

Technical university of Liberec

Rector's directive about approving credits gained at foreign study stays

Pt.1 Main establishments

1. This directive regulates approval of studies and credits gained at foreign study stays according to requests of ECTS (European Credit Transfer System)
2. Student sent to study abroad must be signed into at least 2nd year accredited bachelor, master or doctor study programme committed by TUL.
3. It is necessary to gain at least 30 credits ECTS during one semester of foreign study.

Pt.2 Study plan before leaving to abroad

1. The main document is *Learning Agreement*, whose part is study plan of foreign study made by student in cooperation with faculty coordinator before leaving. The Learning Agreement is signed by student, faculty coordinator and the target university before leaving to abroad, which makes the agreement valid and binding.
2. Eventual changes in study plan must be consulted with coordinators of both partner and home universities and noted in *Learning Agreement*, section *Changes to Original Proposed Study Program /Learning Agreement*.
3. Disapproved changes in Learning Agreement are considered as a violation of approved study programme and fulfilled subjects and credits do not have to be approved.

Pt. 3 Approving credits after return from foreign study stay

1. After returning from foreign study stay, the student must hand in the Transcript of Records about absolved subjects, verified by target university.
2. On the basis of verified *Transcript of Records*, the student applies for approving the subjects and credits from foreign study stay in both Czech and English language at faculty coordinator (see attachment).
3. Fulfilling of subjects and corresponding credits are approved by the dean of the faculty according to status of study subjects according to pt.2 par.. 6 SZŘ TUL.
4. Subjects absolved at foreign university, who have corresponding subjects in TUL study programme can replace credit amount from original TUL's subjects by foreign university's credit amount.
5. Subjects, which do not have corresponding subjects in TUL study programme, will be approved as non-compulsory (pt. 2, par. 6c SZŘ TUL) with credit amount gained at foreign university.

6. The record about approval of subjects must be handed in by the student to the corresponding department of studies and its copy to TUL's foreign affairs office in 2 months after finishing the foreign study at latest.
7. On the basis of the record about approval of subjects the department of studies notes the student's foreign study stay, approved subjects and credits gained into IS STAG.
8. The department of studies also notes students' foreign work stays and other foreign study stays into IS STAG on the basis of verification from foreign institutions.

Pt.4

Final establishments

1. This directive becomes valid on 1.1.2009

Prof. Ing. Vojtěch Konopa, CSc.
The Rector

form in the attachment

Technical University of Liberec

FACULTY OF

Approval of subjects fulfilled at foreign university

Student:

Personal Number:

Host university:

Following subjects mentioned in Learning Agreement are approved:

Host University				TUL			
Course Unit Code	Course Unit Title	ECTS Grade	ECTS Credits	Equivalent Course Unit Code	Equivalent Course Unit Title*	Grade	ECTS Credits

*if the subject for approval, corresponding to similar subject provided by TUL, is not found at the home University, the fulfilled subject will be approved only as non-compulsory.

In Liberec

The dean of the faculty