

Rector's Directive No. 5/2012 - N

Recognition of Foreign Studies and Acceptation of Foreign Students within Mobility Exchange Programs

This Regulation lays down the recognition of foreign studies as a part of mobility exchange programs in line with Act No 131/2002 Coll. on Higher Education and its paragraph 1 (4) (k), paragraph 75 (11) and paragraph 58a.

Article I Mobility of STU students abroad

In the course of their studies at STU Bratislava, each student enrolled for study (**in all study degrees and forms**) who has completed the first year of Bachelor's Studies may spend one part of their studies, the so-called mobility studies, at a foreign university as follows:

- a) the length of a student's mobility studies is the subject of the mobility program's conditions and lasts one academic year at the most;
- b) mobility studies shall be carried out in line with the conditions of the EU mobility exchange programs, scholarship and grant organizations, or on the basis of a contract signed between STU Bratislava and the accepting university;
- c) student mobility studies not performed in line with Article I (b) shall be settled at the university level by separate contracts;
- d) during their mobility studies, students shall remain STU Bratislava students;
- e) after the termination of their mobility studies, students shall return and continue their studies commenced at STU Bratislava;
- f) STU Bratislava shall recognise all study results achieved in line with a previously agreed and approved Study Plan on the basis of a Learning Agreement.

Article II Formal arrangement of mobility studies of STU Bratislava students

Students' mobility studies at foreign universities shall be formally arranged by the obligatory documents before, during and after the stay when STU Bratislava students return. Students shall submit all documents to the person in charge at the faculty.

1. **Before leaving** for mobility studies to a foreign university, students shall submit the following materials:

A) Application for mobility studies

Students shall use the form of a relevant mobility exchange program, scholarship or grant organization, or of the accepting university. In the case of a contract signed between STU Bratislava and the accepting university, students shall use the form available on the STU Bratislava web page (Annex 1 – Application Form for Exchange Student).

B) Learning Agreement

A Learning Agreement shall be concluded between the student, a relevant faculty of STU Bratislava, and the accepting university. Students shall use the form of a relevant mobility program, scholarship or grant organization, or of the accepting university. In the case of a contract signed between STU Bratislava and the accepting university,

students shall use the form available on the STU Bratislava web page. Annex 2 – Learning Agreement

- a) Any Learning Agreement shall contain a detailed *Study Plan*, including ECTS credits which the student is obliged to achieve at the accepting university. As the content of studies at a foreign university may not be fully identical with the content of studies at the respective study program of an STU Bratislava faculty, all STU Bratislava students shall obtain at least 20 ECTS credits per term. Students have the right to enrol for any other subject taught at the accepting university beyond the subjects included in the Learning Agreements; any credits obtained for this subject shall not be counted in the obligatory number of credits.
 - b) The condition of obtaining the obligatory number of credits shall not apply to the Learning Agreement of students of Bachelor, Master and Postgraduate studies approved only to write their final thesis.
 - c) Any Learning Agreement is approved by the guarantor of the study program and the Sub-Dean in charge of Education at a relevant STU Bratislava faculty. On behalf of university institutions, the Agreement is approved by the guarantor of the study program and a person entrusted by the institution's director.
- C) **Copy of the results achieved during the whole study completed at STU Bratislava in English.**
- D) **Confirmation of foreign language proficiency.**
- E) **Document for travel insurance and insurance for the foreign stay period.**
- F) **Confirmation of acceptance to mobility studies at a foreign university, issued by the accepting foreign university.**
- G) STU Bratislava faculty shall ensure that the information on an STU Bratislava student's mobility studies at a foreign university will be included in the student's AIS file.
2. **During their mobility studies** at a foreign university, students shall settle any necessary changes which have occurred in the content of their studies in comparison with the initially approved Learning Agreement. Students shall deliver their Application for Changes in the Agreement by e-mail to the coordinator of foreign mobility studies of a relevant faculty/institution within one month after arrival at the foreign university. Students shall use the form available on the STU Bratislava web page. Annex 3- Changes in Learning Agreement Changes in Learning Agreement shall be approved by the accepting university, the guarantor of the study program, the Sub-Dean in charge of Education of the relevant faculty, and the student. On behalf of university institutions, the Agreement is approved by the guarantor of the study program and a person entrusted by the institution's director. Any responses to an Application for Changes in Learning Agreement shall be delivered to the student within 15 days from the Application delivery.
 3. **After returning from their mobility studies** at a foreign university, students shall submit to their STU Bratislava faculty a copy of their study results issued and confirmed by the accepting university and the syllabus of the completed subjects. In the case of writing their thesis, students shall submit an assessment of their final thesis issued and confirmed by the tutor of their final thesis at the accepting university.

