



Ref. No. JU/2026/005568

Vodňany, February 9, 2026

## Dean's Measure No. 1/2026

### **Organization of Selection Procedures for Study Stays or Internships, and Providing Details on the Automatic Counting of Subjects Within the Framework of Study Mobility or Within the Framework of Study Mobility or Distance Learning of Foreign Subjects at the FFPW USB**

The aim of this measure is to specify the conditions for i) selection procedures for study stays and practical internships for students, ii) selection procedures for stays abroad for employees of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia in České Budějovice (hereinafter referred to as FFPW USB), and iii) the automatic recognition of results achieved during foreign study mobility or within the framework of distance learning of foreign subjects implemented as part of regular studies at FFPW USB (hereinafter referred to as "credit transfer"). With regard to points i) and ii), the Measure is issued in connection with the Study and Examination Regulations of the USB and the USB Rector's Ordinance No. R 617 - on the automatic crediting of courses completed as part of mobilities abroad or as part of completing courses abroad through distance learning, and in accordance with the implementation of the 2026 Strategic plan at FFPW USB. Regarding points i) and ii), the measure applies to selection procedures for filling capacities obtained based on concluded bilateral agreements, filling capacities arising from joint projects with institutions abroad, or capacities obtained within the framework of mobility and grant programs (e.g., ERASMUS+, CEEPUS, etc.). Selection procedures for foreign mobility that fall outside the competence of FFPW USB are governed by the regulations of the relevant program.

#### **Article 1 Fundamental provision**

1) Students of FFPW USB can complete part of their study program at a foreign university under bilateral agreements or student mobility and grant programs (e.g., ERASMUS+, CEEPUS, Ministry of Education, Youth and Sports development projects, government scholarships, etc.).

2) Students of FFPW USB may also complete practical internships abroad at foreign universities, public institutions, or various companies under bilateral agreements,





agreements on the provision of practical internships, or student mobility and grant programs.

3) Students enrolled in accredited bachelor's, master's, or doctoral study programs, both full-time and part-time, at FFPW USB who have been duly selected in a competitive selection process and who demonstrate that their mobility is consistent with their study plan, motivation, and relevant language skills may be sent to study abroad.

4) Academic and non-academic staff of FFPW USB can participate in teaching mobility, training courses, and other international activities (hereinafter referred to as mobility). Only FFPW USB staff who meet the qualification requirements of the given programs can participate in international mobility.

## **Article 2**

### **Selection process for study abroad programs**

1) Selection procedures for study stays, practical student internships, and foreign stays for FFPW USB employees, which fall under the jurisdiction of FFPW USB, are announced by the Vice-Dean for International Relations at FFPW USB.

2) The selection procedure is usually published on the FFPW USB website and in an informational email sent to the email addresses of students and staff by the Officer for International Relations.

3) For the purposes of the selection process, students shall submit the following documents by the specified deadline:

- a) an application for the selection process, stating, among other things, their contact details and weighted arithmetic grade point average for the duration of their university studies,
- b) a letter of motivation in English or in the language in which the foreign school will conduct its classes.

4) For the purposes of the selection procedure, employees shall submit the following by the specified deadline:

- a) the location and dates of the mobility, including the contact person at the host institution,
- b) a letter of motivation describing the benefits of the mobility for the employee and the institution,
- c) evidence of any cooperation with the partner university or institution.

5) In the selection procedure, which is the responsibility of FFPW USB, the ranking of applicants is determined according to the following evaluation criteria and the following point evaluation by the committee (see Article 2, point 6):





#### 5.1. Students

- a) *Weighted grade point average for bachelor's or master's students (calculated based on exam results in STAG, or Diploma Supplement for students who studied outside FFPW USB) for the entire period of study to date as of the application deadline (max. 20 points).*
- b) *The necessity of the study abroad and the applicant's degree, year of study, and form of study (max. 20 points).*
- c) *The content and form of the motivation letter, which specifies the applicant's reasons for studying abroad and the expected benefits of the stay abroad (max. 20 points).*
- d) *Level of proficiency in the language in which the study abroad will take place. The main criterion is possession of an internationally recognized language certificate (max. 10 points).*
- e) *Compliance of the length of stay with the rules of financial support providers and the internationalization strategy of FFPW USB (max. 10 points).*

#### 5.2. Employees

- a) *Letter of motivation specifying the reasons for and expected benefits of the stay abroad (max. 20 points).*
- b) *Compliance of the length of stay with the rules of the providers, previous cooperation with the partner university, compliance with the development and internationalization strategy of FFPW USB, language skills of the employee (max. 20 points).*

6) The selection committee consists of the Vice-dean for Study Affairs, the Vice-dean for International Relations, and the chairman of the academic senate of FFPW USB. The committee will evaluate the applicants and based on the order of the point evaluation, the applicants will receive possible support for the realization of their stay abroad.

