

# Instructions for students of the Faculty of Tropical AgriSciences (FTZ)

## "How to proceed with the recognition of courses from a study stay abroad within the Erasmus+ programme"

### I. Before the mobility:

- 1) after confirming that the student is selected, the student will be nominated to a foreign university
- 2) the foreign university will send to the student an **acceptance letter** confirming the mobility date (from-to)
- 3) in the meantime, the student will prepare a **study plan** for his study abroad



- 4) download the "**Request for courses recognition and for modification of study plan due to the ERASMUS+ Study Stay**" (hereinafter referred to as the "**Request**") from the FTZ website (section International relations → Erasmus+ → Study stay for students)

Name(s) and surname(s):		Date of birth:
E-mail:	Study programme:	Year of study:

### **Request for courses recognition and for modification of study plan due to the ERASMUS+ Study Stay**

I hereby request courses recognition and modification of my study plan due to the Erasmus+ stay at .....  
 ..... from ..... till ..... (exact dates).

**INSTRUCTIONS:** The whole form must be completed on a computer and then printed out.

Tab. 1: The following courses studied abroad will replace the relevant courses of my study plan at the FTA:

Course name at the receiving institution:	ECTS:	Code and name of the equivalent course at the CZU/FTA	ECTS:	Course / programme guarantor's decision	Name and signature of the signatory:
TOTAL ECTS:		TOTAL ECTS:			

Tab.2: I undertake to complete the following courses according to my study plan after returning from abroad:

Course name:	How do I plan to complete the course:

I hereby request for **individual study plan**: YES  / NO

Date:	Signature:
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5) fill in the **Request** - i.e.:

- a) personal data in the upper part of the **Request**
- b) the name of the receiving university, its Erasmus+ code and country
- c) exact date from-to (according to the Acceptance Letter)
- d) Tab. 1. - Name of the subject you plan to study abroad, number of credits, code and name of the corresponding subject at FTZ (in case of optional subjects "N/A Optional Course"), ECTS credits (in case of corresponding subject at FTZ - number of credits of the given subject, in the case of optional subjects – the number of credits at a foreign institution). Tab. 1 serves as a "mirror" - i.e. subjects studied abroad on the left, their equivalents on the right on the same line. e) list subjects of the study plan that cannot be studied abroad in Tab. 2. These subjects are not part of LA/OLA later.
- f) if the changes in the study plan are such that it is needed, request an ISP

6) recognition of the so-called "course for course"

- the course studied abroad must be in a min. of 60 % matched with the syllabus of the course taught at FTZ
- with completed **Request** and syllabus from host. of the university, go to the course guarantor
- the course guarantor fills in the "Statement of the subject/programme guarantor", i.e. "I agree / I do not agree" and signature + his name in block letters

7) recognition of the so-called "optional subject"

- a subject studied abroad that does not have an equivalent in the student's study plan
- with completed **Request** and syllabus from host. of the university, go to the program guarantor
- the program guarantor fills in the "Statement of the subject/programme guarantor", i.e. "I agree / I do not agree" and signature + his name in block letters

8) submit the completed and signed **Request** to the International Relations Office (NFTZ/412, Zora Fídlarová). IRO will register your mobility to UIS and forward the **Request** to the Study Administration Office of FTZ (SAO FTZ).

9) after delivery of the **Request** to SAO FTZ, the study officer will adjust your study plan at UIS according to the approved **Request**

10) after approval of all courses in the **Request** by the individual guarantors, fill in the OLA/LA - section "Before the mobility"

- complete "Table A – Study Program at the Receiving Institution" → subjects in the first column of the approved **Request**
- fill in "Table B - Recognition at the Sending Institution" → subjects in the third column of the approved **Request**
- complete instructions on how to fill out the OLA are available on the Internet:
  - how to create an account in OLA: <https://www.youtube.com/watch?v=rplepEmQF3Y&t=5s>
  - how to create OLA: <https://www.youtube.com/watch?v=palKpHJvTlg>
- Courses in Tab. 2 of the **Request** are not part of LA/OLA.

11) LA/OLA cannot be approved without the complete and signed **Request** delivered to the FTA IRO!

12) after registering mobility to UIS by the FTA IRO, please add "Bank account number for study placements" to your Student Portal at UIS in the "My College abroad" section

13) download the contract (Grant Agreement) from UIS, and deliver the signed contract to the OMV Central Office (ZDRS/132, Ondřej Votinský/Radka Kalousová) -> ČZU will pay the scholarship into your bank account.

14) Now, you can go. Mobility cannot be started without a signed contract and a paid scholarship!

## II. During the mobility:

- 1) if, upon arrival in the receiving institution, you discover that the course/courses you have chosen cannot be studied (the course is not open, another language of instruction, time conflict with another course, ...), choose another course as soon as possible (max. within two weeks after starting your studies).

