

# Internal Directive of the Dean of the Faculty of Commerce of the EU in Bratislava No. 2/2019

## **Framework conditions for sending students of the Faculty of Commerce abroad and the principles of recognition of part of the study abroad**

### **I. Preliminary provisions**

1. This Internal Directive regulates the framework conditions for sending students of the Faculty of Commerce to foreign stays (study stays, practical internships) within the Erasmus+ and CEEPUS programmes, within other European Union programmes or within stays provided by SAIA, n. o., within other educational programmes organised by the EU in Bratislava or universities in the European Union, as well as on the basis of bilateral cooperation agreements with foreign universities and other institutions providing higher education and also regulates the conditions and principles of recognition of part of the study abroad.
2. This Internal Directive regulates and implements the provisions of Article 10 of the Study Regulations of the University of Economics in Bratislava in more detail.

### **II. Framework conditions for sending students of the Faculty of Commerce on foreign stays**

3. The completion of part of the study at the foreign university and its recognition must be formally secured:
  - a) by applying for an exchange study,
  - b) a learning agreement concluded between the student, the EU in Bratislava and the host school before the student enters the host school,
  - c) a transcript of records.

The application for exchange studies is submitted by the student according to the requirements specified in the call for applications for the selection procedure, or the submission of applications depending on the available information and the conditions of the specific programme, or the contract on the basis of which the student is interested in completing a foreign stay.

A learning agreement is an agreement concluded between the student, the sending university and the receiving university before the student enters the receiving university. Higher education Learning agreement for studies contains the details of the intended study abroad, including the credits the student is required to earn while abroad.

The transcript of records for the entire previous study period is issued by the Study Department of the Faculty of Commerce.

4. A student who completes part of his/her studies at a higher education institution abroad, while fulfilling the established formal requirements, remains a student of the EU in Bratislava.
5. In the event that a student wishes to attend a study stay outside the programmes referred to in Article 1, he/she is obliged to submit to the Faculty of Commerce of the EU in Bratislava a confirmation of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MŠVaŠ SR") that the study at the foreign university is equivalent to university studies of the given degree in the Slovak Republic. In the case of equivalence of studies,

the provisions of point 6 - point 26 of this Internal Directive shall apply to the student. In the case of non-equivalence, the student may only apply for interruption of studies.

#### **Student's obligations before foreign stays**

6. A student who has been nominated for a study abroad on the basis of a successful selection procedure is obliged, to the Vice-Dean for International Relations of the Faculty of Commerce (hereinafter referred to as the "Vice-Dean") before departure, :
  - a) to submit and have approved a study plan - a proposal of courses and conditions on the basis of which his/her study abroad will be recognised at the Faculty of Commerce of the EU in Bratislava and will replace a comparable part of his/her studies. The course proposal must be accompanied by a course syllabus and a complete list of courses from which the student chooses a suitable combination of courses at the foreign university,
  - b) on the basis of the approved course proposal, to conclude a Learning Agreement (LA), which must be signed by all parties, i.e. the student, the sending university (represented by the Vice-Dean for International Relations) and the receiving university,
  - c) to submit an application for release from studies together with a certificate of completion of the foreign stay. The proof of release from studies is issued by the Study Department of the Faculty of Commerce on the basis of the Dean's approval of the submitted application for release from studies.
7. A student who has been nominated for a practical internship abroad on the basis of a successful selection procedure is obliged to submit to the Vice-Dean for International Relations of the Faculty of Commerce for approval and signature:
  - a) Learning Agreement for Traineeships (LAT), which specifies the exact date of the internship, the student's programme and tasks during the internship, the student's working hours, as well as other pertinent information,
  - b) a request for release from studies together with a certificate of completion of the foreign stay, if the foreign practical part is completed during the teaching semester/academic year. The release from studies decree is issued by the Study Department of the Faculty of Commerce on the basis of the Dean's approval of the submitted request for release from studies.
8. The Vice-Dean for International Relations has the right to decide on the approval of the study plan within 10 working days of its receipt, including the required documents, and to sign the LA within 10 working days of the receipt of the LA with the pre-approved study plan at the Department for International Relations.

#### **Student's obligations during foreign stay**

9. The student is obliged to inform the Vice-Dean for International Relations of the Faculty of Commerce about any changes to the original study abroad plan or internship abroad plan that have arisen during the foreign stay.
10. All changes must be indicated in the LA or LAT in the Changes During Mobility section and approved by signature by all parties, i.e. the student, the sending university (represented by the Vice-Dean) and the receiving university or the receiving foreign institution.

### **Student's obligations after a foreign stay**

11. The student is obliged to submit to the Vice-Dean for International Relations of the Faculty of Commerce within 30 days after the completion of the foreign stay for the purpose of recognition of the part of the study completed at the university abroad:
  - a) an application for recognition of examinations,
  - b) transcript of records, prepared by the host university abroad at the end of the student's stay
  - c) the syllabi of all courses taken abroad.

### **III. Recognition of part of studies abroad**

12. The authority and responsibility for the recognition of part of the study abroad is vested in the Vice-Dean for International Relations of the Faculty of Commerce.
13. The Vice-Dean for International Relations of the Faculty of Commerce recognizes documents of study or practical internship, which document the completion of a foreign placement (fully or partially), which corresponds to the study of the same or similar study programme, which is accredited and taught at the Faculty of Commerce.

