, credit evaluation, academic performance, and the time that has elapsed since the completion of the studies on the basis of which recognition is granted.
- (3) No parts of the state final examination can be recognised.
- (4) Courses completed more than 5 years prior to the date of completion of the relevant part of the study programme or individual credit or examination shall not be recognised.
- (5) Courses with a grade lower than "D" according to Article 14 of the UHK Code of Studies and Examination shall not be recognised.
- (6) The provisions of points 4 and 5 do not apply in the case of recognition of subjects due to a change in the form of study or in the case of recognition within the framework of concurrent study of two study programmes at the FF UHK.

### **Article 3**

- (1) The content of the completed course and the course to be recognised is assessed thoroughly – the student must submit to the teacher the syllabus of the course for which the recognition is being sought.
- (2) Courses completed at a lower level of study (from Bachelor's to follow-up Master's) shall not be recognised.
- (3) The method of completing the course is assessed:
  - a. A course that was completed only with a credit cannot be used for the recognition of a course completed with an examination;
  - b. A course that was completed only with an examination cannot be used for recognition of a credit and examination.
- (4) The scope of the subject is assessed:
  - a. If a course is completed within one semester, it cannot be used for recognition of a two-semester course or two courses;
  - b. One completed course cannot be used for the recognition of more than one course. Conversely, this restriction does not apply in the other direction: a single course may be recognised on the basis of several completed courses.
- (5) The credit value of the recognised course should correspond to that of the course on which the recognition is based. If the completed course carries a higher credit value than the recognised course, recognition is permitted.
- (6) No more than 60% of the credits in the study plan may be recognised – i.e. a maximum of 108 credits for a Bachelor's degree and 72 credits for a Master's degree.

### **Article 4**

- (1) Applications for course recognition must be submitted exclusively through the Study Department using the prescribed form. A university-certified syllabus of the completed course, on the basis of which recognition is sought, must be attached to the application.
- (2) The application form must be signed by the teacher responsible for the course in the academic year in which the recognition takes place. If the teacher is a doctoral student, the course guarantor is responsible for providing the official opinion.

This Decree shall enter into force and effect on the date of its posting on the official notice board of the FF UHK.

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Dean FF UHK