

How to have courses from a foreign study stay recognised

Prerequisites:

- record of the stay set up in the application [Internship and Stays](#) (check the faculty in the upper right corner)
- these documents are attached in the record of the stay (in PDF format, not jpg):
 - *Learning Agreement for Studies* and its changes (if applicable)
 - *Foreign activity plan* and *Foreign activity report* in case of working on a thesis
 - *Confirmation of Study Period*
 - *Transcript of Records / Certificate*
- a *Foreign stays administrator of faculty/department at MU* is selected in the record of the stay

Procedure for submitting an application for the recognition of courses:

1. Click on the link [Internships and Stays](#) in the *Student > During Studies* section.

The screenshot shows the 'Student' portal interface. At the top, there is a navigation bar with tabs: STUDENT / MY COURSES, START OF TERM, TEACHING, END OF TERM, DURING STUDIES (selected), and END OF STUDIES. Below the navigation bar, there is a status indicator: 'Days of interrupted studies remaining 1316 / 1460'. The main content area is divided into several tiles:

- Check my studies**: Course-field association, Study Planner
- IS reminders**: IS icon
- E-Transcripts**: Confirmation of Studies, Transcript of records, Syllabi of completed courses, Scholarships
- Document Office**: My documents - application status
- Internships and Stays**: This tile is highlighted with a blue border and contains an 'IS' icon.
- Tuition Fees**: Calculated fees, History of my studies and fee calculation, Study fees calculator, View tuition fees

2. Select the stay for which you want to have courses recognised and click on the button *Edit selected*.
3. At the end of the page in the section *Completed courses*, click on the link *Enter a course*. If you cannot see this option, check whether you meet the requirements at the beginning of this guide.

Completed courses:

This section is used for recording information about the courses completed during the stay. Please enter the information regarding only those that have been certified as completed by both the faculty the student comes from and the hosting school. That is, the courses must be certified as completed in, for instance, Learning Agreement and, at the same time, Transcript of Records.

No courses yet

[+ Enter a course](#)

Note: **Fill in only those courses that have been certified in the Learning Agreement (and its changes if applicable) and Transcript of Records and which at the same time you have successfully completed.** Courses are entered individually.

- On the next page, provide the exact name of the course and try searching for it. **Check that you are working in the correct study programme and period (i.e., the semester in which you took the courses) – courses will be recognised in that study programme and period which you have currently selected!**

The screenshot shows the 'Completed Courses from Studies Abroad' form. A blue callout box points to the top right area, containing the text 'Check the study programme and period.' This points to two dropdown menus: 'FF D-CJ_FDC[pj] [sem 2]' and 'Spring 2023'. Another blue callout box points to the 'Term of the studies' dropdown menu, which is set to 'Spring 2023'. A third blue callout box points to the 'Specify' button next to the course name input field. The form also displays the study stay details: 'Study stay abroad at the institution Univerzitet u Novom Sadu (from 24/7/2023 to 4/8/2023)' and 'Term of the studies Spring 2023'. The input field for the course name is empty, and the 'Specify' button is highlighted.

- It is possible that the given course is already recorded in the IS MU. In this case, you can search it. Check whether the number of credits is correct, and if so, select the course, enter the score, and click the **Save** button.
- If the number of credits in the course found is not correct or the course is not found, click on the link *The course cannot be found or it has a different credit value, I will file a new one.* Create the course precisely according to the receiving institution.

Name of the course in the language in which it is taught (mandatory, max. 128 characters, enter using the Latin alphabet):

Name of the course in English (required for DS, max. 100 characters):

Number of credits: Type of Completion: Evaluation: Language of instruction:

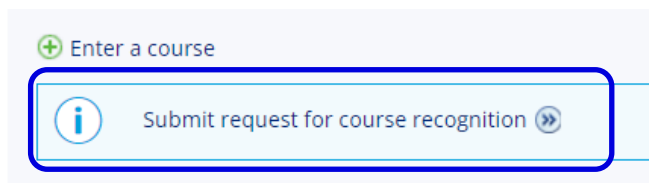
Teachers' names:

Title (preceding the name)	Name	Surname	Degrees (following the name)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The higher education institute of the course:
 Norges Arktiske Universitet

Common note on the subject (max. 254 characters):

- As soon as you have filled in all the courses that you want recognised (the list of courses in the section *Completed courses* is complete), it is necessary to submit the application for recognition back in the record of the stay. You submit the application by clicking on the button *Submit request for course recognition*.



- On the next page, select the courses that you want to have recognised and click on *Continue to submit the request*.

Select all courses [Cancel the selection of all courses](#)

jaro 2025
 ESF:XX_1725396 MPH_WELB Well-being at the workplace, k (colloquium), P, 5 kr.

Select all courses [Cancel the selection of all courses](#)

[Overview of all my requests](#)

- Then there is a summary page with all the courses. Check that the completed details are correct. If you find an error, correct it before submitting the application.

8. In each course, choose in accordance with the *Learning Agreement for Studies* (and changes if applicable) if you want to recognise them:
- with credits* (default option)
 - as an MU course, which you will find through searching courses (form of recognition A or B from the Learning Agreement/changes)
 - as the original from the receiving institution given into this application – choose *I do not want to search for another course as a wish to recognise the original course*
 - as a selective course (form of recognition D from the Learning Agreement/changes) – choose *Include the course among selective courses* – or as elective (form of recognition C from the Learning Agreement/changes) – do not select the option.

Submitting the request

ESF:XX_1725396 MPH_WELB Well-being at the workplace, details

The request to recognize the new course will be made with the following attributes of the original course:

Term: Spring 2025

- Type of Completion: k (colloquium)
- Evaluation: P
- The number of originally completed credits: 5

with credits without credits

The course I wish to recognize on the basis of ESF:XX_1725396 MPH_WELB Well-being at the workplace

I do not want to search for another course as I wish to recognize the original course

Write a word from the course name or the course code:

ESF MPH_WELB Find course

ESF:MPH_WELB Well-being at the workplace (jaro 2026) podrobně
doc. Ing. Mgr. Jakub Procházka, Ph.D.
5 kr. Ukončení: kolokvium. KPEM ESF MU

Include the course among selective courses

Since you have completed the course ESF:XX_1725396 MPH_WELB Well-being at the workplace, do you wish to recognize other, related courses? Once you complete the request for the first course, you can then add other courses.

Additional note to the request (will be printed on the request)

Provide additional facts or particularities; e.g., specify if you are asking to recognize the course for a different credit value than suggested above.

9. As soon as you have checked all the courses and have set the recognition parameters, click on *Submit requests for all courses* at the end of the page.
10. After the application is processed by the authorised foreign stays administrator, the courses will be entered into your study records.

In the case of technical problems with entering the courses or submitting the application, please contact istech@fi.muni.cz.