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PART ONE
BASIC PROVISIONS, INSTITUTIONS DECIDING UPON THE RECOGNITION OF EDUCATION
AND QUALIFICATION ACQUIRED ABROAD

Article 1
Basic Provisions

- (1) The recognition of secondary education and qualification acquired abroad (hereinafter referred to as "the recognition of SEQAA") is within the Czech law system regulated in § 108 of the Act No. 561/2004 Coll., on Pre-School, Primary, Secondary, Tertiary Technical and Other Education (hereinafter referred to as "Education Act") and in its Implementing Decree No. 12/2005 Coll. issued by the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter referred to as "MEYS") on Requirements Regarding the Recognition of Equivalence and Validation of Certificates Issued by Foreign Schools.
- (2) The recognition of higher education and qualification acquired abroad (hereinafter referred to as "the recognition of HEQAA") is regulated in § 87 Paragraph 1 Letter l) and Letter n), § 89, § 90, § 90a, § 90b, of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (hereinafter referred to as "Higher Education Act"), and by the Act No. 500/2004 Coll., Rules of Administrative Procedure, as amended.
- (3) Other legal regulations that regulate the recognition of SEQAA and HEQAA in the Czech Republic are international agreements on mutual recognition of equivalence of documents on education and degrees (Bilateral agreements: concluded with Hungary, Poland, Slovenia, Federal Republic of Germany and Slovakia; multilateral agreements: Lisbon Convention) and international agreements regulating the legalization of foreign public documents (Bilateral agreements on legal assistance and the Hague Convention).
- (4) Specialized courses taken abroad are not subject to recognition, since they do not declare the degree of education acquired.

Article 2
Institutions Deciding upon the Recognition of Education and Qualification Acquired Abroad

- (1) The regional authorities usually decide on the recognition of SEQAA. The MEYS decides on the recognition of SEQAA that has been issued by a foreign school with educational programmes implemented as agreed upon with the MEYS.
- (2) The public higher education institutions usually decide on the recognition of HEQAA. The MEYS thus

decides in disputable cases only, or as an appeal authority.

PART TWO
RECOGNITION OF EDUCATION AND QUALIFICATION ACQUIRED ABROAD

Article 3
Requirements Regarding the Recognition of Secondary Education and Qualification Acquired Abroad

- (1) A graduate from a foreign school who has obtained a document certifying the successful completion of primary, secondary, or tertiary technical education abroad (hereinafter referred to as “the certificate issued abroad”) can apply at a relevant regional authority according to the applicant’s place of residence for
 - a. A proof of the recognition of equivalence of the certificate issued abroad in the Czech Republic, or
 - b. A decision on the recognition of the validity of the certificate issued abroad in the Czech Republic (hereinafter referred to as “validation”).
- (2) The proof of the recognition of equivalence of the certificate issued abroad shall be issued by the regional authority in such cases in which the Czech Republic is bound by an international agreement on the recognition of equivalence of documents on education with countries in which the foreign school has been established and recognized. If the content and the range of course units taught are not apparent from the certificate issued abroad, the applicant shall also submit the curriculum of the field of study in which s/he has acquired the education completed.
- (3) If the Czech Republic is not bound by an international agreement on the recognition of equivalence of documents on education with countries in which the foreign school has been established and recognized, the regional authority shall decide on the validation in accordance with the submitted original copy of the certificate issued abroad or its officially verified copy. If the content and the range of course units taught are not apparent from the certificate issued abroad, the applicant shall also submit the curriculum of the field of study in which s/he has acquired the education completed.
- (4) Unless specified otherwise in the relevant international agreement, the authenticity of signatures and official stamps on the original copies of certificates issued abroad and the fact that the school is recognized on the territory of the country that has issued the certificate must be verified by the relevant diplomatic mission of the Czech Republic and also by the Ministry of Foreign Affairs of the country in which the foreign school that has issued the certificate is located, or by a notary practising on the territory of such a country. An officially verified translation of the documents on education mentioned in Paragraphs 2 and 3 into the Czech language shall be attached to the request. If a document on education has been issued in the Slovak language, the translation into the Czech language is not required.
- (5) In the event that the regional authority finds out within the validation process that the content and the range of education offered at the relevant foreign school differ considerably from the curriculum of a similar framework educational programme implemented in the Czech Republic, it shall dismiss the request. In the event that the content and the range of education acquired at the foreign school differ partly, or the applicant fails to fulfil the requirements mentioned in Paragraphs 3 and 4, the regional authority shall order a validation test. The regional authority shall dismiss the request for validation also in the event that the applicant fails to pass the validation test. An applicant who is not a citizen of the Czech Republic shall not take the validation test in the Czech language and literature.
- (6) The MEYS shall decide on the validation of a certificate issued abroad that has been issued by a foreign school with the educational programme implemented with consent of the MEYS. The provisions in Paragraphs 3 and 5 shall apply accordingly.
- (7) The MEYS shall specify the requirements regarding the recognition of equivalence and validation of certificates issued by foreign schools, requirements regarding the organization of the validation test, composition of the committee for the execution of the validation test and the manner of its decision-

