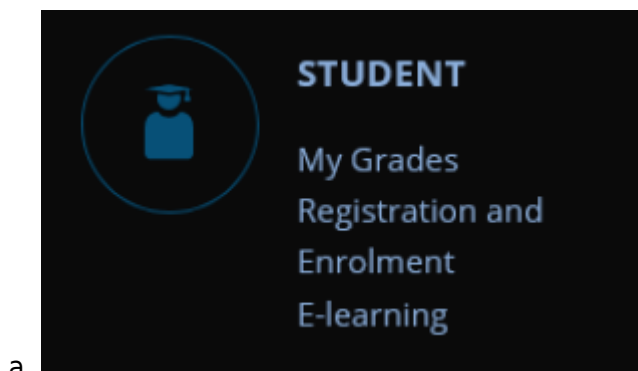
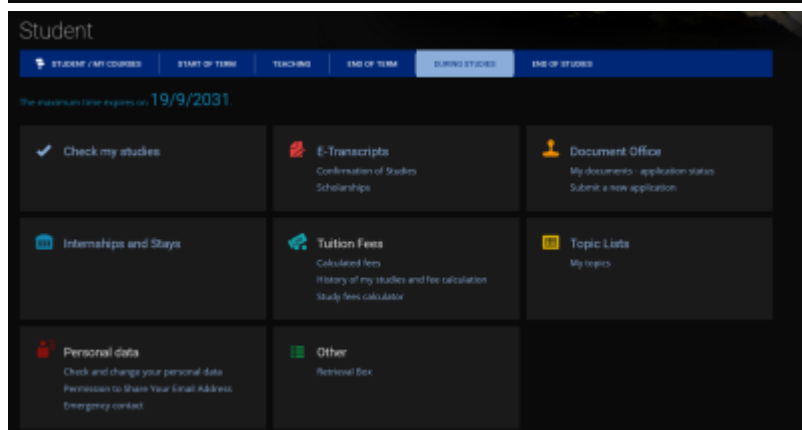
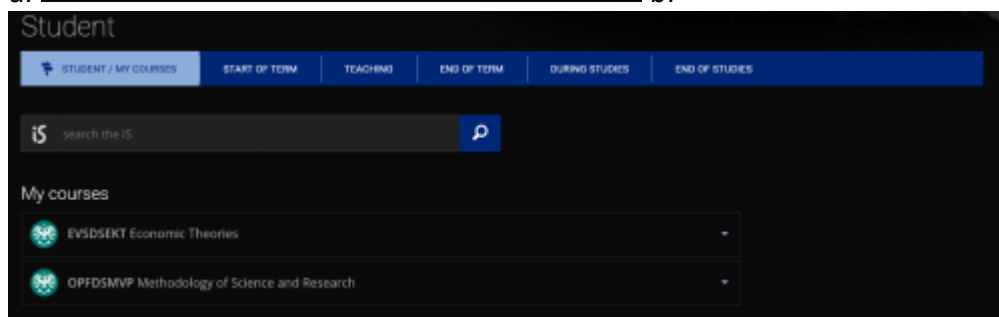


Application for recognition of a course from a study stay

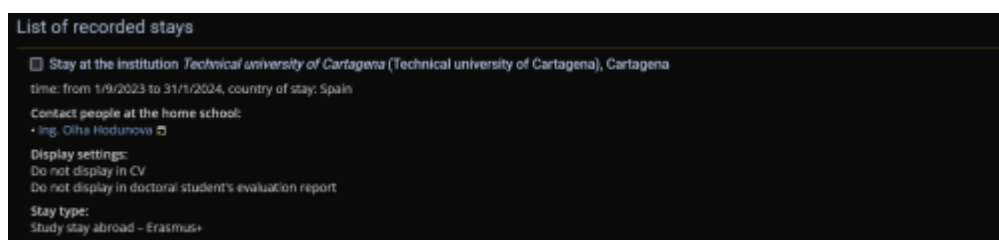
1. In menu „**Student**“ select in the blue bar „**During studies**“, and then „**Internships and Stays**“. Alternatively, you can type in the search box „**Stays**“ and select „**Internship and Stays**“.



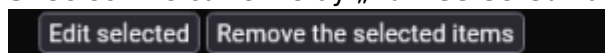
b.



2. You will see „**List of recorded stays**“.



3. Select the current stay „**Edit selected**“ under the list.



4. This will open a page with details of your stay. At the end of the listing, as the penultimate item,

you will find „**Stint-related documentation**“

Description of stay:

Related research intentions and projects:
 Provided the stay represented part of a research intention or project, please specify this. If it cannot be found in the menu, please enter its code and specify its type.

Permissible identification numbers of intentions  projects .

Add new intentions:

fulfillment of research intention 

Place to display information about this stay:

☐ add to CV

☐ add to the materials used for evaluating doctoral studies

Stint-related documentation:

 Elektronická verze dokumentu Learning Agreement

 Elektronická verze dokumentu Transcript of Records

 Elektronická verze dokumentu Confirmation of Studies

remove documents -

Document type: 

Document: Soubor nevybrán.