### Article 3

#### Student obligations prior to departure for a stay abroad

- 1) Students who have successfully passed the selection process shall, if necessary, complete the documents sent to them by the Officer for International Relations in sufficient time (at least one month before the start of mobility).
- 2) In the case of a study stay, students shall choose from the range of courses offered by the foreign university, giving preference to those courses that correspond to the courses in the study plan of the study program in which they are enrolled. When making their selection, students must pay particular attention to the following rules:
  - a) At least 50% of the credits from the selected courses may be counted as compulsory or compulsory elective courses from the study plan of the study program in which the





- student is enrolled at FFPW USB. The Vice-Dean for Study Affairs at FFPW USB shall decide on the equivalence of courses.
- b) The selected courses may include courses previously studied at FFPW USB, but these will only be recognized as elective courses.
  - c) The selected subjects must have a total of at least 20 ECTS credits/semester.
- 3) If, after assessing the creditability of the subjects (Article 5), the requirements of paragraph 2 of this article are not met, the student is obliged to adjust the choice of subjects so that the requirements of paragraph 2 are met.
- 4) Assessment of the transferability of courses.
- 5) A student who, for serious reasons, is unable to complete the planned courses during their stay at a foreign university (e.g., the course is not offered, schedule conflict), shall immediately contact the Officer for International Relations so that replacement courses can be selected and approved as soon as possible.
- 6) Students who, for serious reasons, are unable to complete a planned internship or must terminate it prematurely, shall immediately contact the Officer for International Relations and inform her of the reasons for the cancellation/premature termination/interruption of their stay abroad and shall follow the officer's instructions.

#### Article 4

##### Student obligations after returning from a stay abroad

- 1) In accordance with the obligations arising from the participation agreement, the student is required to fulfil the following **after completing their study stay abroad**:
  - a) submit the original „*Confirmation of study period*“ document and a copy of the „*Transcript of Records*“ document by the agreed deadline,
  - b) ensure that the courses listed in the "Learning Agreement," including any changes made during the stay, correspond to the courses listed in the „*Transcript of Records*“,
  - c) ensure that the number of credits for successfully completed courses listed in the „*Transcript of Records*“ is at least 20 ECTS credits,
  - d) ensure that the confirmed period of stay listed in the „*Confirmation of study period*“ matches the period listed in the participation agreement,
  - e) complete the final report on the stay abroad/EU Survey in a timely manner.
- 2) According to the obligations arising from the Participation Agreement, the student is required to fulfil the following **after completing the practical internship abroad**:
  - a) submit the original „*Traineeship Certificate (Confirmation of Length of Stay)*“ within the agreed deadlines,





- b) ensure that the confirmed length of stay stated in the „*Traineeship Certificate*“ corresponds to the length of stay stated in the Participation Agreement and corresponds to the content of the work performed,
- c) complete the Final Report on Stay Abroad (EU Survey) in a timely manner.

## Article 5

### Crediting of foreign courses and their transferability

- 1) Crediting of a foreign course means that a course offered by a foreign university (hereinafter referred to as a "foreign course") that has been successfully completed during foreign mobility or as part of distance learning of foreign courses, or multiple such courses, fully replaces a course or courses taught by USB that are normally included in the study plan of the relevant student.
- 2) Each crediting of a course (requirement) must be preceded by a preliminary assessment of its creditability, which is carried out before the foreign stay (Article 3) or before the completion of the distance learning of the foreign course. The creditability of a foreign course means its eligibility to be credited.
- 3) The preliminary assessment of creditability is based on an assessment of learning outcomes and how the course contributes to the fulfilment of the graduate profile, not based on the similarity or equivalence of the relevant courses. When crediting subjects, or during the preliminary assessment of creditability, regarding the interest in completing studies within the standard period of study or close to it, emphasis is placed on the foreign subject, primarily replacing a compulsory subject (type A) or a compulsory elective subject (type B). If this is not possible, the foreign subject will be assigned the status of an elective subject (type C).
- 4) The student's obligation to complete a substitute course to gain access to the state examination or part thereof, with the relevant foreign course being credited to their study plan, shall be fulfilled. However, the crediting of the foreign course shall not affect the content or scope of the state examination or part thereof. If the state examination or part thereof verifies learning outcomes that are acquired at FFPW USB by successfully completing a subject that has been replaced in the student's study plan by a credited subject, the student is responsible for independently supplementing the relevant knowledge, skills, or other learning outcomes. To this end, they are entitled to attend classes in the given course, if capacity allows, as well as to take advantage of consultations.
- 5) A foreign course shall be credited including
  - a) the credit value assigned to the course by the foreign university, and





