



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

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USB Rector's Ordinance on the automatic crediting of courses completed as part of mobilities abroad or as part of completing courses abroad through distance learning

The University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') hereby introduces **the obligation to fully and automatically recognise** results of studies achieved during study mobilities abroad (hereinafter referred to as 'course crediting') or as part of completing courses abroad through distance learning carried out as part of regular studies at USB. This ordinance fulfils USB's strategic goals and commitments in the area of internationalisation of studies.

Article 1 Introductory provisions

The crediting of courses achieved within the framework of study mobilities abroad or virtual mobilities is governed by the Study and Examination Regulations of the University of South Bohemia in České Budějovice (hereinafter referred to as SER USB) issued in accordance with Act No. 111/1998, on higher education institutions and amendments and supplements to other laws (Higher Education Institutions Act), as amended (hereinafter referred to as the 'Act').

Article 2 Crediting of courses completed abroad and their eligibility

1. **The crediting of a foreign course** means that a course offered by a higher education institution abroad (hereinafter referred to as a 'foreign course') that has been successfully completed, or several such courses, fully replaces a course or several courses taught by USB that are normally included in the study plan of the student concerned.





2. The student's obligation to complete the replaced course in order **to be admitted to the state examination or part thereof** is thus fulfilled by crediting the relevant foreign course to their study plan. However, the crediting of a foreign course does not affect the content or scope of the state examination or part thereof. If the state examination or part thereof verifies learning outcomes that are acquired at USB by successfully completing a course that has been replaced in the student's study plan by the credited course, the student is **responsible for independently supplementing the relevant knowledge, skills or other learning outcomes**. To this end, they are entitled to attend classes of the given course, if capacity allows, and to make use of consultations.
3. The foreign course is **credited while including**:
 - a. **the credit value** assigned to the course by the foreign higher education institution, and
 - b. **the assessment** awarded by the course lecturer, including any unsuccessful assessments that preceded the successful assessment of the course.
4. **The crediting of a foreign course** also fulfils the prerequisite or contraindication resulting from the course taught by USB, which was replaced by the credited course.
5. **An unsuccessful foreign course** is not credited. In the student's study plan, it is treated as if the student had never enrolled in it. This does not affect the possible consequences of failing to complete a course or several such courses if the failure is linked to a contract or decision to award a scholarship that (co-)financed the study mobility abroad.
6. **The creditability of a foreign course** means its eligibility to be credited. It is assessed as part of a procedure known as **a preliminary assessment of creditability**, which is carried out before the student begins the foreign course.
7. **The preliminary assessment of creditability** is based on an assessment of learning outcomes and how the course contributes to the fulfilment of the graduate profile, not on the basis of the similarity or equivalence of the relevant courses. When crediting courses, or during the preliminary assessment of creditability, **emphasis is placed on the foreign course primarily replacing a compulsory course (type A) or a compulsory elective course (type B)**, with a view to completing the programme within the standard period of studies or close to it. If this is not possible, the foreign course will be assigned the status of an elective course (type C).
8. **It is not possible** not to credit a successfully completed foreign course.



Article 3 Binding principles of the foreign course crediting process

1. The crediting of a foreign course will be based on a preliminary assessment of its creditability and will be carried out exclusively on the basis of an official *transcript of records* issued by the foreign higher education institution, or in the case of completing the foreign course through distance learning, or on the basis of another adequate document issued or confirmed by the foreign higher education institution proving the successful completion of the foreign course (hereinafter collectively referred to as the 'transcript of records') if no *transcript of records* is issued.
2. All credits earned during study mobilities abroad or as part of completing foreign courses through distance learning will be **automatically and fully** credited to the student's study plan **without delay and without any additional study workload**, academic activities or the need to undergo further assessment in order for the course to be credited.
3. The crediting of a foreign course will be carried out by an authorised person on the basis of a preliminary assessment of the creditability of the foreign course **based on an assessment of learning outcomes and how the course contributes to the fulfilment of the graduate profile**, not on the basis of the similarity or equivalence of the relevant courses. **The authorised person** is the vice-dean appointed by the dean to represent him/her in matters of course crediting under this ordinance; the authorised person also performs a preliminary assessment of the course's creditability. The recording of the credited course in the IS STAG and other related administrative tasks shall be carried out by a faculty employee appointed by the vice-dean (hereinafter also referred to as the '**administrator**').
4. Foreign courses are credited together with the grade awarded. If this is not possible due to differences in the grading scale, the successful grade is converted on the basis of a comparison of the **grade distribution tables** between the domestic and foreign institutions. These tables show what percentage of students achieved individual grades in a given field and period. The authorised person compares the position of the grade in the foreign institution's table with the corresponding position in the USB table. Based on this comparison, they determine the corresponding Czech grade. The grade conversion table is usually part of the *transcript of records* document. If it is not directly stated, it can often be found in the inter-institutional agreement between USB and the foreign higher education institution or on the official website of the partner higher education institution. If necessary, the student or the coordinator of foreign mobility at the given faculty (hereinafter referred to as the '**faculty coordinator**') may ask the foreign institution to supplement it for the purposes of fair grade conversion. A failing grade will be assigned the value assigned to a failing grade by the USB Study and Examination Regulations.