5. In the drop-down menu, select „**Document type**“ and click on „**procházet**“ and upload it. After **every** file click on „**save**“. It is **required** insert the following - Learning Agreement and its changes, Confirmation of Studies, Transcript of Records.

6. Confirmation of a successful upload is displayed at the top and at the same time you will see the file in the „**Stint-related documentation**“, where you have the option to delete the file if changes are needed.

7. In the last item „**Courses completed**“ you now need to select the subjects from your stay that you want to have recognised by clicking on „**Enter a course**“.

Completed Courses from Studies Abroad

Study stay abroad at the institution Technical university of Cartagena (from 1/9/2023 to 31/1/2024)
 Term of the studies: Winter 2024

Enter the exact name of the course:

You can enter the name in the original language or in English. It can be searched for only from among the courses of the selected faculty and term.

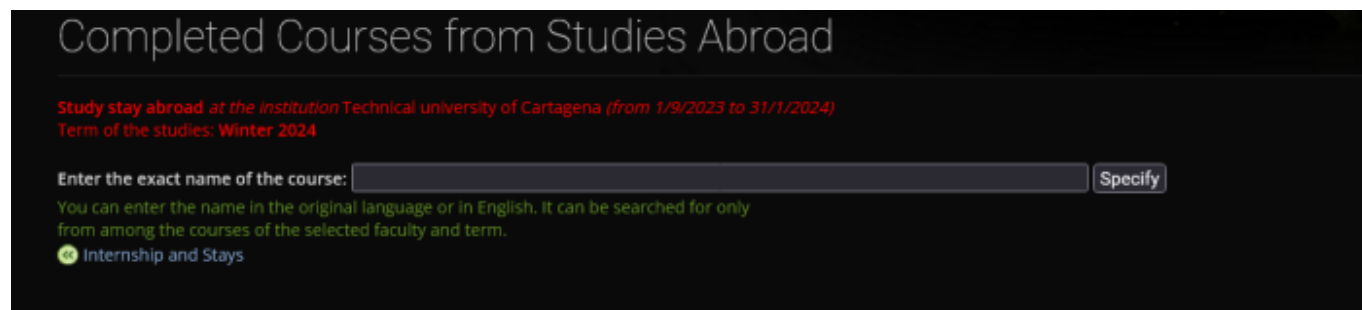
 Internship and Stays

Selecting the subject is **NOT** possible until you have inserted the necessary documents according

to step 5!

8. Check on the open page that you have the correct period and study.

9. In the last item „**Completed courses**“ you now need to select the subjects from your stay that you want to have recognized by clicking on „**Enter a course**“.



Completed Courses from Studies Abroad

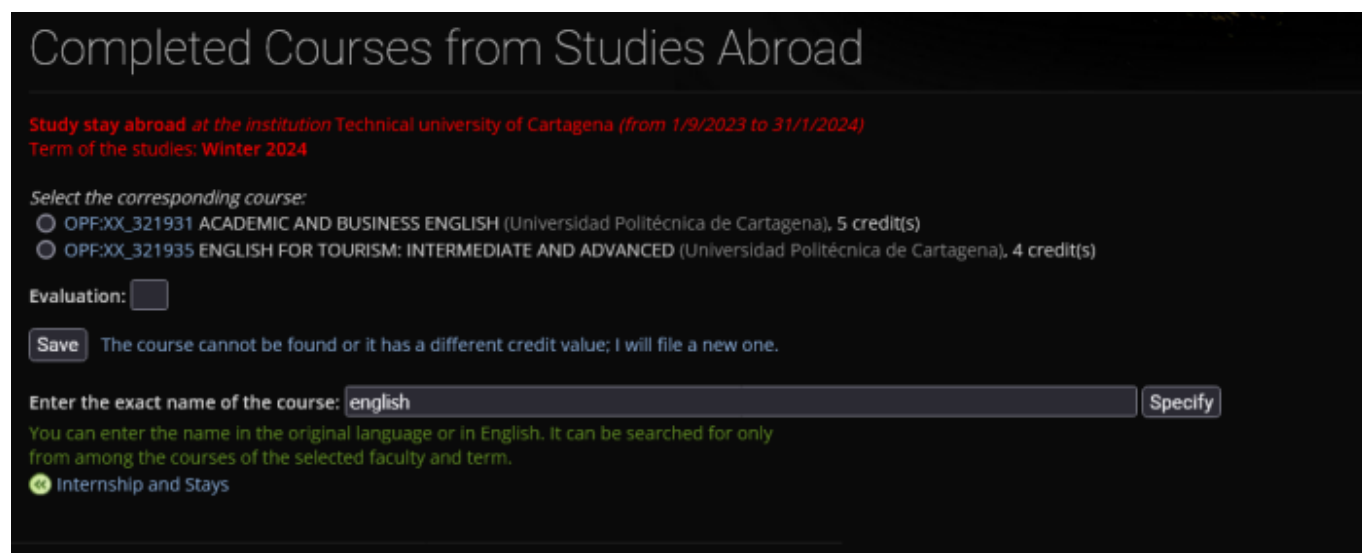
Study stay abroad at the institution Technical university of Cartagena (from 1/9/2023 to 31/1/2024)
Term of the studies: Winter 2024

Enter the exact name of the course: Specify

You can enter the name in the original language or in English. It can be searched for only from among the courses of the selected faculty and term.

