

Recognition of Outcomes Achieved during Student Mobility Abroad

Article 1 Basic Provisions

- (1) This Appendix regulates the procedure for recognizing of course units including the credit assessment score, and for recognizing of mobility of TBU students, i.e. study periods/traineeships abroad, and formalizes the rights and responsibilities of students as well as of the relevant component part of TBU arising from the implementation of such a study period/traineeship in accordance with rules applicable to mobility programmes and with rules for the use of the ECTS.

Article 2 Selection of Institution Abroad - Study Period

- (1) TBU should conclude agreements on international cooperation regarding student mobility in accordance with the subject matter of this Directive after careful consideration, and that only with such higher education institutions whose degree programmes have a sufficient level of equivalence with the degree programmes carried out at TBU and which provide sufficient descriptions of such degree programmes, learning approaches, learning outcomes, assessment methods, etc.
- (2) Before signing an agreement on international cooperation (e.g. Erasmus+ agreement, agreement concluded on behalf of TBU, MoU, MoC, etc.), it is necessary to submit a proposal for signing of an agreement to the TBU International Office. The Agreement Proposal form is posted on the TBU website.
- (3) The selection of a particular institution abroad must correspond to the student's degree programme/course, to the required specialization, if applicable, and to the student's language skills.

Article 3 Learning Agreement for Studies

- (1) A student shall participate in a study period at an institution abroad in accordance with a trilaterally approved *Learning Agreement* including changes thereto (*Changes to Original Learning Agreement*).
- (2) The Learning Agreement for Studies is a binding tripartite agreement concluded between a student, the sending institution (TBU) and an institution abroad.
- (3) The Learning Agreement for Studies must be concluded between the contracting parties before the commencement of a study period abroad.
- (4) The Learning Agreement for Studies must contain at least the following information:
 - Identification data of contracting parties
 - Planned duration of the study period
 - List of course units or of other academic activities which the student intends to participate in at an institution abroad including their credit values as listed in the catalogue issued by the institution abroad (using the ECTS or, if applicable, another system, provided that a proof of the transfer mechanism has been submitted).
 - Specification of recognition of all course units approved in the Learning Agreement for Studies provided that the student has successfully completed the course units in question.
 - Signatures of the student, of the person in charge at the sending institution and person in charge at the institution abroad.
- (5) A student is required to enter no less than 20 ECTS credits out of the standard number of 30 ECTS credits per semester in his/her Learning Agreement for Studies.
- (6) The Learning Agreement for Studies may be changed during a study period in writing only, and that using the prescribed documents (the "Changes to Original Learning Agreement" form), which must,

again, be approved by all three contracting parties.

- (7) A student is obliged to make arrangements related to all changes to the Learning Agreement for Studies no later than within 30 days of the commencement of his/her study period at an institution abroad, including obtaining the consent of all contracting parties.
- (8) By signing the Learning Agreement for Studies, the person in charge at the relevant TBU component part confirms that he/she agrees with the content of the Learning Agreement for Studies and he/she shall ensure a full recognition of course units in accordance with the approved Agreement provided that the student has successfully completed the course units in question.
- (9) A study period abroad focusing on the preparation of an academic qualification thesis (Bachelor's, Master's, doctoral) must also be implemented in accordance with the respective Learning Agreement for Studies.

