

### **Recognition of credits after Erasmus study abroad**

#### **1. How the credits that I obtained from the foreign university will be recognized?**

The procedure is following:

a) Fill the „Erasmus form“.

The Erasmus form can be found within the article *Recognition of credits after Erasmus study abroad*, the last link. If necessary, please ask the departmental Erasmus administrator (Pavla Vítová acts on behalf of Simona Šafaříková and Miroslav Syrovátka). The Erasmus form is the manual how to fill the form – update the highlighted parts.

b) Send the Erasmus form via e-mail to Pavla Vítová (pavla.vitova@upol.cz). Send the form together with the Transcript of Records.

c) The form will be sent to you back after checking the information.

d) Print the Erasmus form and the Transcript of Records and let it sign by the head of the department Pavel Nováček or Zdeněk Opršal (when Mr. Nováček is not available). Please, respect their office hours or contact them via e-mail and arrange the meeting first.

e) Hand over the signed Erasmus form to Mrs. Gronychová (Faculty coordinator of Erasmus programme). Mrs. Gronychová will arrange the recognition of credits (courses) that you have filled into the Erasmus form. If any discrepancy, the form may be rejected and you will be informed to correct it.

f) Study department will record the courses in STAG based on your Erasmus form.

#### **2. What should I fill in the „Erasmus form“?**

All the information that need to be filled (updated) are highlighted. These are:

a) Personal information: Name and surname; name of the university where you studied; date

b) Information about your passed courses (left column): name of the course, grade (*i.e. 1, or A, or points – 7.5/10*); number of the ECTS credits (*i.e. ECTS:6*); date of completing (*i.e. completed in 6.4. 2017*)

c) Information about the recognized courses (right column of the table) - there are 3 possibilities: i) existing courses; ii) one-time courses; iii) combination of existing and one-time courses

- possibility i): fill the English name of the course and its code, *i.e. Migration: MRS/XMIG*, number of credits (*i.e. 4 credits*), grade, (*i.e. grade: B*)
- possibility ii): fill the code of the course without numbers – *MRS/JPEXX*, name of the course, number of credits (ECTS), grade, language of instruction (*i.e. language of instruction: Spanish*)

- possibility iii) will happen when the number of ECTS credits from foreign university is higher than the equivalent course from the IDS/FED. Remaining credits from the recognized course will be recognized as one-time course.

How to fill the table:

Completed courses	Recognized courses
<ul style="list-style-type: none"> <li>• Geography of Latin America, grade: 6/10, ECTS: 6, passed: 22. 3. 2017</li> </ul>	<ul style="list-style-type: none"> <li>• MRS/XGDLA Development of Latin America, 6 credits, grade: E</li> </ul>
<ul style="list-style-type: none"> <li>• Introduction to Development Economics, grade: 7/10, ECTS: 8, passed: 5. 5. 2017</li> </ul>	<ul style="list-style-type: none"> <li>• MRS/XDVE Development Economics, 6 credits, grade: D</li> <li>• One-time subject: MRS/JPEXX Introduction to Development Economics, 2 credits, grade: D, language of instruction: English</li> </ul>
<ul style="list-style-type: none"> <li>• Climate Change and Sustainable Development, grade: 8/10, ECTS: 5, passed: 20. 5. 2017</li> </ul>	<ul style="list-style-type: none"> <li>• One-time subject: MRS/JPEXX Climate Change and Sustainable Development, 5 credits, grade: C, language of instruction: English</li> </ul>
<ul style="list-style-type: none"> <li>• Le français pour les étrangers, grade: 9/10, ECTS: 3, passed: 20. 5. 2017</li> </ul>	<ul style="list-style-type: none"> <li>• One-time subject: MRS/JPEXX French Language for Foreigners, 3 credits, grade: B, language of instruction: French</li> </ul>
Total: 22 ECTS	Total: 22 credits

**Okomentoval(a): [ 1 ]:** possibility i) course from the foreign university will be recognized as an IDS/FEED course.

**Okomentoval(a): [ 2 ]:** possibility iii) Introduction to Development Economics is for 8 ECTS. It will be recognized as MRS/XDVE for 6 credits + one-time course MRS/JPEXX per 2 credits.  
Total number of credit must be equal.

**Okomentoval(a): [ 3 ]:** On IDS/FED there is not any similar course to Climate change, therefore it will be recognized as a one-time course.

**Okomentoval(a): [ 4 ]:** Total number of credits need to be equal.

### 3. Who will register my recognized courses to STAG?

The Study department will register all the courses to STAG. They will do it based on the filled and signed Erasmus form.

### 4. How many credits do I have to obtain at foreign university?

According to the Faculty of Science rules, you have to obtain minimum of 20 ECTS per semester from which at least 15 ECTS should be credits from non-language courses.

*If you have any questions regarding to the recognition of credits, do not hesitate to contact Pavla Vítová (pavla.vitova(at)upol.cz) or Miroslav Syrovátka (miroslav.syrovatka(at)upol.cz) or Simona Šafaříková (simona.safarikova(at)upol.cz).*