🟢 Internship and Stays

10. Fill in the course name and click on „**Specify**“. If you have filled in the name correctly, the item will appear in the menu. Just click on it, add its „**Evaluation**“ and select „**Save**“. Repeat this step for all the items you want to have recognised.



Completed Courses from Studies Abroad

Study stay abroad at the institution Technical university of Cartagena (from 1/9/2023 to 31/1/2024)
Term of the studies: Winter 2024

Select the corresponding course:

☐ OPF:XX_321931 ACADEMIC AND BUSINESS ENGLISH (Universidad Politécnica de Cartagena), 5 credit(s)

☐ OPF:XX_321935 ENGLISH FOR TOURISM: INTERMEDIATE AND ADVANCED (Universidad Politécnica de Cartagena), 4 credit(s)

Evaluation:

Save The course cannot be found or it has a different credit value; I will file a new one.

Enter the exact name of the course: english Specify

You can enter the name in the original language or in English. It can be searched for only from among the courses of the selected faculty and term.

🟢 Internship and Stays

11. The list of objects is then visible in the item „**Completed courses**“. Next click on „**Apply for course recognition**“.

12. Read the rules for course recognition on the page shown. Then select the ones that meet these rules and click on „**Continue to apply**“.

Submit requests for course recognition from different stud...

Žádosti o uznání předmětů ze SU do studia na Obchodně podnikatelské fakultě

Žádosti o uznání předmětů lze podat nejpozději 30 dnů od začátku příslušného semestru.

Návod na podání žádosti naleznete zde: https://uit.opf.slu.cz/zadost_student

Z neúspěšného studia lze uznat pouze předměty, které jsou ve vztahu ke studiu, pro něž jsou uznávány, povinné, povinně volitelné nebo volně volitelné.

Neuznávají se tyto předměty, které je nutné si v novém studiu zapsat a splnit:

Úvodní školení BOZP a PO (OPFBOPF).

- Bakalářská práce (OPFBPBPP, OPFBKBCP, OPFBKBPP, OPFBPBCP),
- Diplomová práce (OPFNKDIP, OPFNPDIP),
- Rekreační a sportovní aktivity (CVABPTS1, CVANPTS1),
- Seminář k bakalářské práci (OPFBKBPS, OPFBKSBP, OPFBPBPS, OPFBPSBP),
- Seminář k diplomové práci (OPFNKSDP, OPFNPSDP).

Dále se neuznávají předměty:

- s hodnocením "E" a "3",
- předmět ukončen zápočtem, nyní zkouškou,
- u souběžného studia,
- studium, které bylo již úspěšně absolvované,
- od absolvování předmětu uběhla doba delší než 5 let.

Uznané zápočty a zkoušky se započítávají do počtu 40 a více kreditů pro postup do akademického roku.

Podmínky pro uznání předmětů stanovuje studijní a zkušební řád, čl. 19: <https://www.slu.cz/slu/cz/studijnioddelenirad>

Žádost o uznání zápočtů a zkoušek z jiné VŠ musí student podat písemně na podatelnu. Formulář ke stažení je na adrese: <https://www.slu.cz/opf/cz/formulare> doložit potvrzení o ukončeném neúspěšném studiu, potvrzené sylaby předmětů a výpis známek.

V případě podávání žádostí o uznání předmětů z pobytu v zahraničí (např. Erasmus+), postupujte podle návodu zde: <https://uit.opf.slu.cz/pobyty>.

13. Select „**with credits**“ for the course. Then select whether you want to take the course as elective or you want to replace it with another compulsory or compulsory elective according to your study template. In the case of the second option, select „**Count the course as compulsory elective**“. You can also add a note to the application. When you are finished, click „**Submit requests for this course**“ if you have only one request or „**Submit requests for all courses**“ at the end of the list if you have multiple requests.

Submitting the request

OPF:PEMNASMA Strategic Management, details 

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

- Term: Winter 2022
- Type of Completion: zk (examination)
- Evaluation: A
- The number of originally completed credits: 6
 - ☐ with credits ☐ without credits

The course I wish to recognize on the basis of OPF:PEMNASMA Strategic Management

☐ 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:

OPF 

Since you have completed the course OPF:PEMNASMA Strategic Management, 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.

From:

<https://uit.opf.slu.cz/> - Ústav informačních technologií

Permanent link:

<https://uit.opf.slu.cz/en:pobyty>

Last update: **2025/01/21 10:45**

