

**Faculty of Arts, Masaryk University Directive No. 4/2017**

**ON THE RECOGNITION, DE-REGISTRATION OR  
REGISTRATION OF COURSES  
AT THE FACULTY OF ARTS, MASARYK UNIVERSITY**

*(as amended with effect from 1 February 2021)*

*In accordance with § 28, Paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act"), I issue the following Directive:*

Section 1

**Subject of regulation**

- (1) This directive specifies the rules for recognizing courses at the Faculty of Arts, Masaryk University (hereinafter referred to as the "FF MU").
- (2) The directive does not regulate the recognition of courses relating to minimum language competences. For their recognition students shall apply to the Language Centre at the FF MU.
- (3) The directive does not apply to courses to which the automatic recording of courses may be applied pursuant to Section 14 subsection 8 of the Masaryk University Study and Examination Regulations (hereinafter referred to as the "Regulations").

Section 2

**Recognition of courses**

A student may apply for recognition of courses from previous unsuccessfully completed studies that were not automatically recorded according to Section 14 subsection 8 of the Regulations if:

- a) the courses are compulsory or selective in relation to the current studies;
- b) no more than three years have elapsed since their completion in relation to enrolment in the current studies.

Section 3

Unsuccessfully completed studies as defined in Section 2 of this directive shall be defined as:

- a) studies dropped at the student's own request;
- b) terminated for failure to meet the requirements of the degree programme according to the Masaryk University Study and Examination Regulations.

#### Section 4

##### **Recognition of courses completed in studies outside MU**

- (1) For the recognition of courses completed in previous or concurrent studies at another university, in an accredited educational programme at a higher vocational school, either in the Czech Republic or abroad, or in previous or concurrent education within the framework of lifelong learning, the student shall also submit a written application for the recognition of courses to the faculty's office for studies.
- (2) The following annexes are mandatory parts of the application:
  - a) a full transcript of the student's record, i.e. official confirmation of the successful completion of each course, including classification, number of credits, and number of failures, and
  - b) an officially certified syllabus for each course, describing its integration into the programme or field of study in which it was taken.

#### Section 5

##### **De-registration and re-registration of courses**

Requests to de-register or re-register courses can be submitted up to one week after the changes to course registrations/enrolments are closed. Exceptions to this are special workshops or block classes where students may be registered upon the request of the organizing unit.

#### Section 6

##### **Deciding on applications**

- (1) The Vice-Dean for Bachelor's and Master's Studies decides on applications submitted under this Directive on behalf of the Dean.
- (2) In cases worthy of special consideration, the applicant may be exempted from the condition laid down in Section 2 clause b) of this directive.

#### Section 7

##### **Final provisions**

- (1) This Directive repeals Directive No. 4/2017 on the recognition, deregistration or re-registration of courses at the Faculty of Arts, Masaryk University, dated 16 October 2017, effective from 18 October 2017.
- (2) This Directive follows on the Masaryk University Study and Examination Regulations.
- (3) I authorize the Vice-Dean for Bachelor's and Master's Studies to interpret the individual provisions hereof and to update them.
- (4) Compliance with this Directive shall be inspected by the Vice-Dean for Bachelor's and Master's Studies.
- (5) This Directive shall enter into force on the date of signature.
- (6) This Directive shall enter into effect on 1 February 2021.

signed electronically

*Prof. PhDr. Milan Pol, CSc.*  
*Dean*