

Rector's directive

number: 5/2020 – SR

**Recognition of studies abroad and acceptance of
foreign students within exchange mobility
programs
at the Slovak University of Technology
in Bratislava**

Date: 18. 12. 2020

Rector of the Slovak Technical University in Bratislava in accordance with the provisions of § 1 par. 4 letters k), in connection with § 75 par. 9 of Act No. 131/2002 Coll. on universities and on the amendment of certain laws as amended and in accordance with Article 3 point 1 letter b) Rector's directive number 4/2013 - SR "Rules for issuing internal regulations of the Slovak Technical University in Bratislava" dated 10/03/2013

p u b l i s h e s

the following directive of the rector

**Recognition of studies abroad and acceptance of foreign
students within exchange mobility programs
at the Slovak Technical University in Bratislava**

Article 1

Introductory provisions

- 1) The Rector's Directive "Recognition of study abroad and acceptance of foreign students within exchange mobility programs at the Slovak Technical University in Bratislava" (hereinafter referred to as the "Directive") is an internal organizational and management standard of the Slovak Technical University in Bratislava (hereinafter referred to as "STU") issued by the Rector, which regulates:
 - a) mobility of STU students abroad and their formal security,
 - b) recognition of studies completed by STU students on foreign mobility,
 - c) mobility of foreign students at STU and their formal security.
- 2) Within the Erasmus+ program, STU is involved in key action 1 - Educational mobility of individuals in the field of education and vocational training. It includes projects KA103 - Mobility of individuals and KA107 - Mobility of individuals between program countries and partner countries, which are administered by the Office of International Relations of the STU Rectorate (hereinafter referred to as "IRO STU").
- 3) Where "faculty" is mentioned in this directive, it also means another part of STU that is not a faculty and provides higher education, and where "dean" is mentioned, it is understood in the relevant context as the director of a part of STU that is not a faculty and provides higher education.

Article 2

Mobility of STU students abroad

- 1) While studying at STU, every student enrolled in one of the study levels and one of the forms of study, who completed the first year of bachelor's studies, can complete a part of the study, the so-called mobility, at a foreign university under the following conditions:
 - a) the duration of the student's mobility is subject to the conditions of the mobility program and lasts a maximum of one academic year,
 - b) mobility must be implemented in accordance with the conditions of exchange mobility programs of the European Union, scholarship and foundation organizations or on the basis of a contract between STU and the receiving university,
 - c) student mobility, which is not implemented according to letter b) of this point, is resolved at the faculty level by special contracts,
 - d) during mobility, the student remains a STU student,
 - e) after the end of the mobility, the student returns and continues the studies started at STU,
 - f) STU or the faculty, if the study program takes place at the faculty, will recognize the student's results of completed studies in accordance with the pre-agreed and approved study plan. In the case of an agreement between STU and the receiving university within the framework of the Erasmus+ program KA103 and KA107, it will recognize the results of the completed studies on the basis of the study agreement (or Online Learning Agreement - hereinafter referred to as "OLA").

Article 3

Formal provision of STU student mobility

- 1) The mobility of a student at a foreign university must be formally secured with mandatory documents before departure, during the stay and after the student's return to STU. The student hands over the documents to the authorized employee at the faculty.
- 2) Before traveling on mobility to a foreign university, the student must hand over the following materials to the authorized employee at the faculty:
 - a) application for mobility - the student uses the form of the relevant exchange mobility program, scholarship or foundation organization or receiving university. In the case of a contract between STU and the receiving university as part of the Erasmus+ KA103 program, the student electronically fills out the application for mobility in the Academic Information System of STU (hereinafter referred to as "AIS");
 - b) study contract - the contract must be concluded between the student, the relevant

STU faculty and the receiving university. The student uses the form of the relevant mobility program or scholarship or foundation organization or the receiving higher education institution. In the case of a contract between STU and the receiving university within the Erasmus+ KA103 program, the student fills out the study contract (OLA) electronically.

The study contract meets the following conditions:

- i) the study contract must contain a detailed study plan, including ECTS credits, which the student is required to obtain at the receiving university. As the content of study at a foreign university may not be identical to the content of the relevant study program of the STU faculty, the STU student is obliged to obtain at least 20 ECTS credits per semester. The student has the right to enroll in any other subject taught at the receiving university outside of the subjects listed in the study contract, but the credits obtained by completing such a subject do not count towards the mandatory number of credits;
 - ii) the study contract for bachelor's, engineering and doctoral students, approved only for the implementation of the final thesis, is not subject to the condition of obtaining the mandatory number of credits according to letter i) of this point;
 - iii) the study contract is approved by the responsible person from the STU faculty;
 - c) confirmation of the level of knowledge of a foreign language;
 - d) a statement of the results of the entire study completed at STU in English;
 - e) proof of insurance for the trip and period of stay abroad;
 - f) proof of acceptance for mobility to a foreign higher education institution issued by the receiving foreign higher education institution.
- 3) In the case of the Erasmus+ program, the IRO STU will ensure the processing of information about the mobility of the STU student at a foreign university and register the mobility in the AIS.

During mobility at a foreign university, the student is obliged to deal with any necessary changes that occurred in the content of the study compared to the originally approved contract about the study. The student shall deliver the request for changes to the contract electronically to the foreign mobility coordinator of the relevant faculty and to the IRO STU within one month of arrival at the foreign university. In the case of the Erasmus+ KA103 program, the student electronically fills out the Changes in OLA. Changes in the study content are approved by the receiving university and the responsible person from the relevant faculty. The answer to the request for a change in the contract on the study content must be delivered to the student within 15 working days from the delivery of the request.

