

Notice

on

Courses and International Internship Recognition within Doctoral Study Programs

The recognition of passed courses and international internships at BUT is in accordance with Study and Examination Rules of BUT (Article 37), the Guideline no. 14/2020 on International stays and international internships, and amends the Dean's directive no. 1/2019 Rules for the Organization of Studies at the Faculty of Electrical Engineering and Communication, BUT.

Courses Recognition

1. A student of doctoral study programme, who already graduated a doctoral study programme, passed its part or is studying another doctoral study programme at a university in the Czech Republic or abroad may submit a request to recognize the passed parts or individual completed courses. To decide about the recognition mainly the scope of the previously completed studied or its parts, the study results, and time elapsed since the course was passed are taken into consideration.
2. In accordance with the Guideline no. 14/2020, it is possible to recognize also courses passed during the compulsory practical internship at foreign institutions and the internship at the same time.
3. To recognize part of the studies can be conditioned with passing differential examination. To the recognized part of studies or individual courses a point score will be assigned that corresponds to points for such courses within the study programme, i.e. specialized or general course.
4. If part of the studies is recognized, years corresponding to the point score or the recognized part of studies are counted as part of the study period. The counted years are determined from the study tempo assuming graduation of the study programme within standard study period.
5. A course will not be recognized if:
 - it was classified by F or not-passed,
 - it was passed before 5 and more years.

Request Submission

The request on course or study part recognition is submitted electronically via the BUT Information System continuously without unnecessary delays after passing the course to be recognized. Together with the request the student must provide a paper annex (cover letter), which with all collected signatures (except the signature of vice-dean) is passed on the faculty Dept. of Science and International Relations (DSIR) by the student. The paper annex takes into account the type of the course to be recognized and is signed by relevant persons (see below) giving their approval for recognition:

- If a doctoral student has completed a course at another university (or within another doctoral study programme at BUT), which is to be **recognized as a compulsory course** of the doctoral study programme, the doctoral student presents the syllabus of the completed course to the Guarantor of the compulsory course. The Guarantor of the compulsory course conducts a problem-oriented

discussion with the doctoral student, who then submits the paper annex to recognition of the course with the agreement of the compulsory course guarantor to DSIR.

- If a doctoral student has completed a course at another university (or within another doctoral study programme at BUT), which is to be **recognized as an optional course** of the doctoral study programme, the doctoral student presents the syllabus of the completed course to the Supervisor or a Specialist appointed by the Supervisor, whose expertise corresponds with the contents of the completed course. The Supervisor or the Specialist conducts a problem-oriented discussion with the doctoral student, who then submits the paper annex to recognition of the course with the agreement of the Supervisor or the appointed specialist to DSIR.
- If a doctoral student has completed a general-knowledge course at another university (or within another doctoral study programme at BUT), which is to be **recognized as an optional course** in the doctoral study programme, the doctoral student presents the syllabus of the completed course to the Supervisor. With the agreement of the Supervisor, the doctoral student submits the paper annex to recognition of the course to DSIR.

By recognizing a specialized course completed at another university in the Czech republic (or within another doctoral study programme at BUT) it is scored with 4 points in the Study Domain of the Individual Study Plan (ISP). By recognizing a specialized course completed at a foreign university it is scored with 4 points in the Study Domain of ISP. By recognizing a general-knowledge course it is scored with 2 points in the Study Domain of ISP.

The paper annex of the request contains:

- name, annotation and syllabus of the course completed at another university,
- statement of the doctoral student if the completed course is to be recognized as:
 - a) compulsory course for specific and in the text of the annex given equivalent course of doctoral study programme, which is approved by signature of the Guarantor of the compulsory course;
 - b) optional course for specific and in the text of the annex given equivalent course of doctoral study programme, which is approved by signature of the Guarantor of the compulsory course;
 - c) optional course without an equivalent course of doctoral study programme but still being in line with the topic of the doctoral thesis, which is approved by signature of the student Supervisor and the Head of the Doctoral Board;
 - d) general-knowledge course, which is approved by the signature of the student Supervisor;
- confirmation that approves successful completion of the courses to be recognized (issued e.g. by the study or science dept. of the university or faculty, where the courses were completed; by printout from the university information system, etc.),
- signature of the doctoral student, course Guarantor (in case of course recognition according to letter a) or b)), Supervisor (in case of course recognition according to letter c) or d)), Head of the Doctoral Board (in case of course recognition according to letter c)).

Mainly in case that more requests on recognition of individual courses being completed at the same institution are electronically submitted, it is possible to prepare single paper annex.