making, and that in an implementing regulation.

- (8) The validity of secondary school diplomas issued in the Slovak Republic is specified in Article 17 of the Agreement between the Government of the Czech Republic and the Government of the Slovak Republic entitled "On Mutual Recognition of the Equivalence of Documents on Education Issued in the Czech Republic and in the Slovak Republic" (Communication of the Ministry of Foreign Affairs No. 33/2001, Coll. of International Agreements) – secondary school diplomas issued in the Slovak Republic are automatically valid on the territory of the Czech Republic, without further official verification (recognition). No decision or certificate of equivalence shall be issued.
- (9) The recognition of SEQAA is valid from the date on which the decision on the recognition of SEQAA comes into force.
- (10) The fee for the act of the recognition of the validity or for issuing the proof of the recognition of equivalence of the document certifying the successful completion of primary, secondary, or tertiary technical education abroad is set in the Table of Fees which is an Appendix to the Act No. 634/2004 Coll., on Administrative Fees.

Article 4

Requirements Regarding the Recognition of Higher Education and Qualifications Acquired Abroad

- (1) The Rector decides on the recognition of HEQAA at Tomas Bata University in Zlín (hereinafter referred to as "TBU") in compliance with § 89 and § 90 Paragraph 1 of the Higher Education Act.
- (2) Each applicant must submit a written request for the recognition of HEQAA using the blank request form posted on the TBU website: <http://www.utb.cz/about-the-university/recognition-of-higher-education-and-qualifications-acquired>.
- (3) The applicant is obliged to attach all required documents to the request. The documents must be verified in compliance with § 90 Paragraphs 3 and 4 of the Higher Education Act.
- (4) TBU shall assess the higher education qualification on the basis of the submitted documents. It shall compare the degree programmes and decide on the request in accordance with the knowledge of the standard of the foreign higher education institution or according to the range of knowledge and skills that have been gained at the foreign higher education institution in comparison with the qualification gained on successful completion of a relevant degree programme that is implemented at TBU.
- (5) In the event that no fundamental differences are found between the foreign and the home degree programme, the qualification will be recognized. In such a case, the Rector shall issue a decision and an appendix to the decision, namely the "Proof of Recognition of Higher Education and Qualification Acquired Abroad in the Czech Republic". These documents shall be sent to the applicant as "to be delivered to addressee only". If the Rector dismisses the request, s/he shall issue a decision in which s/he shall give reasons for the rejection of the request and instruct the applicant on the possibility of serving a notice of appeal. S/he shall send the decision to the applicant as "to be delivered to addressee only" and keep the degree certificate during the appeal period. If the applicant does not give a notice of appeal within the appeal period, the Rector shall return the degree certificate to the applicant.
- (6) The academic degree conferred on the graduate by the foreign higher education institution and mentioned in the degree certificate shall be recognized along with the recognition of the HEQAA. The holder of the foreign degree certificate is entitled to use the academic degree or another term for a graduate from a higher education institution mentioned in his/her degree certificate.
- (7) It is the Rector of the public higher education institution who shall decide on the recognition of the HEQAA within the periods specified in the rules of administrative procedure, i.e. within 30 days of the date of delivery; in more complicated cases the period is 60 days of the date of delivery of a complete request including the appendices.
- (8) The notice of appeal shall be submitted to the MEYS through the Rector of the public higher education institution within 15 days of the date of delivery of the decision. The Rector of the public higher education institution can decide on the notice of appeal on his/her own, provided that s/he grants the appeal to the full extent; otherwise s/he shall refer the notice of appeal within 30 days of the date of