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- 2) download the form "**Changes to the original Request for a modification of study plan due to the ERASMUS+ Study Stay**" (hereinafter referred to as the "**Changes of Request**") from the faculty websites (section International Relations → Erasmus+ → Information for Outgoing Students)

Name(s) and surname(s):		Date of birth:
E-mail:	Study programme:	Year of study:

### **Changes no. .... to the original "Request for a modification of study plan due to the ERASMUS+ Study Stay"**

<p>I hereby request to do changes in my originally modified study plan due to the Erasmus+ stay at ..... ..... from ..... till ..... (exact dates). The reason of these changes is/are*: timetable conflict / course is not available / course is taught in different language / other ..... (specify) – *Multiple choice is possible.</p>
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- 3) repeat the steps from I. 5) to I. 7) – the guarantors of the courses/study programme are expected to be contacted by e-mail, so their consent can be sent by e-mail (direct consent of the guarantor sent by e-mail to OMV), or his/her handwritten signature of the Changes to the Application at the OMV office (NFTZ/412, Zora Fídlarová)
- 4) after approval of all courses in the Application by individual guarantors, fill in the OLA/LA – **section "During the mobility"**
- add "Table A2 – Exceptional changes to Table A" → the subjects in the first column of the approved Changes to the request
  - if necessary, add "Table B2 - Exceptional changes to Table B (if applicable)" → the subjects in the third column of the approved Changes to the application
  - A complete guide on how to make changes in OLA is available on the Internet:
    - <https://www.youtube.com/watch?v=DJQrbAD7038>
- 5) without the delivered and complete approved form Changes to the application to OMV, it is not possible to approve changes to LA/OLA!

## III. Max. Up to 14 days after return:

1. **original Transcript of Records (ToR)** deliver to the OMV Central Office (ZDRS/132, Ondřej Votinský/Radka Kalousová)
- 1) **Deliver the original Confirmation of Stay (CoS)** confirming the exact length of your studies at the foreign university to the OMV Central Office (ZDRS/132, Ondřej Votinský/Radka Kalousová)
1. **ToR and CoS must be brought in the original** (a pdf file signed with an electronic signature with a digital certificate sent to [the\\_outgoing@czu.cz](mailto:the_outgoing@czu.cz) can be accepted)
1. If any part of LA is missing – deliver electronically to [outgoing@czu.cz](mailto:outgoing@czu.cz)

2. If the dates in *the CoS* and the Financial Agreement (FTA) differ by 6 days or more - it > necessary to sign (in person) the FD addendum on the reduction/increase of the grant (ZDRS/132, Ondřej Votinský/Radka Kalousová)
3. **fill in the online Final Report** (an internet link to the Final Report will be sent to your e-mail at the end of your stay)
1. Once you have received the *ToR* and *CoS*, download the "**Certificate of Study Abroad**" (hereinafter referred to as the "*Certificate*") *from the FTA website* - available in the International Relations section → Erasmus+ → Study stay for students



**CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE**

FACULTY OF TROPICAL AGRISCIENCES

**CERTIFICATE**

of study abroad within the Erasmus+

As confirmed by the Transcript of Records, sent by **HOST UNIVERSITY**, the student **NAME AND SURNAME** born on **MONTH DAY YEAR** successfully passed the courses mentioned in his/her Learning Agreement (from dd/mm/yyyy to dd/mm/yyyy). These courses are recognized by the CZU Prague as follows:

Host University					Czech University of Life Sciences Prague			
Course Unit Code	Course Unit Title	ECTS Grade	ECTS Credits	Exam date	Equivalent Course Unit Code	Equivalent Course Unit Title	Grade	ECTS Credits

1. Fill in by overwriting the marked part, i.e. Host University, Name and Surname, date of Birth, his/her, period from-to according to *CoS*
2. in the "Host University" section, fill in all the courses studied at the foreign university –
  1. Course Unit Code (code of the course studied at the foreign university according to *ToR*)
  2. Course Unit Title (the name of the course studied at a foreign university according to *ToR*)
  3. ECTS Grade (grade A - E/F according to *ToR*)
  4. ECTS Credits (number of credits of a course studied at a foreign university according to *ToR*)
  5. If a foreign university does not use ECTS credits and grades, it is obliged to issue instructions for the conversion of local evaluation to the ECTS system
  6. Exam date (date of passing the exam at the foreign university according to *ToR*)
3. in the "CZU Prague" section, fill in the courses according to *the Application* (or. *Changes to the application*) and *ToR* – again in a mirror image, i.e. on the left the subjects studied abroad, on the right on the same line their equivalents.
  1. Equivalent Course Unit Code (code of the corresponding course at FTE, in the case of elective courses "N/A")
  2. Equivalent Course Unit Title (the name of the corresponding course at FTA, in the case of elective courses "Optional course")
  3. Grade (grade according to the CULS scale, i.e. A=1, B/C = 2, D/E = 3, F=4)
  4. ECTS Credits (in the case of a corresponding course at the FTA – the number of credits of the course, in the case of elective courses – the number of credits of the course at the foreign institution)
1. send the complete *completed Certificate* **electronically** to [the.fidlerova@ftz.czu.cz](mailto:the.fidlerova@ftz.czu.cz) along with the *ToR* and *CoS scan*

2. after the Certificate has been confirmed by the International Relations Office of the FTA (NFTZ/412, Zora Fídlarová), hand over this document together with a copy *of the ToR* to the FTA Study Department, and submit one copy of *the Certificate* to the OMV Central Office (ZDRS/132, Ondřej Votinský/Radka Kalousová)