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| UNIVERZITA PARDUBICE | |
|  | Directive No. 11/2019 |
| Subject Matter: | Rules for the Assessment of Foreign Secondary and Higher Education in the Admission Procedure at the University of Pardubice |
| Applicable to: | applicants and employees of the University of Pardubice |
| Effective from: | 1 September 2019 |
| Reference: | RPO/0036/19 |
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| Approved by: | prof. Ing Tatiana Molková, Ph.D., Vice-Rector for Education and Quality |

Article 1 – Introductory Provisions

1. The University of Pardubice is a higher education institution that fulfils the condition set out in Section 48(6) of Act No.111/1998 Sb., on Higher Education Institutions, as amended ("Higher Education Act"), as it has obtained institutional accreditation for at least one area of education and is thus entitled to assess applicants' foreign secondary and higher education in the admissions procedure in accordance with Section 48(4) and (5) of the Higher Education Act, at all faculties.
2. The assessment of foreign secondary and higher education within the admission procedure at the University of Pardubice is provided for in Section 48 of the Higher Education Act, Article 6 Admission to Study, Article 7 Admission Examination, Article 9 Conditions of Study for Foreigners and Article 10a Fee for Acts Associated with the Assessment of Compliance with the Conditions for Admission to Study ("Fee for the Verification of Foreign Education") of the faculties' directives on the Rules of the Admission Procedure and this Directive.
3. As part of the admission procedure, the faculties will assess the fulfilment of the condition of attaining secondary education with a secondary school-leaving examination pursuant to Section 48(4) of the Higher Education Act or the proper completion of studies in a bachelor's or master's degree programme pursuant to Section 48(5) of the Higher Education Act for applicants who have obtained:
4. foreign secondary education by completing a secondary education programme in a foreign secondary school, an international secondary school, a European school operating under the Convention concerning the Statute of the European Schools or a school where the Ministry has authorised compulsory school attendance under the Education Act ("foreign secondary education"), or
5. foreign higher education by completing a degree programme at a foreign higher education institution ("foreign higher education")

Article 2 – Assessment Process

1. It is possible to prove that the condition of attaining secondary education with a secondary school-leaving examination pursuant to Section 48(4) of the Higher Education Act has been met by producing:
2. a document proving general recognition of the equivalence or validity of a foreign certificate of secondary education in the Czech Republic, obtained pursuant to Act No. 561/2004 Sb., on Pre-School, Primary, Secondary, Higher Vocational and Other Education (Education Act), as amended (the "Education Act") or pursuant to earlier legislation,
3. a document proving the awarding of the European Baccalaureate,
4. a foreign certificate of foreign secondary education with a secondary school-leaving examination if it is automatically equivalent in the Czech Republic under its international obligations without further official procedure, or
5. a foreign certificate of foreign secondary education which has been obtained by completing studies in a secondary education programme at a foreign secondary school operating under the legislation of a foreign country and which entitles its holder to access to study in a bachelor's degree programme or a master's degree programme in that foreign country which is not a follow-up to a bachelor's degree programme.
6. Fulfilment of the condition of proper completion of studies in a bachelor's or master's degree programme pursuant to Section 48, Subsection 5 of the Higher Education Act may be demonstrated by:
7. a certificate of general recognition of foreign higher education in the Czech Republic obtained pursuant to Sections 89 and 90 of the Higher Education Act or pursuant to earlier legislation,
8. a foreign certificate of foreign higher education which is equivalent in the Czech Republic pursuant to its international obligations without further official procedure, or
9. a foreign certificate of foreign higher education obtained upon completion of studies in a higher education programme at a foreign higher education institution operating under the legislation of a foreign country.
10. The specific documents that the applicant is required to submit to the faculty are specified in Annexe 1 to this Directive: *Specification of Certificates*.

