

STUDY ABROAD WITHIN ERASMUS PROGRAM (procedure for students)

1) **Students fill in an on-line registration of the Study Plan** (Learning Agreement) for the study abroad. The Study Plan for the study abroad must correspond with the study program of the student at the Faculty of Medicine in Hradec Králové (FM-HK). This means that each subject which the student will be studying abroad must have a recognized equivalent in the study program at FM-HK with allocated credits. Students will fill in the box “**Credits**” next to each subject the number of credits at the home faculty (FM-HK) and in the box “**Credits ECTS**” the number of credits at the host university. Each subject must have at least one box for credits filled in. The Study Plan can consist of mandatory subjects, mandatory-elective subjects or elective subjects. In the case the subject that the student has passed abroad does not have any equivalent within accredited study program, it is possible to approve it as an elective subject.

Students may choose subjects relevant to their study year (or the following year) so that the total number equals at least half of the normal number of credits of the given study year – which means 30 at least.

Students must obtain these credits (30) at the university abroad, they cannot obtain these credits after they return back to FM-HK. If students do not obtain at least 30 credits abroad, the procedure that follows is that reflecting the rule of minimal number of credits; students shall write down for the next part of the study in their individual study plan (ISP) only the subjects that they have not fulfilled, and the rest of the subjects of the given study year that they have not fulfilled plus elective subjects. They have to achieve at least 5 credits more – see the Rules for Organization of the Study at the Faculty of Medicine in Hradec Králové.

The subjects that the students will choose for their study abroad will be filled in the Study Plan in the **on-line application**. The printed-out Study Plan is in the format of a Record of the Study Plan abroad (Learning Agreement). The approval of the compatibility of individual subjects (mandatory, mandatory-elective, elective) is given by the guarantor of the subject and then the Vice-dean for the Study.

Approved subjects in the Record of the Study Plan (Learning Agreement) abroad will be listed in the Study Plan (Learning Agreement) which is a part of an on-line application for the study abroad (Application Form). The subjects at the same time represent the minimum requirements necessary for fulfilling the chosen study program (Study Plan/ Learning Agreement) at the host institution.

2) **If any change in the Study Plan is necessary, students shall put the changes in the on-line registration – by adding or removing individual subjects. Subsequently they send the form (Changes Learning Agreement) electronically** (directly from the on-line application or as an e-mail enclosure) **to home (FM-HK) Study Division to Barbora Limberská** – e-mail: limbersb@lfhk.cuni.cz (not to the guarantors as is written on the website of the Rectorate of Charles University - RCU!).

All changes have to be announced within 1 month after the beginning of the respective term (semester), the term in which the change happens (the beginning of the respective term is realized according to the host university abroad and need not be identical with the home FM-HK).

After the Vice-dean for the Study has approved the changes, they will be confirmed in the on-line registration; students can check the on-line registration whether the changes have or have not been approved.

The changes that will be announced later (which means later than 1 month after the beginning of the term in host university) **will not be accepted!**

3) **Students must ask for ISP prior their departure** - in the Study Plan, they list the subjects of the current study year, which they want to pass at FM-HK, in the year in which they are studying abroad within Erasmus (for example – practice). The application for the ISP shall be put forward to the Vice-dean for his approval through the Study Division prior student’s departure abroad. The ISP is issued for two years maximum (which is one year of the study abroad and one following year).

4) **The enrolment in the following study year must be realized prior to the stay abroad (students shall arrange it individually with the Study Division).**

Only the subjects that will be completed at FM-HK shall be written in the credit book (index) + the enrolment stamp. If the student plans to pass all subjects abroad, he/she will have to have the enrolment stamp in the index only.

5) **After they return from abroad, students shall put forward a certified original list of successfully passed subjects (Transcript of Records) and confirmed length of the study (Confirmation of Erasmus study period). This must be done within the period of two weeks after they had been issued by the university abroad; but by the 30th of September at the latest.** The final record has to be filed on-line within 14 days after the student has returned – *for instructions see the web page of RCU*. If students fail to keep up with the requirements and deadlines they do not have the right to obtain financial support and have to return all the money they had been given for the study abroad.

6) Students shall (after they arrive from the study) put down the subjects that have been recognized according to the following scale in the index and will get another enrolment stamp.

Conversion of the results of the examination abroad – ECTS scale to our grading scale

A,B = 1

C = 2

D = 3

7) If the subject is finished with the exam at the host university and the same subject at the home faculty (FM-HK) is not finished with the exam, it is up to students if they want to sit for the exam or not. If students have not sit for an exam in such subject abroad, they have to provide a certification that they fulfilled attendance in the subject – if students do not have such certified attendance the subject will not be recognized (*see item 11*).

8) In the case the subject that has been attended abroad does not have a final exam and the equivalent subject at the home faculty (FM-HK) does have an exam, there will be recognized just a credit and the exam must be done at the FM-HK.

9) In the case of subjects Internal Medicine and Surgery students must sit for the exam at the FM-HK (the exam is after subjects Internal Medicine IV and Surgery IV).

10) If students have in their Transcript the result “failed”, this result will be entered in the system. In the case students have not used all possible terms of the exams, they can use the first and the second retake at the home faculty (FM-HK). If students have not succeeded abroad in the first retake, they must sit for the second retake after they returned from abroad at the FM-HK. If students have been graded “failed”, the rule for a minimal number of credits will be applied, i.e. students will put down in the ISP for the next part of their study the subjects that have not been fulfilled and the rest of subjects they have not attended in the given study year including elective subjects. In such a case, they have to obtain in total 5 credits more – *see Rules for organization of the study at the Faculty of Medicine in Hradec Králové*.

11) If students attended the subject abroad but the result is not fulfilled according to the Transcript, they have to put forward a confirmed attendance of the subject; there is a special form for such confirmation and it serves for possible recognition of a credit from such subject by the subject guarantor.

12) All subjects that the students attended at the host university will be filed in the program Student in the following way:

- **The subjects studied abroad will be filed with a zero number of credits and with the grade as elective subjects**

- In parallel, **equal mandatory and elective subjects will be filed with adequate number of credits, which means in our (home) subjects will be filed the result “recognized” without a grade.**

In Hradec Králové Date: 3.9.2012

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