Article 4

Methodology for Recognition of Study Period Abroad

- (1) A study period abroad taken by the student in accordance with the Learning Agreement for Studies must be fully recognized, i.e. all course units listed in a student's Learning Agreement for Studies and approved both by TBU and by the receiving institution must be fully recognized.
- (2) The maximum number of course units shall be, as regards the learning outcomes, equivalent in terms of their content to the course units listed in the student's curriculum at TBU and recognized as course units equivalent to compulsory/compulsorily optional course units. The important principle for an assessment are the learning outcomes rather than an exact match between the syllabi of the individual courses. Course units which cannot be recognized in compliance with Article 4, Paragraph 2 shall be recognized as optional.
- (3) The student is required to submit a request for recognition of outcomes achieved during a study period, and that no later than within 7 days after he/she received the record of grades earned (*Transcript of Records*) from the institution abroad.
- (4) The student shall submit the record of grades earned (*Transcript of Records*), Learning Agreement for Studies approved by all three contracting parties and all subsequent changes thereto to the coordinator at the relevant component part of TBU.
- (5) If a course unit completed at an institution abroad in accordance with an approved Learning Agreement for Studies is recognized as an equivalent course unit to a compulsory/compulsorily optional course unit in accordance with the student's curriculum, it shall replace the mentioned equivalent course unit including its credit value.
- (6) Recognition of course units is entered in the IS/STAG Information System for Studies' Administration.
- (7) The ECTS credit value of a course unit completed abroad remains unchanged also for the purposes of the IS/STAG Information System for Studies' Administration.
- (8) The credit value of a course unit completed at an institution abroad shall be changed only in the event that the value in question is not an ECTS credit value. In such a case, the student is required to submit a proof of the transfer mechanism used. Recognition of course units approved in a Learning Agreement for Studies and successfully completed cannot be rejected.
- (9) Recognition must take place without unnecessary delay after all required documents have been submitted. The recognized course units are entered in the Information System for Studies' Administration in that semester in which the student participated in a study period. These course units shall be permanently included in the student's Transcript of Records and in his/her Diploma Supplement.

Article 5

Selection of Institution Abroad - Traineeship

- (1) For the purpose of the implementation of a traineeship, the term “institution abroad” refers to any organization which has a legal personality in an eligible country, whose subject of activity is related to the TBU student’s degree course and/or to the student’s specialization, and which accepts a student for participation in a traineeship and guarantees its level of professional competence. The receiving institution may be any public or a private organization active on the labour market or in the area of education, professional training or youth (public/private companies, public authorities on the local, regional or national level, professional associations, trade organizations, research institutes, foundations, non-governmental/non-profit organizations, institutes and educational centres, etc.).
- (2) A traineeship must not take place in non-eligible organizations which are inconsistent with rules for mobility programmes (within the Erasmus+ programme e.g. EU institutions and other EU bodies including specialized agencies).

Article 6

Learning Agreement for Traineeship

- 1) A student shall participate in a traineeship in accordance with the *Learning Agreement for Traineeship*, changes included.
- 2) A Learning Agreement for Traineeship is a binding agreement concluded between a student, the sending institution (TBU) and an institution abroad.
- 3) A Learning Agreement for Traineeship must be concluded between the contracting parties before the commencement of a traineeship. A Learning Agreement for Traineeship must contain at least the following information:
 - Identification data of contracting parties
 - Planned duration of the traineeship
 - A concrete and detailed traineeship plan including the outputs expected (new knowledge, skills and competences), specification of methods for monitoring and assessment of work
 - Manner of recognition of a traineeship
 - Signatures of representatives of all contracting parties
- 4) A Learning Agreement for Traineeship may be changed; the student is required to report any change in writing immediately after the change, which must be approved by all contracting parties, was made.

Article 7

Methodology for Recognition of Traineeship Abroad

- (1) When concluding a Learning Agreement for Traineeship, it is necessary to determine as to whether the traineeship is a standard part of the student’s degree programme at TBU, and to proceed during the recognition accordingly.
- (2) A student is required to submit to the person in charge at the relevant component part of TBU a request for recognition of outcomes achieved during a traineeship including a certificate of completion of the traineeship, which contains information about the duration of the traineeship, assessment of the trainee, activities carried out, skills acquired, etc.
- (3) A traineeship taken by a student must be recognized in accordance with the Learning Agreement for Traineeship and in accordance with the relevant curriculum.
- (4) A traineeship abroad must be registered in the student’s Diploma Supplement.

PART FOUR

FINAL PROVISIONS

Article 8

- (1) This Appendix is amended by internal regulations issued by TBU component parts.