### **Recognition of study stays**

14. The study will be fully recognised in accordance with the study agreement and the transcript of records (including the assessment and credits awarded) and will replace the comparable part of the study (including examinations and other forms of assessment), i.e. "en bloc" (a semester or academic year). If a student is studying within the programmes referred to in point 1 of this Internal Directive, the content of the study need not be fully identical to the content of the study of the programme in question.
15. A prerequisite for recognition of studies under the previous point is that the student obtains during such studies a number of credits at the EU in Bratislava corresponding to the standard load for one academic year according to Article 7 of the Study Regulations, including the prescribed number of examinations and credits corresponding to this standard load according to the given recommended study plan of the relevant study programme. If a student is studying at a foreign higher education institution within the programmes referred to in point 1, the Faculty of Business shall recognise the study abroad and credit the credits obtained during the study stay in accordance with the learning agreement.
16. Students who have taken an examination at a higher education institution abroad will have the results of the examination and the corresponding number of credits recognised by the Vice-Dean on the basis of their application submitted no later than 30 days after their return from their foreign stay. A student may apply for recognition of examinations for courses which, according to the regular study plan, he/she has to take in the academic year in which he/she completed the study abroad.
17. Evidence of education and results of studies are recognised by the Faculty of Commerce on the basis of a written request from the student. The student shall attach to the application for recognition:
  - a) a transcript of studies or other evidence of examinations taken abroad certified by the foreign higher education institution,
  - b) syllabi of the courses for which recognition is requested in English or in Slovak, or in agreement with the Vice-Dean in another foreign language,

- c) study plan - a proposal of courses, including its possible changes during the foreign stay , approved by the Vice-Dean.
18. The Vice-Dean has the right to make a decision on the recognition of study abroad within 30 days of receipt of the application for recognition, including all necessary documents. In case of approval, the Faculty will issue a document of recognition. Consent for recognition is conditional on the similarity of the syllabus of the recognised courses.
  19. A student who does not take any of the courses of the study plan at the Faculty of Commerce during the study stay and the course is not recognized due to the incompatibility of the course at the foreign higher education institution, will take the course at the Faculty of Commerce after his/her return from the foreign stay. In this connection, the student must contact the teacher or examiner of the course taught at the Faculty of Commerce in advance to arrange the conditions and date of the examination. The interim evaluation is not part of the evaluation of a student who has completed a study stay at a foreign higher education institution.
  20. Records of recognition documents are kept simultaneously by the Study Department and the International Relations Unit of the Faculty of Commerce. All documents and pedagogical documentation on the basis of which studies abroad are recognised are kept at the Study Department of the Faculty of Commerce.
  21. In case the student only asks for confirmation of the completion of studies abroad (without recognition of studies with examination results and the corresponding number of credits), he/she is obliged to submit to the Vice-Dean after the completion of these studies the original or a certified copy of the confirmation of the foreign higher education institution on the duration of studies abroad, on the basis of which the Vice-Dean will issue him/her a confirmation of the completion of studies, which the student will show to the relevant teacher.
  22. A period of study of less than a semester will also be fully recognised and will make up for a student's absence during a comparable period of study at the Faculty of Commerce, provided that the student has been assigned under the conditions set out in point 3 of this Internal Directive.

#### **Recognition of traineeships**

23. In case a student is released from studies due to a traineeship abroad, on the basis of a certificate of completion of the traineeship issued by the foreign institution, the Vice-Dean for International Relations will recognize the student's midterm assessment and absence from classes (lectures and seminars) during the period when he/she completed the traineeship. The above provisions do not apply to the recognition of credit for a seminar for a bachelor's thesis or a seminar for a master's thesis in which absences cannot be recognised.
24. The student must make prior arrangements:
  - a) with the teacher or examiner of the course the conditions and date of the examination. On the basis of the agreement of the teacher or examiner with the course supervisor, the examiner shall allow the student to participate in the examination. The student's assessment may not include a midterm evaluation which has been awarded;
  - b) with the supervisor of the final thesis the conditions of completion of the course and is obliged to consult the final thesis with the respective supervisor of the final thesis during the duration of the study abroad in electronic form.

#### **Specific and common principles for the recognition of studies**

25. A student who has been released from studies due to participation in a foreign stay has the right to:

- a) pass an examination in the course of the semester according to the study plan during which he/she was released from studies and which he/she did not take at the foreign university, upon his/her return from the foreign stay;
  - b) pass all examinations from the courses of the student's study plan of the semester during which he/she was released from studies due to participation in a traineeship, after returning from the foreign stay.
26. To comply with the provisions of point 25 of this Internal Directive, the teacher is obliged to allow the student to take the examinations after returning from the foreign stay during the examination period of the semester in question. In the event that the end of the student's foreign stay extends beyond the examination period of the semester during which the student was released from studies, the teacher shall be obliged to write an assessment date for the student in the semester next following the semester during which the student was released from studies due to participation in the foreign stay.
27. The Vice-Dean recognises the traineeship course for a student who is completing a foreign stay and, on the basis of the submitted documents, part of the study abroad is recognised for that student.

#### **IV. Final provisions**

28. The Internal Directive is binding for all students of the Faculty of Commerce and employees who provide teaching at the Faculty of Commerce.
29. This Internal Directive of the Dean of the Faculty of Commerce of the EU in Bratislava No.2/2019 enters into force and effect on December 9, 2019.

Ing. Peter Drábik, PhD.  
*The Dean of the Faculty of Commerce  
of the EU in Bratislava*