

Metropolitan University Prague, o.p.s., rules for examination/credit recognition

1. Students submit an application for examination/credit recognition to the Prorector for Education via Student Services on a relevant application form. The application has to be submitted at the latest before the beginning of the examination period in which the examination/credit applied for should be passed.
2. Every application must include a document proving its authenticity (e.g. a diploma supplement, copy of the student record book including the page with student's personal data, college or university report card) and a syllabus of the courses from both the original institution and MUP. The applications lacking any of the required documents will not be accepted and the Student Services will call upon the applicant to complete file. In addition to the above-mentioned documents, students who apply for recognition of courses passed at a university abroad must attach a table explaining the evaluation system at that university.
3. **Course assessment from another institution of higher education can be recognized as an equivalent of a MUP course under the following conditions:**
 - a) **the course contents must be equivalent**
 - b) **the course must have been taken in an equivalent or superior degree of education** (i.e. it is not possible to recognize Bachelors or junior college courses in the Masters degree curriculum)
 - c) **an equivalent or superior type of assessment must have been passed at the end of the course**
 - d) **the course must have been taken within the last 5 years**
 - e) **in case of examinations, only those passed with excellent ("výborně") and very good ("velmi dobře") results or equivalent international grades can be recognized**
 - f) In questionable cases, the Prorector for Education may ask for the statement of the relevant Head of Department or study programme coordinator. In cases of courses passed at colleges of further education or junior colleges, the statement of the relevant Head of Department or study programme coordinator is always required.
 - g) The students must pick up the original of the decision of the Prorector for Education at the Student Services office. A copy of the document is to be included in the student's file at the Student Services. The Student Services must then note the assessment result in the student's record book using the "Uznáno" ("recognized") stamp.
 - h) Students are entitled to appeal against the decision of the Prorector for Education to the Rector of MUP, within 15 days, via Student Services. The decision of the Rector is final.
 - i) These rules do not apply in case of assessment recognition agreements between MUP and other educational institutions.

This directive comes into force on 25 February 2008.

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