

6.12.2023

Documents for Exchange study stay

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● MENDELU
● Faculty
● of Business
● and Economics

Receiving university

Documents required by receiving university – student is responsible to obtain all necessary forms and submit it in time.

- Application form
- Transcript of records (issued by faculty IRO upon request)
- Language level confirmation (uploaded in student's Document storage)
- Learning agreement

MENDELU documents

BEFORE DEPARTURE

- Learning Agreement
- Letter of Acceptance
- Travel proposal
- Euro account
- Confirmation for KB (if the KB bank asks you for it, you can get it at faculty IRO)
- Language level confirmation (Document storage)
- OLS language test
- Checklist
- Financial agreement

MENDELU documents

DURING YOUR STAY

- Changes to Learning agreement
- Application for extension (by 30 October)

DEPARTURE

- Transcript of records
- Confirmation of study period

Learning agreement

- 30 ECTS credits/semester recommended
- Minimum:18 ECTS (only professional courses related to study area!)
- If you gain less than 18 ECTS – partial refund of financial grant

Learning agreement

Study Cycle

- 1st - Bc. (EQF level 6)
- 2nd - Ing. (EQF level 7)
- 3rd - Ph.D. (EQF level 8)

Field of Education

0311: Economics

1015: Travel, tourism and leisure

0610: Information and Communication Technologies (ICTs)

0410: Business and administration

Learning agreement – table A

Receiving university courses

- have to be relevant to your study programme
- state full, official names of the courses

You are not allowed to enroll for

- courses you have already passed at MENDELU
- language courses on lower level than already achieved

Learning agreement – table A

*Note: Some universities use decimal numbers for courses (e.g. 4,5 ECTS), write them in table A.
In table B, the total number of credits should be rounded up.*

Learning agreement – table B

3 types of course recognition:

	Course studied at Receiving university	Course will be recognized at FBE for
Corresponding syllabi	Management	Management (EBA-MAN)
Professional course which does not have equivalent at FBE	Economy of Finland	Recognized professional course (UPZ) / *Recognized International Mobility Course (EXA-UPxx)
Other courses of your interest	Languages, History,..	Elective course (UP) / *Recognized International Mobility Course (EXA-UPxx) Excluded from required minimum of 18 ECTS!

* re-accredited study programmes

Learning agreement

Number of ECTS credits in table A and B should be the same. You can modify (increase/decrease) the number of credits in courses *EXA-UPxx if necessary.

Table A		Table B	
Receiving university	ECTS	Courses from your study plan at FBE	ECTS
Management	6	Management	6
Human Resources in Companies	4	Human Resources	5
Microeconomics fundamentals	6	Microeconomics	8
Economics in Finland	4	*Recognized International Mobility Course	1
English for analysts	3	*Recognized International Mobility Course	3
total	23	total	23

Number of credits of EXA-UPxx was decreased by 3 ECTS, because two courses from Receiving university had smaller number of credits than corresponding courses at FBE.

Learning agreement

Example:

Table A	
Receiving university	ECTS
Management	6
Human Resources in Companies	7
Microeconomics fundamentals	8
Finance in Companies	5
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total	26

Table B	
Courses from your study plan at FBE	ECTS
Management	6
Human Resources	5
Microeconomics	8
Business Finance	5
*Recognized International Mobility Course	2
total	26

Course *EXA-UPxx was added to achieve the same total number of ECTS in table A and B.

Learning agreement – Table B

*Note: Bachelor degree students may enroll for master degree courses at Receiving university Such courses will be recognized for **EXA-UPxx**.*

Consequently, upon enrolment to master studies, students may apply for recognition of corresponding courses from their study plan.

Contact

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**Ing. Kateřina
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- Internships Erasmus+
- Bilateral agreements
- Staff mobility
- International Week

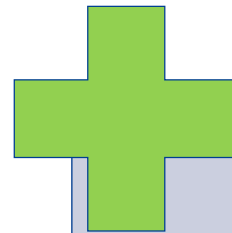


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