Article 4

Procedure before and during the completion of a foreign course

1. **The student is obliged to request a preliminary assessment of the creditability of the foreign course** (Article 2, par. 5) in reasonable advance before enrolling in the foreign course. **The Request for the crediting of a foreign course** (hereinafter referred to as the 'request') shall be submitted electronically via IS STAG.
2. In the application, the student shall list the foreign courses they intend to enrol in, and:
 - a. provides information on the **learning outcomes** associated with its completion by the foreign higher education institution (in the form of a file constituting the course syllabus or a link to the syllabus available online) for each course, and
 - b. **proposes a course taught by USB** normally included in the student's study plan, which he/she believes will contribute to fulfilling his/her graduate profile based on the specified learning outcomes, to the extent that it replaces a course taught by USB for each course.
3. The outcome of the preliminary assessment is **information about which course taught by USB**, normally included in the student's study plan, or more such courses, **will be replaced by the foreign course**, or more foreign courses, if the student successfully completes the foreign course. The person conducting the assessment is not bound by the student's proposal under paragraph 2(b).
4. The preliminary assessment of creditability is **binding** for the crediting of a successfully completed course; this does not apply if it becomes apparent that the learning outcomes of the successfully completed foreign course do not correspond to the learning outcomes assessed in the preliminary assessment to the relevant extent.
5. If **circumstances** arise on the part of the foreign higher education institution **that prevent the student from enrolling in or completing the preliminarily assessed foreign courses**, but allowing them to enrol in other courses instead, the student is obliged to submit an additional application without undue delay, providing a complete overview of the foreign courses they will complete, indicating the courses that have changed from the original application.

Article 5

Administrative arrangements for the process of crediting foreign courses

1. A formal check of the application, including verification of compliance with official documents relating to any study mobilities abroad, in particular the *Learning Agreement*





in the case of mobility within the Erasmus+ programme, shall be carried out by the faculty coordinator in IS STAG. The faculty coordinator shall ensure that the application is forwarded to the authorised person for processing and assessment in IS STAG as well.

2. The authorised person (Article 3, par. 3) shall process the application in accordance with the rules for crediting foreign courses (Article 2) and in accordance with the binding principles of the foreign course crediting process (Article 3).
3. The authorised person shall forward the preliminary assessment to the administrator (Article 3, par. 4) for the purpose of informing the student and the faculty coordinator (Article 3, par. 4) for the purpose of informing the guarantor of the degree programme or its specialisation.
4. This procedure shall also apply to further requests submitted by the student pursuant to Article 4(5).

Article 6

Student obligations after the end of the mobility

1. **Within 15 days of receiving the transcript of records**, the student shall fill in all the information on all successfully completed foreign courses in the IS STAG (tab 'ECTS trips' in the section 'My studies') in the sub-tab 'Courses', including the course code or abbreviation, number of credits and local assessment.
2. Within 15 days of receiving *the transcript of records*, and **immediately after filling in the details** on successfully completed foreign courses (paragraph 1), the student is required to upload the relevant document or its electronic copy to IS STAG. They shall do so by submitting a student request for **a transcript of records** in IS STAG. If, by the last day on which it is possible to successfully complete the course at the given faculty, the student has not received the document referred to in the first sentence, they shall request a postponement of the study review via IS STAG. Their request must be granted; part of the granting of the request is the setting of a date for the postponed study review. The procedure referred to in the previous sentence may be repeated as necessary.

Article 7

Administrative arrangements for the automatic full crediting process after mobilities

1. Upon receipt of the *transcript of records*, the faculty coordinator shall verify the formal and substantive correctness of the documents that form the basis for the crediting of foreign courses; in particular, they shall verify:





- a. the correspondence of the courses listed in the *transcript of records* with the courses the creditability of which has been preliminarily assessed, and;
 - b. the correspondence of the application, or an additional application pursuant to Article 4(5), with the data entered by the student into the IS STAG pursuant to Article 6(3).
2. The faculty coordinator shall ensure that only successfully completed courses are included in the automatic full credit transfer process. Subjects that have not been successfully completed are not included in the foreign course credit transfer process.
 3. The faculty coordinator shall forward the *transcript of records* to the authorised person in IS STAG for a decision on the transfer of grades pursuant to Article 3(4).
 4. The authorised person shall forward the decision on the transfer of grades back to the faculty coordinator via IS STAG.
 5. The faculty coordinator will forward the decision on the transfer of grades to the administrator.
 6. The administrator will process the crediting of the foreign course, including its grade, in IS STAG.
 7. The faculty coordinator is responsible for storing the so-called Registration Sheet A as proof of the inclusion of the foreign course on the shared drive of the International Relations Office of the USB Rectorate and the faculty coordinators for international relations.

Article 8

Implementation of the USB Rector's ordinance by USB faculties

1. The faculties shall establish, by internal regulation, the authorised persons, the administrator, the exact procedures and deadlines for ensuring the process of crediting foreign courses.
2. The internal regulations referred to in paragraph 1 shall be published on the websites of the faculties in Czech and English **by 31 December 2025** at the latest.
3. The conditions for mobility and procedural steps are further specified in the Methodology for the Administration of Mobilities Abroad at USB, published on the USB website.





Article 9

Final provisions

1. This ordinance shall come into force and effect on the date of its publication in the collection of decisions and USB Rector's ordinances in the public section of the USB website.

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