Foreign Internship/Participation in an International Research Project Recognition

Foreign Internship

To recognize the compulsory foreign internship, the doctoral student submits a request once the total period of the internship is more than minimum 1 month. To meet the requirement on minimum length of the internship, it is possible to add up the period of individual internships, each with the length of at least 2 weeks. The individual internships can be at different foreign institutions. It is possible to recognize only such internship that was during the period of current PhD studies (or during previous doctoral studies that were recognized).

The submitted request on foreign internship recognition contains at least:

- period of the internship(s) at an institution;
- name and place of the foreign institution(s);
- name and contact to the local supervisor/employee, who was leading the student during his/her stay.

The student's request for internship recognition is supplemented by an approval of completed internship(s), e.g. by "Certificate of Study Period" (in case of Erasmus+ program).

Participation in an International Research Project

In accordance with Government Regulation no. 274/2016 Act. the compulsory foreign internship can be substituted with the participation of the doctoral student in an international research project with the results published or presented in abroad or with another form of direct participation of the doctoral student in international cooperation. In such a case, the student submits a request the contains at least the following information:

- period, during with the student actively participated in research activities of an international project;
- international project identification
 - a) funding organization,
 - b) project name and reg. number,
 - c) name of the principal investigator;
- description of student's activities, what tasks did the student participated in;
- list of the project results, on which the student cooperated on (most commonly joint papers);

The student's request is supplemented by the statement of the principal investigator or responsible co-investigator representing the home institution being part of the international project consortium approving the student's active participation in the international project.

If participation in an international project, which is an internal R&D&I project of an international company (most common case of combined students – employees of such company), should be recognized, the student submits a request that contains at least the following information:

- period, during with the student actively participated in research activities of an international project;
- identification of internal project:
 - a) name of the company,
 - b) project name and reg. number (if it exists),

- c) name of the principal investigator of legal representative of the company;
- description of student's activities, what tasks did the student participated in;
- list of the project results, on which the student cooperated on.

The student's request is supplemented by the statement of the principal investigator, responsible co-investigator representing local R&D&I division of the company, or by legal representative of the company, approving the student's active participation in the internal international project.

The foreign internship or participation in an international research project may be recognized only once during the study period.

Annexes:

- Annex to Request on Course Recognition – template
- Request on Foreign Internship/Participation in an International Research Project Recognition - template

December 15, 2021
Brno, Czech Republic,

prof. Ing. Jaroslav Koton, Ph.D.
FEEC - Vice-dean for Research and PhD Study

Annex to Request on Course Recognition

Student's name and surname:

Student's ID:

Study programme:

Study year:

Information about completed course:

-name:

-annotation:

-syllabus:

-university name:

shall be recognized as: **compulsory/optional/general-knowledge course**

being equivalent to the doctoral study programme course (fill out, if relevant):

-course name:

-course abbreviation:

-course Guarantor:

The successful completion of the course to be recognized is approved **by...**

Month DD, YYYY.

Brno, Czech Republic

.....
Student's name and surname

Expression of consent

.....
Guarantor's name and surname

(if the completed course is to be recognized for an equivalent)

.....
Supervisor's name and surname

(if the completed course is to be recognized as optional without an equivalent or as general-knowledge course)

.....
Name and surname of HDB

(if the completed course is to be recognized as optional without equivalent)

.....
prof. Ing. Jaroslav Koton, Ph.D.

FEEC - Vice-dean for Research and PhD Study

Request on Recognition of Foreign Internship/ Participation in an International Research Project

Student's name and surname:

Student's ID:

Study programme:

Study year:

!!Depending on the fact if you request to recognize foreign internship or participation in an international project, keep just the required part of this request and delete the unnecessary part (delete also all yellow highlighted comments)!!

Foreign Internship Recognition

Based on the information below, I request to recognize my international internship(s):

- period of the internship:
- name and place of the foreign instruction:
- supervisor at the foreign institution (name and email):

In case you request to recognize your international internship by using individual stay (each with the duration of at least 14 days), repeat the three above items for each individual stay.

This request is supplemented by approvals of completing my internship(s).

Participation in an International Research Project Recognition

Based on the information below, I request to recognize my active participation in an international project.

- period of my participation in the project:
- Project name and reg. number:
- Funding organization/Company name:
- name of the principal investigator of legal representative of the company (name and email):
- description of my activities in the project:
- project results, I participated in:

This request is supplemented by a statement of the principal investigator/responsible co-investigator representing the home institution being part of the international project consortia/responsible co-investigator representing local R&D&I division of the company/legal representative of the company approving my active participation in the above project.

Month DD, YYYY
Brno, Czech Republic

.....
Student's name and surname

Expression of consent

.....
prof. Ing. Jaroslav Koton, Ph.D.
FEEC - Vice-dean for Research and PhD Study