Article 3 – Criteria for the Formal Assessment of Submissions

1. Documents issued by an institution in the Czech Republic, i.e. in particular documents pursuant to Section 48(4) (a) and (5) (a) of the Higher Education Act, shall be submitted by the applicant in the form of an officially certified copy.
2. Other supporting documents must be provided by the applicant in the form of an original or certified copy of a document issued by a foreign secondary school or university or other foreign institution. In determining and checking the correct form of verification, the faculties are guided by Annexe 2 to this Directive: *Form of Documents*.
3. Documents that are not published in the original in Czech, English or Slovak must be officially translated into Czech or English. Where the certified translation is made by a court interpreter other than a Czech court interpreter, the sheets containing the translations shall be attached to the certified copies of the documents to which they relate in such a way as to prevent any additional exchange or substitution of the sheets containing the translation. Translations attached to plain copies of documents shall not be accepted.
4. The applicant submits the documents to the faculty in paper form or in the form of a PDF document created by authorised conversion. Documents in electronic form that have not been created by authorised document conversion shall not be accepted. However, faculties may require scanned documents to be sent at the same time as the submission of documents in paper form for internal assessment purposes.
5. Before the faculty proceeds to assess the content of the documents collected by the applicant in accordance with Article 4, it shall assess whether the applicant has provided the documents specified in Annex 1: Specification of Documents, and whether these documents meet the form requirements specified in Paragraphs 1 to 4. If the documents submitted do not meet the formal requirements, the faculty will invite the applicant to remedy the deficiencies or complete the documents.

