

INSTRUCTIONS on how to design a Study Plan

(Proposed Study Programme Abroad)

- a) **Rules for acknowledging study duties while studying abroad** (Dean's Measure [no. 19/2020](#))
b) **Continuity of studies at FHS** (see [Code of Study and Examination](#), [Rules of Study](#))

Study abroad – required amount of credits:

- Regular amount: 30 ECTS/semester (minimum amount: 20 ECTS /semester – general requirement for any study abroad)
- Bare minimum: 15 ECTS – only possible if you will be working on your MA thesis (ask for an email confirmation to be send directly to zahranicni@fhs.cuni.cz from your thesis advisor before and after your stay – you need to actually write a fair amount of your thesis, otherwise the number of required credits is not possible to be reduced)

When designing your Study plan, mind the:

- minimum amount of credits necessary to be able to get enrolled in the next year of study
- How many credits did you complete from “required” (mandatory) courses, “required with an alternative” (elective) courses and optional courses at FHS. **The required minimum and maximum number of credits from mandatory, elective and optional courses, respectively, to complete studies at FHS are set out in the accreditations and study plans of your study programme** (we recommend to check the website of your study programme).
- Also beware of respective partner university requirements

In order to acknowledge your study abroad credit load by the Faculty of Humanities, it is necessary to find so called **equivalents from your study programme at FHS** to your courses abroad. **In case you do not find equivalents, your courses abroad will only be acknowledged as optional. If you gain more optional ECTS credits than the maximum amount that can be acknowledged, the additional ECTS credits will be a waste.** Therefore we highly recommend choosing equivalents for the courses studied abroad so that the credits can be acknowledged as “required with an alternative” (elective courses) here at the FHS.

HOW TO PROCEED?

EQUIVALENTS = group of “required with an alternative” (elective) courses offered by your study programme at FHS from the given academic year, which correspond in terms of content and scope to the courses attended at foreign university

In the *Study Abroad: Study Plan Form* fill in the following:

Study plan abroad (the “Course Name at Host Institution” entry of the form)

- Code: not necessary to fill in (unless you know it)
- Course name: the name of the original course at the host institution (original name, not necessarily English)
- ECTS credits: very important (it will not be possible to approve your study plan without listing the amount)

Study plan at the CU (the “FHS CU Equivalent Courses” entry of the form)

- **Where to find the list of equivalents?** Go to SIS – Education – Subjects –View by plans – My Plan. Select from the “required with alternative” course list (preferably listed in black).



- Code: very important, make sure to fill in based on the **course selection of the current academic year** (course codes may differ in various academic years!)
- Name: the name of the FHS equivalent course (precisely as listed in SIS)
- ECTS Credits: the amount of credits for the equivalent course at the Faculty of Humanities, CU
- Type: PV = “required with an alternative” (elective) course – with corresponding FHs equivalent course;

OPTIONAL COURSES

If you wish to acknowledge the study abroad courses as optional courses at FHS, you do not need to find any equivalents in the SIS. Simply fill in the “Course Name at Host Institution” entry of the form, choose V.

V = optional course – without equivalent (if you cannot find the equivalent or wish to acknowledge ECTS credits from abroad as optional, fill in only the name of the course abroad as well as ECTS credits from abroad columns and label all courses as optional -V).

Important notes:

1. Equivalent does not mean a translation of the subject title to Czech/English!
2. Make sure to select your equivalents solely from your study programme course offer (BA students: “required courses with alternatives” (elective courses) of the Liberal Arts and Humanities; MA students: “required courses with alternatives” (elective courses) of their specific master degree program at the Faculty of Humanities). Mind the differentiation between regular full-time and distance study types of courses, some study programs may only allow you to enrol in courses of your study type.
3. Undergraduate programme enrolees: Students are not permitted to select “required” (mandatory) courses. Consulting your selection with your study programme guarantor is absolutely necessary!
4. Master degree programme enrolees: Your course selection (and acknowledgement possibility) needs to be consulted and agreed with the guarantor of your study programme. Mandatory courses can be used as equivalents only in exceptional and justified cases. An exception has to be made for the student by the guarantor of the study programme and the lecturer of the given mandatory course. Once you consult your course selection, enter your choices into *Study Abroad: Study Plan Form* and sign it, the signature of the guarantor will be arranged by the International Office then.
5. If you cannot find suitable equivalents, all courses taken during your study abroad semester can be acknowledged as optional.
6. Make sure to have a sufficient amount of equivalents for your courses taken abroad. = You can choose more equivalents for one course (to equal out the ECTS points)
7. In case you only need a few “required courses with alternatives” (elective courses) you may choose to enter e.g. 1 or 2 equivalents into the Study plan at CU section only.
9. The amount of credits for the equivalent should be the same as the amount of credits for the course you are taking abroad (more equivalents can be selected for one course in order to equal out the ECTS points – otherwise the remaining credits will be acknowledged as optional). If the equivalent is worth more credits than the course you wish to take abroad, you either need to add more courses abroad, or select more suitable equivalent.

10. It is **not possible** to choose a course that you have already passed as an equivalent. The course cannot be acknowledged twice. You will not be allowed to take the course you selected as an equivalent in the future.

11. **Beware of pre-requisites and co-requisites** - make sure to have all the pre-requisites needed or that you are choosing a co-requisite as well.

12. **Beware of spelling mistakes!** The course names entered into the CU online application will appear in SIS, as well as on your Diploma supplement.

UPON RETURN FROM YOUR STUDY ABROAD

- ❖ **Optional courses:** will be acknowledged in SIS with full ECTS credit load and grades.
- ❖ **Courses with equivalents:** will be acknowledged in SIS with grades but without a credit load, while FHS equivalents will appear with "U" (acknowledged) instead of a grade, and with credit load.
- ❖ Shall the (pre-approved!) full credit load gained during your study abroad exceed the amount of credits possible to be acknowledged as equivalents, the remaining credits will be acknowledged as credits for optional courses. The amount of credits acknowledged as equivalents **cannot** exceed the full amount of gained credits.
- ❖ Half credits will be rounded up to full ECTS credits, however, those credits will always be acknowledged as optional (eg. When you gain 27.5 ECTS, you may select equivalents worth 27 ECTS and your credits in SIS will display as 27 ECTS for equivalents and 1 ECTS as optional).