MUNI
CZS

How to have courses from foreign internship recognised

Prerequisites

- Record of the placement set up in application *Record of data on stays and study and work internships*. **The record must be set up under the correct faculty! Check in the upper right corner.**
- With the record of the placement these documents are attached:
  - Training Agreement
  - Confirmation of Placement Period
- In the record of the placement an *Administrator of the foreign placement* is selected

Procedure for submitting and application for the recognition of courses

1. In the agenda *Student* in the section *During Studies* click on the link *Internships and stays*
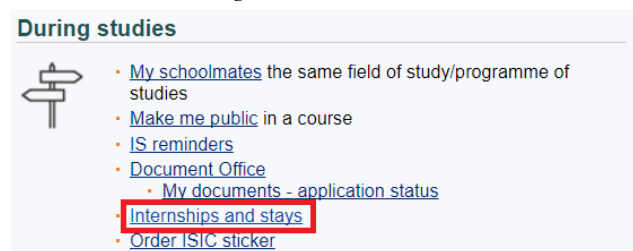

Fig. 1: Application for records of internships and stays

2. Select the stay for which you want to have courses recognised and click on the button *Edit selected*
3. At the end of the page in the section *Completed courses* click on the link *Enter a course* (if you cannot see this option, check whether you meet the requirements at the beginning of this guide)
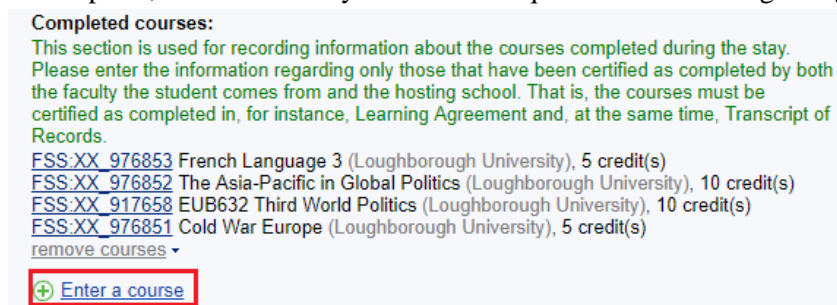

Fig. 2: Entering completed courses

Note

- **Fill in only those courses that have been certified in the Training Agrement and Confirmation of Placement Period and which at the same time you have successfully completed**
- Courses are entered individually.

4. On the next page give the precise name of the course and ty to search for it. **Check that you are working in the correct period** – courses will be recognised in that period which you have currently selected (see Fig. 3)!

    a. It is possible that the given course is already recorded in the IS MU. In this case the course can be found. Check whether the number of credits is correct and if yes then select the course, add the score and click on the button *Save*

    b. If the number of credits in the course found is not correct or the course is not found, click on the link *Course cannot be found or has a different number of credits, create new one*. Create the course precisely according to the receiving school.

Fig. 3: Finding course, checking period

5. As soon as you have filled in all the courses that you want recognised (the list of courses in the section *Completed courses* is complete), it is necessary to submit the Application for Recognition. You submit the application by clicking on the link *Submit application for course recognition* (see Fig. 4)

Fig. 4: Submitting application for course recognition

6. On the next page select the courses that you want to have recognised and click on *Continue to submit thee request*

Fig. 5: Select courses for submission of application for recognition

7. Next there is a summary page with all the courses. Check that the completed details are correct. If you find an error do not submit the application and first correct the error.

8. In each course choose – in accordance with the Confirmation of Placement Period (and any changes that may have been made therein) – if you want to recognise them:
   a. *with credits* (default option)
   b. as a MU course, which you will find through searching courses (such as Placement Abroad, see the [Placement courses offered at faculties](#)). Indicate the number of credit in case the course has a changeable number of credits.

FSS:XX_917658 EUB632 Third World Politics, details

The request to recognize the new course will be made with the following attributes of the original course:

- Term: Autumn 2016
- Type of Completion: zk (examination)
- Evaluation: B
- The number of originally completed credits: 10
  ● with credits ○ without credits ②

The course I wish to recognize on the basis of FSS:XX_917658 EUB632 Third World Politics
☐ I do not want to search for another course as I wish to recognize the original course

Write a word from the course name or the course code:

[FSS ▼] [   ] [Find course]

☐ Include the course among selective courses ②
Since you have completed the course FSS:XX_917658 EUB632 Third World Politics, do you wish to recognize other, related courses? Once you complete the request for the first course, you can then add other courses.

Fig. 6: Detail of the application

9. As soon as you have checked all the courses and have set the parameters for recognition, at the end of the page click on the button *Submit requests for all courses*

[Submit request to this course]

[Submit requests for all courses]

Fig. 7: Final submission of the application

10. After the application is processed by the authorised administrator of the foreign stay the courses will be entered into the study records

In the event of technical problems with entering the courses or submitting the application please write to the address istech@fi.muni.cz.