delivery of the notice of appeal at the latest, along with the attached documents to the MEYS (Higher Education Institution Department), that shall decide in compliance with the rules of administrative procedure, i.e. it either grants the appeal to the full extent and issues the relevant decision and a proof of the recognition of HEQAA, or dismisses the appeal, or it can reverse the decision and refer it back to the higher education institution for further consideration. Along with the applicant's notice of appeal, the higher education institution shall refer to the MEYS the original request for recognition, copies of documents on education, the opinion of the higher education institution on the content of the notice of appeal and a copy of the return delivery by which the challenged decision was sent to the applicant.

- (9) The validity of degree certificates issued by higher education institutions in the Slovak Republic is specified in Article 17 of the Agreement between the Government of the Czech Republic and the Government of the Slovak Republic "On Mutual Recognition of the Equivalence of Documents on Education Issued in the Czech Republic and in the Slovak Republic" (Collection of International Agreements No. 23/2015, Article 5). Degree certificates issued by higher education institutions in the Slovak Republic are automatically valid on the territory of the Czech Republic, without further official verification (recognition). No decision or certificate of equivalence shall be issued.
- (10) Based on agreements on mutual recognition of equivalence of documents concluded with Hungary, Poland and Slovenia, no proof of recognition of equivalence of Hungarian, Polish and Slovenian degree certificates to degree certificates issued by higher education institutions in the Czech Republic is required for the admission procedure to study at higher education institutions in the Czech Republic.
- (11) The recognition of HEQAA is valid from the date on which the decision on the recognition of the HEQAA comes into force.
- (12) When submitting a written request for the recognition of HEQAA in compliance with § 89 of the Act, each applicant is obliged to pay the fee for actions related to the procedure followed when receiving a request for the recognition of HEQAA and amounting to CZK 3,000 in compliance with § 90a Paragraph 2 of the Higher Education Act. Details regarding the payment of the fee are posted on the TBU website: <http://www.utb.cz/about-the-university/recognition-of-higher-education-and-qualifications-acquired>.

Article 5

Requirements Regarding Admission and Enrolment of Students with Secondary and Higher Education and Qualification Acquired Abroad

- (1) In the Czech legal system, the admissions to study are regulated in § 48 and § 49 of the Higher Education Act.
- (2) In compliance with § 48 Paragraphs 1 and 3 of the Higher Education Act, TBU sets out the duty for applicants to present the original copy or an officially verified copy of the recognized SEQAA or HEQAA during the admission procedure. This does not apply to cases in which the recognition of HEQAA was issued by TBU.
- (3) Translations into the Czech language are not required for degree certificates which are issued by higher education institutions and are recognizable at TBU; in such cases, it is sufficient to submit a verified translation into English. In case of degree programmes the recognition of which is applied for at other higher education institutions that require degree certificates to be translated into the Czech language, the applicant is obliged to attach a translation of his/her degree certificates into Czech to his/her request for recognition of education acquired abroad.
- (4) This Article does not apply to students who have acquired secondary or higher education in Slovakia, Hungary, Poland and Slovenia.

PART THREE FINAL PROVISIONS

- (1) This Directive replaces Rector's Directive No. SR/21/2016.