

# **BRNO UNIVERSITY OF TECHNOLOGY**

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## **DIRECTIVE NO. 14/2020 STAY ABROAD AND TRAINEESHIP ABROAD**

### **PART ONE INTRODUCTORY PROVISIONS**

#### **Article 1 Subject of adjustment**

This directive lays down the rules for

- a) realization of a foreign stay or foreign traineeship and
- b) recognition of a foreign stay or foreign traineeship as a study result.

### **PART TWO STUDY STAY ABROAD**

#### **Article 2 Choosing a foreign institution**

1. The Brno University of Technology (hereinafter referred to as "BUT") concludes agreements on foreign cooperation regarding the mobility of students only with those foreign universities (hereinafter referred to as "foreign institutions") whose study programmes are relevant to the study programmes of BUT, and which provide sufficient descriptions of these programmes, teaching approaches, learning outcomes and assessment methods.
2. The student is selected for the study stay abroad in a transparent selection process, which the faculty is responsible for, or University Institute of BUT. The specific choice of a foreign institution corresponds to the student's study programme or their possible specialization and language skills.

#### **Article 3 Learning Agreement**

1. The student undertakes a study stay at a foreign institution on the basis of a signed Learning Agreement ("Learning Agreement", "Contrat d'Etudes") and its possible additions. This also applies to a study stay, the purpose of which is to prepare a final (bachelor's, diploma or dissertation) thesis.

2. The Learning Agreement is a binding agreement between the student, the sending institution (BUT) and the foreign institution.
3. The Learning Agreement must be concluded by the contracting parties before the start of the study stay abroad.
4. The Learning Agreement must contain:
  - a) identification of the contracting parties,
  - b) the planned duration of the foreign study stay,
  - c) a list of subjects or other academic activities that the student intends to complete at a foreign institution, including their credit value according to the catalogue of the foreign institution (in ECTS, or in the relevant system of the foreign institution, subject to documentation of the transfer mechanism to ECTS), if it is not a doctoral study programme,
  - d) a clear determination of the method of recognition of the foreign study stay as a whole or its individual subjects, provided that they are successfully completed at a foreign institution,
  - e) determining whether a specific subject will be recognized as compulsory, compulsory optional or optional; in the case of compulsory and compulsory optional subjects, determination of specific equivalent subjects of the student's study plan in the study programme at BUT,
  - f) signatures of the contracting parties.
5. The maximum number of subjects must, in terms of learning outcomes, match the content of the subjects from the student's study plan at BUT and be recognized as equivalent to compulsory or compulsory optional subjects. Learning outcomes are essential for assessment, not the exact matching of the syllabi of individual subjects.
6. If it is not a study stay shorter than one semester or a study stay within the framework of a doctoral study, the student is obliged in the Learning Agreement to undertake courses with a minimum value of 18 ECTS credits per semester and in the case of a study stay abroad, the content of which is the preparation of a bachelor's or diploma thesis, 11 ECTS credits per semester, unless the dean or director of the university institute sets a higher minimum value.
7. On behalf of the sending institution (BUT), an academic worker authorized by the dean of the faculty or the director of the university institute (hereinafter referred to as the "guarantor") signs the Learning Agreement, who is also obliged to assess the professional content of the proposed subjects and their recognition at BUT.
8. The Learning Agreement is drawn up in three copies, of which each contracting party receives one. The contract can also be concluded in electronic form with electronic signatures of the contracting parties; in the case of BUT, it must be a qualified electronic signature.
9. The Learning Agreement can only be changed in writing during the study stay, through the prescribed documentation ("Changes to Learning Agreement"), which must be signed again by all contractual parties.
10. Changes to the Learning Agreement can be made no later than 30 days after the start of studies at a foreign institution, unless in exceptional cases a longer period is agreed with the agreement of the contracting parties.
11. By signing the Learning Agreement, the guarantor confirms that he/she agrees with the proposed study plan and that the student's study stay abroad or its study subjects will be recognized at the BUT if they are successfully completed at a foreign institution.

