

Directive of the Faculty of Economics and Administration of Masaryk University No. 3/2018

on granting an Individual Study Plan to students going abroad or representing the Czech Republic in sport

(in the wording effective since 1 September 2024)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act") and the Organisational Regulations of the Faculty of Economics and Administration of MU (hereinafter referred to as "ECON MUNI"), I issue the following Directive:

Section 1

Subject

- (1) The subject of the Directive is to define the conditions for granting the "internship" and "sport" flag to students of bachelor and master programmes at ECON MUNI and to define the rights and obligations of students and lecturers in connection with the Individual Study Plan that allows this flag to students.

Section 2

Basic provisions and definition of terms

- (1) In accordance with the applicable wording of the Masaryk University Study and Examination Regulations (SER), students are required to attend specified parts of classes, to enrol in courses related to the study of a given programme and to fulfil the conditions for enrolment in a semester.
- (2) In accordance with the current wording of the SER, the condition of participation in teaching may be replaced by other requirements and at the same time the Dean may grant an exception to SER provisions.
- (3) This Directive sets out a different regulation of the relevant provisions of the SER in the case of the award of the "internship" and "sport" flags, providing students with an Individual Study Plan for the duration of the flag assigned.

Section 3

Granting of the "internship" flag when going abroad

- (1) The "internship" flag is awarded to students going on a semester or multi-semester study stay at a foreign school or on a foreign work placement (both mainly within the Erasmus programme) who meet the conditions for the stay, for which they are sent by ECON MUNI or another MU faculty provided that the student is also enrolled in studies at ECON MUNI. Students departing via ECON MUNI do not apply for the "internship" flag; it is automatically granted. If the student is travelling via another MU faculty, they must request the "internship" flag from the Faculty Coordinator for International Programmes via e-mail from their university account.
- (2) In the semester when they are staying at a foreign school, except for students going on a stay via another MU faculty, the MUNI ECON office responsible for the administration of the foreign stay agenda records these students in the XPX_ZASP course "Foreign study stay".
- (3) All authorised persons (typically ECON MUNI teachers) will see the "internship" information in the MU Information System (IS MU) for each enrolled course in a note. The "internship" flag is entered into the IS MU by the MUNI ECON office responsible for the administration of the foreign stay agenda from the first day of mobility abroad who also records the XPX_ZASP

subject "Foreign study stay". Students going on a stay through another MU faculty are assigned the "placement" flag by the ECON MUNI Office for International Relations on the basis of an approved application sent by e-mail from the university account (see Section 3(1)).

- (4) The student is awarded the "internship" flag for the semester in which they stay at the foreign school or internship and for the following semester until the start of the examination period.
- (5) Students who have completed a foreign work stay are recognised in the course XPX_ZAST "Foreign Internship" after meeting the conditions.

Section 4

Rights of students with the "internship" flag

- (1) A student who is granted the "internship" flag has the possibility of agreeing with the teachers of the courses enrolled in the semester in which they are abroad on their non-participation in parts of the classes with otherwise compulsory attendance.
- (2) A full-time student with the "internship" flag has the right to enrol in courses for combined programmes (if offered) during the semester they are abroad, which will be recognised as equivalent to a full-time course.
- (3) A student who has been awarded the "internship" flag has the right to complete the course enrolled in the semester when they stay abroad and is also enrolled in XPX_ZASP outside the examination period.
- (4) Students who leave through another MU faculty must enrol in ECON MUNI for a sufficient number of credits to meet the requirements for advancement to the next semester.

Section 5

Teachers' rights and obligations towards students awarded the "internship" flag

- (1) The teacher may refuse to agree with the student to not participate in the mandatory parts of the course for courses in which the active participation of students is necessary during the semester.
- (2) The teacher is obliged to allow the student with the "internship" flag to complete a course enrolled in during the semester they are abroad, and simultaneously enrolled in XPX_ZASP, outside the examination period as well.

Section 6

Awarding the "sport" flag when representing the Czech Republic in a sporting event

- (1) The "sport" flag is awarded to ECON MUNI students who present a certificate of being a representative of the Czech Republic in a sporting field, issued by a sports organisation representing this field in the Czech Republic (hereinafter referred to as the "Association").
- (2) The student must apply for the "sport" flag via the IS MU.
- (3) The appendices to the application must include:
 - a) confirmation from the association that the applicant is a sports representative of the Czech Republic in the given sport,
 - b) a confirmed schedule of sports activities,
 - c) a draft Individual Study Plan (hereinafter referred to as "ISP").
- (4) The proposal for the ISP will be prepared by the applicant on the basis of the current ECON MUNI Study Catalogue, the applicable schedule, and consultations with individual teachers of the courses affected by the sport activities. The ISP proposal must include:
 - a) identification of the subjects concerned,

- b) the manner of their completion (e.g. the extent of absences from compulsory parts of education, alternative fulfilment of study obligations, etc.),
 - c) the way in which courses are completed (e.g. extension of the examination period, alternative examination method, etc.).
- (5) Students who are awarded the "sport" flag are enrolled by the Office for Studies in the XPX_SPRE Sport Representation course.
 - (6) All authorised persons (typically ECON MUNI teachers) will see the "sport" flag information in IS MU for each enrolled course in a note.
 - (7) A student is awarded the "sport" flag for one current semester.

Section 7

Rights and obligations of a student with the "sport" flag

- (1) A student who has been awarded the "sport" flag has the right to complete the course outside the examination period.
- (2) Students with the "sport" flag are obliged to promote ECON MUNI in the manner specified in the ISP.

Section 8

Teachers' rights and obligations towards students with the "sport" flag

- (1) The teacher may refuse to agree with the student on their non-participation in the required parts of the course for courses in which the active participation of the student is necessary during the semester.
- (2) The teacher is obliged to allow a student with the "sport" flag to complete the course outside the examination period.

Section 9

Final provisions

- (1) This Directive repeals MU Faculty of Economics and Administration Directive No. 3/2018 effective since 17 April 2018.
- (2) I entrust the interpretation of the individual provisions of this Directive and its continuous updating to the Vice-Dean for Full-time Studies and the Vice-Dean for Internationalisation.
- (3) Compliance with this Directive is monitored by the Head of the Office for Studies and the Head of the Office for International Relations.
- (4) This Directive belongs to the methodological management area "Study matters and fees related to studies in Bachelor's and Master's degree programmes taught in the Czech language", "Study matters and fees related to studies in Bachelor's and Master's degree programmes taught in a foreign language".
- (5) This Directive becomes effective on the date of signature.
- (6) This Directive enters into force on 1 September 2024.

prof. Mgr. Jiří Špalek, Ph.D.
Dean
signed electronically