- b) the grade awarded by the course instructor, including any failing grades that preceded the passing grade.
- 6) The inclusion of a foreign course also fulfils any prerequisites or contraindications arising from the USB course that was replaced by the included course.
  - 7) An unsuccessful foreign course is not counted. In the student's study plan, it is treated as if the student had never enrolled in it. This does not affect any consequences of failing one or more courses if the failure is linked to a contract or decision to award a scholarship that (co-)financed the study abroad.
  - 8) The person authorized to represent the FFPW USB in matters of credit transfer is the Vice-Dean for Study Affairs. The authorized person also performs a preliminary assessment of the creditability of courses.
  - 9) The administrator in matters of credit transfer is the Officer for International Relations, who ensures the recording of the transferred course in the IS STAG and other related administrative tasks.
  - 10) Further conditions and important deadlines for the transfer of foreign courses are specified in the Study and Examination Regulations of USB and USB Rector's Ordinance R 617 - on the automatic crediting of courses completed as part of mobilities abroad or as part of completing courses abroad through distance learning dated November 18, 2025 (Articles 4–7).
  - 11) The conditions for mobility and procedural steps are further specified in the [Methodology for the Administration of Foreign Mobility](#) (available only in Czech) at USB, published on the USB website (available only after logging in).

## Article 6

### Crediting of work placements or professional internships abroad

- 1) Students must familiarize themselves with all the conditions for crediting work experience gained abroad or for crediting foreign professional internships before leaving for the partner institution. The crediting of work placements abroad as operational or professional practice must be consulted in advance with the relevant guarantor of the study program in which the student is enrolled. If necessary, doctoral students may consult the Vice-Dean for International Relations in advance regarding the recognition of professional placements abroad.





- 2) Based on the submitted official confirmation of completion of the work placement (*Training Agreement*), the student may ask the head of the placement for recognition of the placement abroad.

#### **Article 7**

##### **Failure to fulfil obligations during study stays or work placements**

- 1) If a student fails to fulfil all their obligations, they must submit a written explanation of the circumstances that led to this failure.
- 2) If a student fails to fulfil their obligations under the participation agreement, they are at risk of having to return the financial support allocated to them, or part thereof, in accordance with this agreement.

#### **Article 8**

##### **A brief characteristic of ECTS and exam classification**

- 1) ECTS – European Credit Transfer and Accumulation System is based on the student's total workload, not just on hours of direct contact with the school.
- 2) EC – European credits are a relative rather than an absolute measure of a student's workload. The allocation of credits to a given subject is based on the "workload of an average student," not on contact hours.
- 3) CTS is based on a total of 60 EC per academic year and 30 EC per semester, i.e.
  - for a (three-year) bachelor's degree program: 180 EC,
  - for a (two-year) master's degree program: 120 EC, including final exams and defenses.
- 4) All courses are completed with an exam. The classification of the exams consists of 6 levels:
  - A (excellent),
  - B (very good),
  - C (good),
  - D (satisfactory),
  - E (sufficient),
  - FX (fail),
  - F (fail).





## Article 9

### Employee obligations prior to departure for a stay abroad

- 1) Employees who have successfully passed the selection process for a stay abroad must complete all required documents well in advance (at least one month prior to mobility is recommended) (e.g., Teaching/Training Agreement, travel order, participation agreement, form for preparing for a trip abroad) in accordance with the given mobility program, which they will receive by email from the Officer for International Relations.
- 2) The employee shall also arrange travel insurance for a foreign business trip in the usual manner for foreign trips in the case of mobility within the Erasmus+ program; in other cases, the insurance shall be arranged by the economic department officer.
- 3) The exact procedure and instructions for employees prior to foreign mobility are also published on the faculty website in the section [International Cooperation – Foreign Mobility – Trips from FFPW USB – Erasmus+](#).

## Article 10

### Obligations of the employee after returning from a stay abroad

- 1) Submission of all required documents necessary for the completion of the mobility (e.g., original confirmation of teaching or participation in training, receipts, tickets, etc.) in accordance with the mobility program.
- 2) Prepare a final report electronically via the Mobility Tool (in the case of the Erasmus+ program), the link to which will be automatically sent to FFPW USB employees by email upon their return.
- 3) Preparation of news about the mobility in Czech and English for the FFPW USB website, including at least one photograph, by the responsible person.

## Article 11

### Persons responsible for signing documents within the Erasmus+ mobility program for students and staff

- 1) In the case of a stay abroad within the Erasmus+ program or its successor programs, the person responsible for signing the "Learning agreement," "Training agreement" for students, or "Mobility agreement" ("training" or "teaching") for staff at FFPW USB is the Vice-Dean for International Relations or the Officer for International Relations.





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a ochrany vod  
Faculty of Fisheries  
and Protection  
of Waters

Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice  
Czech Republic

This Dean's Measure invalidates the Dean's Decision No. 6/2019.  
This Dean's Measure comes into effect on March 2, 2026.

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Dean of FFPW USB