**Article 4**  
**Recognition of a foreign study stay**

1. A study stay abroad, during which the student does not complete individual subjects recognized as subjects of the study plan of the study programme, is recognized for the student as a whole, in the case of a bachelor's and master's study programme with a credit evaluation, or in the case of a doctoral study programme without credits. Recognition takes place in the form of a subject usually called "Study stay abroad" or "Study internship". In such a case, the student can no longer be recognized for individual completed subjects.
2. In the case of a study stay abroad, when the student completes subjects recognized as study subjects of the study plan of the study programme, the individual completed subjects are recognized for the student. In such a case, they cannot be granted a study stay as a whole according to Paragraph 1.
3. The student is obliged to submit an application for recognition of the results of the study abroad no later than 30 days after receiving the transcript of records ("Transcript of Records", "Relevé de notes" or "Datenabschrift") from the foreign institution.
4. Upon returning from a study stay abroad, the student submits to the guarantor
  - a) a transcript of grades issued to him by a foreign institution,
  - b) the approved Learning Agreement and all its later possible changes.
5. If a subject completed at a foreign institution is recognized as equivalent to a compulsory or compulsory optional subject from the student's study plan according to the Learning Agreement, this subject will replace the relevant subject of the study plan. Courses are recognized with credit value and classification obtained at a foreign institution. In justified cases, a subject completed at a foreign institution can be assigned the credit value that the subject has in the study plan.
6. If the subject cannot be recognized in accordance with Paragraph 5 due to fundamental content differences, it is recognized as an optional subject. In such a case, this subject is recorded in the study documentation with the same name and with the same credit value (in the case of ECTS credits) and classification as it has on the transcript of grades from a foreign institution.
7. If the foreign institution does not use the ECTS credit system, the subject classification and recognized credits are recalculated according to the conversion table attached to the Learning Agreement.
8. The subject that the student successfully completed and that was agreed in the Learning Agreement must be recognized; recognition is carried out in accordance with the Learning Agreement. If the completed subject is not agreed in the Learning Agreement or its changes, the student can apply for its recognition. Such requests may not be granted.
9. Recognition must take place without undue delay, no later than 30 days after the delivery of the application and all documents. Recognized subjects are enrolled in the semester in which the student completed the stay. In justified cases, it is possible to enrol in recognized subjects in the immediately following semester. Recognized subjects then become part of the student's study documentation, transcript of grades and supplement to the diploma.
10. Credits recognized for a study stay abroad are included in the student's total number of credits.
11. With the exception of the doctoral study programme, the faculty (or university institute of BUT) will issue a proof of recognition to the student (the so-called "Proof of Recognition").

## **PART THREE FOREIGN TRAINEESHIP**

### **Article 5 Selection of a foreign company**

1. For the purposes of this directive, a foreign company is any foreign person that has a legal personality abroad, the subject of which is related to the student's field of study at BUT, or their specialization, and which accepts the student for work experience and guarantees their expertise.
2. The student is selected for the traineeship abroad in a transparent selection process, for which the faculty is responsible, or University Institute of BUT.

### **Article 6 Traineeship Agreement**

1. The student implements the traineeship on the basis of a Traineeship Agreement ("Traineeship Agreement").
2. Article 3 shall be applied mutatis mutandis to the Traineeship Agreement.

### **Article 7 Recognition of a foreign traineeship**

1. The student is obliged to submit a request to the guarantor for the recognition of the results of the foreign traineeship, no later than 30 days after receiving the exit certificate of the traineeship ("Traineeship Certificate").
2. When recognizing a foreign traineeship, Article 4 shall be applied proportionately.

### **Article 8 Final provisions**

1. This directive enters into force on the date indicated in the title.
2. Directive No. 40/2017 Recognition of the results of BUT students' stays abroad is cancelled.

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