

<b>OP – R – 14</b>		Copy no.:
		No. of pages: 5
Effective from:	Validity:	Valid for:
<b>1. 9. 2023</b>	<b>until repealed</b>	<b>AMBIS University</b>
Č.j.: AMBIS-IS/8440/2023/70316/AMBIS-5		
<p><b>RECTOR'S MEASURE</b> <b>No. 14/2023</b></p> <p><b>Recognition of Subjects from Previous Studies</b></p>		
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No. of appendices:	1	Title of appendices:: No. 1 – Application for Subject Recognition
No. of edition:		
No of edition:	4.	
<b>Fourth</b>		Repealed: OP-R-14 Recognition of Subjects from Previous Studies dated 29. 8. 2022

## **Art. I Introduction**

- (1) This measure regulates the conditions for processing requests from students of bachelor's and follow-up master's study programs for recognition of part of their studies according to Article 8 of the Study and Examination Regulations of AMBIS University Inc. (hereinafter referred to as "**AMBIS**").
- (2) Based on the approval of the request, submitted either through the Office of the Study Information System of AMBIS (hereinafter referred to as "**IS**") or in writing at the study department, the student may have completed parts of the study or individual credits and exams recognized, pursuant to the Study and Examination Regulations of AMBIS and other internal regulations. Recognized subjects can only be acknowledged once, up to a maximum of 5 years retrospectively.

## **Art. II General principles**

- (1) The decision on the request is made by the Vice-Rector for Pedagogical Affairs based on the recommendation of the program guarantor (hereinafter referred to as "guarantor") or an authorized person. The program guarantor has the option to consult individual requests with the guarantors of the respective subjects. The decision to recognize or not to recognize is issued by the Vice-Rector for Pedagogical Affairs.
- (2) The student enrolls subjects for each semester of study independently, even when requesting their recognition. The Study Department only enters recognized subjects into the IS that are taught later than the current semester of study. If a subject is not recognized, the student will enroll it in the IS and complete it during the period when the subject is taught according to the study plan.
- (3) Recognition of elective subjects of type B (languages), professional internships, and recognition of subjects studied within international mobility are governed by a separate internal regulation.
- (4) In the event of subject recognition, the Study Department supplements the recognized subject results in the IS and allocates credits according to the credit value of the recognized subject (in the current study plan of AMBIS). In case of a difference in credits, a tolerance of – 1 ECTS can be accepted. If the difference is greater than 1 ECTS, the program guarantor has the right to propose a differential examination.
- (5) Subjects completed by the student in the last 5 years prior to submitting the request can be recognized. The type of subject or the period in which the subject is taught or recognized does not matter.
- (6) The state final examination or any of its parts cannot be recognized.
- (7) Successful graduates of LLL programs, which are implemented within accredited study programs, may, upon their request and becoming regular students, have credits obtained in the LLL program recognized up to 60% of the credits required for regular completion of studies pursuant to Section 60 (2) of Act No. 111/1998 Coll., on Higher Education Institutions, as amended.
- (8) IT Skills I and II subjects may be recognized based on a documented ECDL professional certificate obtained in the last 5 years prior to submitting the request.
- (9) The request for recognition of a subject/subjects may be subject to a fee according to the currently valid schedule of study-related fees.

### **Art. III**

#### **Rules for Recognizing Subjects Completed at university**

- (1) The rules for the recognition of subjects are categorized according to the type of subject.
- (2) Mandatory subjects – BT (basic theoretical subject of the profiling base) or PS (profiling subject base) can be recognized if they match the syllabus and the student achieved a grade of A, B, C, 1, or 2. Based on individual assessment by the program guarantor, with their consent, a completed subject with a grade of 3, D, or E may also be recognized.
- (3) Mandatory subjects – P, matching the syllabus, and successfully completed by the student can be recognized.
- (4) Mandatory elective and freely elective subjects, matching the syllabus, and successfully completed by the student can be recognized.
- (5) All subjects for which recognition is sought by the student must be included in the ECTS credit system.
- (6) If the university from which the student comes is located in a European Union member state and uses a credit system other than ECTS, subjects completed at this university will not be recognized for the student.
- (7) If the university from which the student comes is located in a country outside the European Union and uses the ECTS credit system, a comparison will be made of the content, scope, and type of completion of the specific subject.