Article 4 – Criteria for Assessing the Content of Submissions

1. If the applicant has produced a document of general recognition of the equivalence or validity of a foreign document of attainment of secondary education in the Czech Republic, obtained under the Education Act or under earlier legislation, it shall be deemed that the condition of attainment of secondary education with a secondary school-leaving examination pursuant to Section 48(4) of the Higher Education Act has been met. If the applicant has produced a document of general recognition of foreign higher education in the Czech Republic, obtained pursuant to Sections 89 and 90 of the Higher Education Act or pursuant to earlier legislation, it shall be deemed that the condition of proper completion of studies in a bachelor's or master's degree programme pursuant to Section 48(5) of the Higher Education Act has been met in the degree programme specified in this document, which is usually a certificate of recognition of foreign higher education.
2. If the applicant has produced a document certifying that he/she has been awarded the European Baccalaureate, it shall be deemed that the condition of attaining secondary education with a matriculation examination pursuant to Section 48(4) of the Higher Education Act has been met. This provision shall not apply to the International Baccalaureate, which shall be considered as a document pursuant to Section 48(4) (d) of the Higher Education Act and for which the procedure in Paragraph 4 shall be followed. If the International Baccalaureate is an integral part of the school-leaving examination certificate for pupils who have successfully passed the secondary school-leaving examination in the Czech language and literature in the common part of the secondary school-leaving examination, such applicants shall produce an officially certified copy of the secondary school-leaving certificate as part of the admission procedure.
3. If the applicant has produced a foreign document of foreign secondary education with a secondary school-leaving examination that is automatically equivalent in the Czech Republic according to its international obligations without further official procedure, it shall be deemed that the condition of attainment of secondary education with a school-leaving examination pursuant to Section 48(4) of the Higher Education Act has been met. If the applicant has produced a foreign document of foreign higher education that is equivalent in the Czech Republic according to its international obligations without further official procedure, it shall be deemed that the condition of proper completion of studies in a bachelor's or master's degree programme pursuant to Section 48(5) of the Higher Education Act has been met. A list of international treaties which provide for automatic equivalence of documents is given in Annex 3 to this Directive: Automatic Equivalence.
4. If the applicant has produced a foreign certificate of foreign secondary education in accordance with Section 48(4) (d) of the Higher Education Act, the faculty shall examine the documents submitted to verify:
5. whether the document was obtained upon graduation from a secondary education programme at a foreign secondary school operating under the laws of a foreign country; and
6. whether it entitles the holder to study in a bachelor's degree programme or a master's degree programme that is not a follow-up to a bachelor's degree programme in that foreign country.
7. For this purpose, the faculty may ask the applicant to document additional submissions listed in Annexe 1 to this Directive: *Specification of Certificates*. If the faculty concludes that the above-mentioned facts have been documented, the fulfilment of the condition of attaining secondary education with a matriculation examination pursuant to Section 48(4) of the Higher Education Act shall be deemed to have been met.
8. If the faculty concludes that these facts have not been convincingly documented, or if it has doubts about the sufficient level, extent or content of the applicant's previous foreign education evidenced by a foreign document, it shall invite the applicant to prove his/her education in the manner specified in Section 48(4) (a) of the Higher Education Act. If the applicant subsequently fails to submit this document, he or she has not demonstrated that he or she has attained secondary education with a secondary school-leaving examination in accordance with Section 48(4) of the Higher Education Act and the faculty will issue a decision on non-admission to study.
9. If the applicant has produced a foreign certificate of foreign higher education in accordance with Section 48(5) of the Higher Education Act, the faculty shall examine the documents submitted to verify:
10. whether the foreign higher education institution is authorised to provide higher education in that foreign country (whether the higher education institution and the particular study programme completed by the applicant are accredited)
11. whether it entitles the holder to study in a master's degree programme following a bachelor's degree programme or in a doctoral degree programme in the foreign country concerned.
12. For this purpose, the faculty may invite the applicant to provide additional documents listed in Annexe 1 to this Directive: *Specification of Certificates* and to check the foreign university in the databases of accredited universities.
13. If the faculty concludes that the above-mentioned facts have been documented and that this document entitles the applicant to study in the study programme corresponding to the study programme to which the applicant applies to study at the faculty in the country according to whose legislation it was issued, fulfilment of the condition of proper completion of studies in a bachelor's or master's study programme pursuant to Section 48(5) of the Higher Education Act is proven.
14. If the faculty concludes that these facts have not been convincingly documented, or has doubts about the sufficient level, extent or content of the applicant's previous foreign education, as evidenced by a foreign document, it shall invite the applicant to demonstrate his/her education in the manner referred to in Section 48(5) (a) of the Higher Education Act, and if the applicant subsequently fails to submit such a document, he/she has failed to prove fulfilment of the condition of proper completion of studies in a bachelor's or master's degree programme pursuant to Section 48(5) of the Higher Education Act and the faculty shall issue a decision on non-admission to study.
15. When assessing an applicant's foreign education pursuant to Section 48(4) (d) and (5) (c) of the Higher Education Act, the faculty shall take into account the content and extent of the foreign study only as regards the assessment of compliance with the criteria referred to in paragraphs 3 to 5. The faculty independently verifies the fulfilment of other conditions of admission to study laid down in accordance with Section 49(1) and (3) of the Higher Education Act, usually by means of an entrance examination.
16. If the applicant has applied to study at different faculties and has requested that his/her foreign education be assessed in the admissions procedure at different faculties, the faculty will contact the Department of Educational Agenda ("DEA") of the Rector's Office of the University of Pardubice before issuing a decision, which will ensure that the applicant's identical education, in terms of proving compliance with the condition set out in Section 48(4) and (5) of the Higher Education Act, is assessed identically by all participating faculties. The DEA's opinion on the recognition of foreign higher education is binding and must be followed by faculties. This is without prejudice to the right of the faculties to verify, in the context of a particular admission procedure, the fulfilment of the other conditions for admission to study laid down in accordance with Section 49(1) and (3) of the Higher Education Act, the result of which may vary from applicant to applicant.
17. In particularly complex cases and in cases where serious doubts arise about the authenticity of the documents or the accreditation of the foreign institution, the faculty may consult the DEA and the Law Department ("LD") of the University of Pardubice.

Article 5 – Issuing Decisions on Non-admission/Admission in Relation to the Assessment of Foreign Education

1. No separate decision shall be issued on proof of fulfilment of the condition of attainment of prior education pursuant to Section 48 of the Higher Education Act. The assessment made pursuant to Section 48(4) (d) and (5) (c) of the Higher Education Act is applicable only in the context of a specific admission procedure at the University of Pardubice and does not declare the equivalence of a foreign study programme with any of the study programmes implemented at the University of Pardubice.
2. A decision on admission or non-admission to study or termination of the admission procedure may be issued only after verification of the conditions for admission to study, in accordance with Article 6 of the Statutes of the University of Pardubice.
3. The deadlines for the submission of documents and the period for verifying compliance with the admission requirements are governed by the faculties' admissions regulations.
4. The faculty may publish the internal deadline for submission of documents in the admission procedure in the public section of its website and notify applicants in an appropriate manner. This deadline is advisory and serves to spread the assessment phase evenly. Binding deadlines for the submission of documents are laid down in the faculties' admissions guidelines.
5. The faculties may also issue a confirmation of the ongoing admission procedure to visa applicants and in other justified cases before issuing an admission decision.

