The fee paid in the amount of :……………….

Ref. No.:……………………………..

**Application for recognizing subjects (exams or credits) taken at another university in the Czech Republic**

under section 68 (1) d) of Act No. 111/98 Sb., on Universities and on Amendmens and Supplement to other Acts (Act on Higher Education), as amended

**Applicant:**

Name and surname

Date of birth:

Contact address:

Phone:

Email to send the result of the decision:

**Previous studies at another university:**

Name and address of the school:

Name of the department:

Type of the study programme: bachelor/follow-up master programme \*)

Name of the study programme:

Name of the study field:

**Study at VŠFS:**

Type of the study programme: bachelor/follow-up master programme \*)

Form of the study programme: daily/combined \*)

Name of the study programme:

Academic year:

Year/semester:

**I am asking for recognition of the subjects stated in the appendix and, on the basis of your decision, for being placed in the relevant study programme.**

Date: Signature of an applicant:

\*) delete as required

**Application for recognizing subjects (exams or credits) taken at another university in the Czech Republic - Appendix**

**Name and surname:**

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| **Name of a subject taken at another university** | Subject completed by \*) | Subject evaluation \*\*) | Number of ECTS credits | **Name of the subject of VŠFS equivalent to the one for which the student files a request for their recognition**  | Subject completed by \*) | *Standpoint of the dean/assistant dean* | *Date and signature of the dean/assistant dean* |
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\*) ZK – exam, KZ – classified credit, Z – credit \*\*) ECTS evaluation – A, B, C, D, E, or numeric marking 1, 2, 3

**Application for recognizing subjects (exams or credits) taken at another university in the Czech Republic - Appendix**

**Name and surname:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of a subject taken at another university** | Subject completed by \*) | Subject evaluation \*\*) | Number of ECTS credits | **Name of the subject of VŠFS equivalent to the one for which the student files a request for its recognition**  | Subject completed by \*) | *Standpoint of the dean/assistant dean* | *Date and signature of the dean/assistant dean* |
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\*) ZK – exam, KZ – classified credit, Z – credit \*\*) ECTS evaluation – A, B, C, D, E, or numeric marking 1, 2, 3

**The following documents should be part of the application:**

1. Original statement of the subjects taken at another school or its certified copy
2. Certified copy of the secondary school-leaving certificate in case of the bachelor studies
3. Certified copy of the bachelor diploma and its supplement in case of the follow-up master studies
4. A copy of the statement on the payment of administrative fee
5. A filled out table of completed subjects at another university and the subjects of VŠFS equivalent to those for which the student files a request for their recognition(see the above mentioned table)
6. Syllabi of the subjects completed at another school which should be mentioned in the table to be recognized

**See the study plans of all study programmes of VŠFS on:**

 <http://www.vsfs.cz/?id=1014-bakalarske-studium> for the bachelor studies

 <http://www.vsfs.cz/?id=1096-magisterske-studium> for the follow-up master studies

**See the sylabi of VŠFS subjects on:**

<https://is.vsfs.cz/predmety/>

(a code of the subject according to the study plan needs to be typed – eg. B\_MiE)

**See the information on the transfer from another university or high specialized school on:**

<http://www.vsfs.cz/?id=2553-prestup-z-jine-vs-vos> for the bachelor studies and for

the follow-up master studies

For more information on the recognition of subjects contact the Department for Education:

Ludmila Stropková, e-mail: ludmila.stropkova@vsfs.cz.