### **Art. IV**

#### **Rules for the recognition of subjects completed at AMBIS**

- (1) All subjects successfully completed at AMBIS within the last 5 years will be recognized for the student applying for recognition without the need for the study program guarantor's opinion based on the decision of the Vice-Rector for Educational Affairs. In this case, the student is not required to provide the subject syllabus, and the application for subject recognition is not subject to a fee.
- (2) If a subject completed at AMBIS cannot be recognized based on the syllabus match with another subject in the field for which the student is seeking recognition, this completed subject may be recognized as an elective in the newly studied study program if it corresponds to the profile of the graduate of the study program.
- (3) When recognizing subjects completed at AMBIS in lifelong learning programs within accredited study programs, the procedure is carried out similarly to Article II, paragraph (7).
- (4) Subjects from so-called "legacy accreditations" completed under the original accreditation with credit can also be recognized in newly accredited study programs as a subject completed with an examination, with a rating of 3, provided that the other rules specified in this article are followed.

### **Art. V**

#### **Rules for recognizing subjects completed at a higher vocational school**

- (1) The rules for the recognition of subjects are categorized by the type of subject.
- (2) Mandatory subjects of type TF (theoretical foundation) and PF (profiling foundation) cannot be recognized.
- (3) A mandatory subject – P, which significantly matches the syllabus and which the student successfully completed at the higher vocational school, can be recognized.
- (4) Optional subjects can be recognized based on the syllabus matching up to a maximum total of 20 credits.

### **Art. VI**

#### **Recognition Procedure**

- (1) The student submits the application for recognition of subjects through the IS (Office). The application must be submitted within the following deadlines:
  - for subjects in the winter semester from September 1st to November 15th of the respective academic year,
  - for subjects in the summer semester from February 1st to March 15th of the respective academic year.Applications submitted after the specified deadline will not be considered. The student must attach documents according to paragraph 2 of this article, confirming the completion of the subject and providing information about its content and scope.
- (2) An applicant for study may submit this request through the customer service department. The application must include the following documents: the application form (Appendix No. 1) listing the subjects of AMBIS that may be recognized, along with the corresponding subjects for which the student requests recognition and which meet the conditions mentioned above; it is necessary to compare both the actual contents (syllabi) and the scope of the subjects (credit or hourly),
  - syllabi of subjects officially confirmed from the previous university or secondary vocational school (may also be documented by a functional electronic link to the relevant publicly available subject syllabus from the previous university or secondary vocational school, which demonstrably corresponds to the grade transcript),
  - a grade transcript containing identification details for comparison with the official document, as well as the syllabus (content) of the subject, the hourly scope of teaching, credit assessment, and the method of completion.
- (3) In the subsequent master's degree program, it is not possible to request recognition of completed subjects from the previous bachelor's degree program.
- (4) The Study Department will ensure the opinion of the program guarantor. The opinion of the guarantor will be forwarded by the Study Department for final decision to the Vice-Rector for Pedagogical Affairs.
- (5) The guarantor's opinion must include the following mandatory elements: information about the recognition/non-recognition of the subject, the reason for recognition/non-recognition, and in the case of a classified completion of the subject, the grade awarded.
- (6) The process of submitting a request for recognition is completed by issuing a decision (i.e., approval, partial approval, or rejection of the request), providing reasons for the decision, and informing the applicant.

**Art. VII**  
**Concluding provisions**

- (1) Related Documents:
  - Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some Other Acts (The Higher Education Act),
  - Study and Examination Regulations of AMBIS.
- (2) The request for recognition of part of the study may be subject to a fee according to the current schedule of fees associated with studies.
- (3) The student has the right to appeal against the decision on recognition or non-recognition of the subject, pursuant to the Higher Education Act, within 30 days from the date of the decision. The appellate body is the rector of AMBIS.
- (4) Gender-neutral masculine is used to denote the involved individuals in this regulation.
- (5) This regulation is published on the Official Notice Board of AMBIS in the Information System.

**Čl. VII**  
**Appendices**

- (6) Appendix No. 1 - Application for Recognition of Subjects

**Čl. VIII**  
**Distribution list**

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