Article III

Recognition of studies completed by STU students at foreign mobility programs

1. In view of Article 1 (f), the recognition of the results of studies completed at foreign universities is in the competence of the guarantor of the study program and the Sub-Dean in charge of Education of the relevant STU Bratislava faculty.
2. The following documents are necessary for the recognition of study results achieved at foreign universities:
 - a) Application for recognition of foreign mobility subjects (Annex 4 – Application for recognition of mobility study).
 - b) Students of Bachelor, Master and Postgraduate studies shall attach to their Application an official copy of the results of the completed studies with a classification rating, issued and confirmed by a foreign university, and the syllabus of single subjects from the foreign university.
 - c) Students of Bachelor, Master and Postgraduate studies, who only wrote their final thesis on the basis of the Learning Agreement, shall submit an assessment of the thesis issued and confirmed by the final thesis' tutor at the accepting university.
3. STU Bratislava faculties shall ensure that the recognised mobility study performed at a foreign university will be included in students' AIS files.

Article IV

Foreign students' mobility studies at STU

Each foreign student enrolled for study at a foreign university (**in all study degrees and forms**) who has completed the first year of Bachelor's Studies may spend one part of their studies, the so-called mobility studies, at STU Bratislava

- a) The length of students' mobility studies is subject to the mobility program's conditions and lasts one academic year at the most.
- b) Mobility studies shall be carried out in line with the conditions of the EU mobility exchange programs, scholarship and grant organizations, or on the basis of a contract between STU Bratislava and the dispatching university.
- c) Any student mobility study not performed in line with Article IV (b) shall be settled at the university level by separate contracts.
- d) During their mobility studies, foreign students shall have the same rights and obligations as STU Bratislava students.
- e) After the end of their mobility studies, foreign students shall receive a copy of their study results, issued by the relevant STU Bratislava faculty, with a classification rating in English.
- f) After the end of their mobility studies, foreign students shall return to the dispatching university and shall continue their commenced studies.

Article V

Formal arrangement of the mobility studies of foreign students at STU

1. The following documents are necessary for the formal arrangement of the mobility studies of foreign students at STU; students shall submit such documents at the Foreign Relations Office at the STU Bratislava Rectorate.

- a) **Application for mobility studies.** Students shall use the form of a relevant mobility exchange program, scholarship or grant organization, or of the accepting university. In the case of a contract between STU Bratislava and the accepting university, students shall use the form available on the STU Bratislava web page (Annex 1 – Application Form for Exchange Student).
 - b) **Learning Agreement.** The Agreement shall be concluded between the student, an STU Bratislava faculty and the dispatching university. Students shall use the form of a relevant mobility program or a scholarship or grant organization. In the case of a contract between STU Bratislava and the accepting university, students shall use the form available on the STU Bratislava web page (Annex 2 - Learning Agreement).
 - c) Learning Agreement of foreign students is approved by the guarantor of the study program and the Sub-Dean in charge of Education at the relevant STU Bratislava faculty. On behalf of university institutions, the Agreement is approved by the guarantor of the study program and a person entrusted by the institution's director.
 - d) **Copy of results of all studies completed** at the dispatching university in English.
 - e) **Confirmation of English or Slovak language proficiency.**
 - f) **Document confirming travel insurance and insurance for the period to be spent in Slovakia.**
 - g) **Confirmation of acceptance to mobility studies** issued by the Foreign Relations Office of the STU Bratislava Rectorate on the basis of a written acceptance by the faculty, made by the Sub-Dean in charge for Education of the relevant STU Bratislava faculty.
2. All foreign students who have met the conditions stated in Article 5 (1) shall be registered in AIS at the relevant STU Bratislava faculty, and shall have the same rights and obligations as STU Bratislava students.
 3. After the end of their mobility studies, foreign students will receive an official copy of their study results, issued by the relevant STU Bratislava faculty, with a classification rating in English, confirmed with a stamp and signature.

Article VI Final provisions

This Directive shall come into effect on 1 September 2012.

Bratislava, 30 August 2012

Prof. Ing. Robert Redhammer, PhD.
STU Rector

Annex 1 - Application Form for Exchange Student
Annex 2 – Learning Agreement
Annex 3 - Changes in Learning Agreement
Annex 4 - Application for recognition of mobility study