
Procedure for Recognition of Course Requirements

Procedure for Recognition of Course Requirements (Credit, Examination), Department of Languages and Medical Terminology 3FM CU

In accordance with the Dean's Directive No. 4/2016 it is necessary to submit a written request for each course using the completed and duly signed form: [Application Exams and Credits Recognition](#) . The application for recognition of course requirements must be accompanied by the transcript of student's results (SIS transcript) and the course syllabus.

You can submit the documents:

- In person at the Secretariat of the Department of Languages and Medical Terminology (Building X, 5th floor, office no. 511) during office hours: Monday and Wednesday 9:00–11:30,
- By email: send a properly signed scan to the secretary at: jana.krizkova@lf3.cuni.cz.

Once the course guarantor has reviewed your request, the secretary will contact you by email. You can then collect the decision in person at the same office. Afterwards, submit the approved request to the Study Division 3FM CU for the final decision by the Dean, or to the Vice-Dean for Undergraduate Education and Student Affairs authorized by the Dean, for the final decision.