- 4) After returning from mobility at a foreign university, the student submits to the faculty:
 - a) a statement of the results of the completed studies issued and confirmed by the receiving university,
 - b) internet link to the syllabi of completed subjects. If the syllabi are not published

on the website of the receiving university, the student is obliged to document them in printed form,

- c) in the case of the completion of the final thesis, the student submits the evaluation of the final thesis issued and confirmed by the supervisor of the final thesis at the receiving university.

Article 4

Recognition of studies completed by STU students on foreign mobility

- 1) In accordance with Article 10 point 7 of the STU Study Regulations, subjects completed at the receiving university are recognized by the student's dean of the faculty on the basis of a statement of study results, which the receiving university prepares for the student at the end of his studies.
- 2) Recognition of the results of studies completed at a foreign university is realized on the basis of the following documents:
 - a) a statement of the results of the completed studies with a classification scale, issued and confirmed by a foreign university. In the case of the Erasmus+ program, a bachelor's, engineering or doctoral student uploads a statement of study results to his so-called of the "checklist" in AIS;
 - b) evaluation of the final thesis issued and confirmed by the supervisor of the final thesis at the receiving university. In the case of the Erasmus+ program, a bachelor's, engineering or doctoral student who, based on the contract on the content of the study, only completed the final thesis, uploads the evaluation of the final thesis to his so-called of the "checklist" in AIS.
- 3) The Faculty of STU will ensure the processing of a recognized mobility study at a foreign university into the student's file in AIS.
- 4) If the student has not obtained the prescribed number of ECTS credits stated in the Study Agreement at the receiving university, the vice-rector, who is responsible for student mobility, will request in writing the relevant faculty for a statement on the return of the grant or the remission of the sanction. The faculty will ask the student to state the reasons for obtaining an insufficient number of credits and, based on the assessment of these reasons, will recommend the application or remission of the sanction. In case of application of the sanction, which is the return of the grant or the return of a part of the grant, the student will be invited in writing by the ÚMV STU. The student is obliged to return the grant or a specified part of the grant to the STU account within 15 days of receiving the appeal or file an appeal against the application of the sanction within the same period. The appeal will be assessed by a committee consisting of the foreign mobility coordinator of the relevant faculty, the vice-dean for education of the relevant faculty and the vice-rector, who is responsible for student mobility. The Commission will make a decision on the appeal within 15 days from the receipt of the appeal.

Article 5
Mobility of foreign students at STU

- 1) Every foreign student enrolled to study at a foreign university in some level of study and in some form of study, who has completed the first year of bachelor's studies, can complete a part of the study, the so-called mobility, at STU under the following conditions:
- a) the duration of the student's mobility is subject to the conditions of the mobility program and lasts a maximum of one academic year,
 - b) mobility must be implemented in accordance with the conditions of exchange mobility programs of the European Union, scholarship and foundation organizations or on the basis of a contract between STU and the sending university,
 - c) student mobility that is not implemented in accordance with letter b) this point is resolved at the faculty level by special contracts,
 - d) during mobility, a foreign student has the same rights and obligations as a STU student,
 - e) after the end of the mobility, the foreign student returns to the sending university and continues the started studies.

Article 6
Formal provision of foreign student mobility at STU

- 1) A foreign student must have mobility at STU formally ensured by the following documents, which the student submits to the relevant faculty:
- a) application for mobility - the student uses the form of the relevant exchange mobility program, scholarship or foundation organization or receiving higher education institution to apply for mobility. In the case of a contract between STU and the receiving university within the framework of the Erasmus+ KA103 program, the student electronically fills out the application for mobility in AIS (Application Form for Exchange Student);
 - b) study contract - the contract must be concluded between the student, the STU faculty and the sending university. The student uses the form of the relevant mobility program or scholarship or foundation organization. In the case of a contract between STU and the receiving university within the Erasmus+ KA103 program, the student fills out the Study Agreement (OLA) electronically. The foreign student's study contract is approved by a person authorized by the dean of the relevant STU faculty;
 - c) a statement of the results of the entire completed study at the sending university in English;
 - d) confirmation of the level of knowledge of the English or Slovak language;
 - e) proof of insurance for travel and duration of stay in Slovakia;

- f) Document of acceptance for mobility issued by the relevant STU faculty (in the case of the Erasmus+ KA107 project, a document issued by the IRO of STU).
- 2) A foreign student whose mobility is secured by the documents mentioned in point 1 of this article is registered in the AIS at the relevant STU faculty and has the rights and obligations of a STU student.
- 3) After the end of the mobility, the relevant faculty of STU will issue to the foreign student an official statement of the results of the completed study with a classification scale in English, confirmed by a stamp and signature. At the student's request, the relevant STU faculty will also issue a confirmation of the duration of the mobility to the student.

Article 7
Final provisions

- 1) Any amendments to this directive are possible only on the basis of numbered amendments to the directive signed by the rector.
- 2) Rektor je oprávnený po vydaní každého dodatku k tejto smernici vydať spolu s dodatkom aj úplné znenie tejto smernice.
- 3) Rector's Directive no. 5/2012 – N Recognition of study abroad and acceptance of foreign students within exchange mobility programs.
- 4) This directive enters into force on the date of its issue and becomes effective on January 1, 2021.

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rektor

¹ tento dokument je podpísaný elektronicky