



Methodical instructions for registration and study within bilateral MBD agreements

1. The student registers for the study stay electronically within the deadlines set by the International Office of the Rectorate of the CTU through the [component of Mobility](#). Students will carefully check that they have sent their application.
2. The vice-dean for Education of the FA CTU will automatically electronically confirm or reject the student's participation in the program with regard to the fulfilment of his/her study obligations in the past and the overall contribution of the planned study stay abroad to the study program at the FA.

The approval will not be granted to students who:

- a) they do not have the required number of free credits for studying abroad and thus do not meet the condition for completing the compulsory 20 credits per semester,
 - b) pay tuition fees longer than the standard period of study plus one year,
 - c) have not reached a weighted study average less than or equal to 2.2 of all credited subjects of previous studies, and depending on the size of the scholarship fund intended to support study stays under bilateral agreements and the number of registered student a lower weighted average may be required.
3. The final selection of students will be made on the basis of applications and the results of language tests by the International Office of the CTU Rectorate in cooperation with the FA. Preference is given to students who have not yet travelled abroad through the programs provided by the FA or the CTU Rectorate before applying.
 4. The **"Study plan for studying abroad"** (**"Online Learning Agreement"** – **"OLA"**) is proposed by the student in accordance with the study plan of the studied program. Based on the course offerings, the partner institution listed on their website or in printed form, the student can choose compulsory and optional subjects. They add the full name, code, number of ECTS credits to the individual courses in the LA form and attach the course syllabus.
 5. The compilation of completed courses must be such that the minimum number of credits eligible at the FA CTU for courses studied at a foreign university is 20 credits per semester. In very exceptional and justified cases, the vice-dean for Education may allow a lower number of credits than 20. At a foreign school, we recommend enrolling mainly compulsory elective courses and studio courses (compulsory, compulsory electives). The student must take into account that some subjects-equivalents of compulsory subjects of the FA CTU do not have to be in the study plans of foreign schools (for example, ATRN). Credits for subjects that are not related to the studied field of FA CTU cannot be counted (language, physical education, sports club, etc.).
 6. The student submits his/her "Study Plan" for approval to the study department of the FA CTU - to [the relevant coordinator](#) (Mrs. Libuše Křenová). In case of any ambiguity, the student will then discuss the study plan with the vice-dean for Education. From the **"Study Plan"** at a foreign university, it must be clear by mutual agreement for which subjects of his/her curriculum at FACTU and with what credit evaluation the subjects studied at a foreign school he/she will be recognized.



7. After approval, the student submits the **"Study Plan"** to the [Department of International Office of the CTU Rectorate](#) together with:
 - a) confirmation of insurance for the entire period of stay
 - b) confirmation of study
 - c) possibly other documents, if required by the partner school.

8. The student is obliged to ensure that all changes in his/her **"Study plan"** are approved in writing by the vice-dean for Education sending the FA in the form of a revised study plan, as soon as they occur. The requested change is valid only after its approval by the vice-dean for Education and does not have to be confirmed by the foreign faculty, unless required by the partner school. The student submits the corrected documents for approval or sends them to the FA study department to the relevant coordinator (Mrs. Libuše Křenová).

Changes cannot be approved after the student's arrival back in the Czech Republic. In such a case, the originally (last) approved **"Study Plan"** applies. The student is also obliged to deliver the approved revised study plan to the International Office of the CTU Rectorate. In case of any changes to the **"Study Plan"**, the minimum number of eligible credits at the FA is 20.

9. Fulfilment of the conditions set out in the **"Study Plan"** is documented by the student upon return to the Czech Republic by presenting the relevant certificate **"Transcript of Records"** issued by the partner school) to [the study department coordinator](#) (Mrs. Libuše Křenová), together with **"Application for recognition of subjects"**.
 - a) The student is obliged to complete (by examination or assessment) all subjects enrolled in the **"Study Plan"**.
 - b) It is the student's obligation, together with this application, to submit a CD with a recording of all the work he/she has processed abroad in the compulsory subjects which he/she requires to be recognized in his / her study program at the FA.
 - c) After returning from the study stay, the student is also obliged to prepare an exhibition and possible presentation of his/her studio work by the date specified in the academic calendar in the premises of FA CTU according to the instructions of the International Office.

10. The vice-dean for Education of the FA CTU will check the submitted documents and exhibited works and will decide on the classification of compulsory subjects studied abroad, taking into account the result of the classification from the foreign university.

11. The student will then hand over to the International Office of the Rectorate of CTU a copy of the **"Transcript of Records"** and a **"Certificate of recognition of subjects"**, signed by the vice-dean for Education of FA CTU. If the actual number of recognized credits is less than 20 per semester or lower than the limit set individually by the vice-dean for Education of FA CTU, the student will be obliged to return a proportion of the provided funds, depending on the number of actually recognized credits.

This methodological instruction applies to participants in the program of bilateral MBD agreements from the academic year 2022-23.

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