Article 6 – Fee

1. In the admission procedure, the fee specified in Article 10a (2) of the Statutes of the University of Pardubice will be collected according to the following rules:
2. The fee is levied only in cases pursuant to Sections 48(4) (d) and 48(5) (c) of the Higher Education Act, regardless of whether the result of the assessment is positive or negative. In cases pursuant to Section 48(4) (a), (b), (c) and Section 48(5) (a), (b) of the Higher Education Act, the applicant shall not pay the fee.
3. If the applicant submits more than one application to the same faculty, he/she pays the fee only once. If the applicant submits multiple applications to different faculties, he/she shall pay the fee once for each faculty.
4. The faculty shall invite the applicant to pay the fee without undue delay after the applicant informs it that he/she is interested in having his/her previous foreign education assessed in the admissions procedure, in all cases where the fee should be paid according to the rules set out in (a) and (b). The invitation will be sent to the email address provided on the application form and will also contain payment instructions. The foreign education verification fee is payable by the applicant by postal order type A, bank transfer to the University's account or by credit card. When paying the fee, the applicant must indicate the variable and specific symbol of the payment.
5. If the applicant fails to pay the fee within the time limit specified in the instructions sent, the faculty will send him/her a notice by post. If the fee is not paid within the time limit specified in the notice, the faculty shall invite the applicant to prove compliance with the condition by one of the methods specified in a., which is not subject to a fee.
6. The amount of the fee is set out in Article 10a (2) of the Statutes of the University of Pardubice. The fee is a revenue of the University.
7. The faculty records the fee payment prescription assigned to the applicant in IS STAG. In the event that the fee is not to be paid (cases according to Section 48(4) (a), (b), (c) and Section 48(5) (a), (b) of the Higher Education Act), the payment prescription is set to CZK 0.

Article 7 – Final Provisions

This Directive shall enter into force on the date of signature and shall take effect on 1 September 2019.

In Pardubice on 30 August 2019

**prof. Ing. Jiří Málek, DrSc.**

**Rector**

Annexe 1: Specification of Certificates

Supporting documents for assessing the fulfilment of the condition of attaining secondary education with the secondary school-leaving examination

1. The documents for the assessment of the fulfilment of the condition of attaining secondary education with a secondary school-leaving examination pursuant to Section 48(4) of the Higher Education Act are as follows:
2. a certificate of general recognition of the equivalence or validity of a foreign certificate of secondary education in the Czech Republic, obtained pursuant to Act No. 561/2004 Sb., on pre-school, primary, secondary, higher vocational and other education (Education Act), as amended ("Education Act"), or pursuant to earlier legislation, or
3. a certified copy of a European Baccalaureate, foreign school-leaving certificate, or similar evidence of foreign secondary education obtained by completing a secondary education programme at a foreign secondary school operating under the laws of a foreign country,

+ the original or certified copy of the document on the content and scope of education completed in the foreign school (list of courses with hourly subsidy for each year of study).

1. Together with the documents referred to in Paragraph 1(a) or the documents referred to in Paragraph 1(b), the applicant shall submit a completed Form (template below), in which he/she shall state his/her name and surname, date of birth, permanent address, contact details and a list of all study programmes at the University of Pardubice to which he/she has applied. The faculty may supplement the form with additional information, such as the address for sending documents and payment details.
2. If necessary, the faculty will also ask the applicant to provide the following supporting documents:
3. additional information on the content and scope of foreign secondary education,
4. additional information that the study programme was carried out by an institution authorised to provide education comparable to secondary education under the Education Act,
5. confirmation from the relevant foreign secondary school or other competent foreign authority that the graduate of the secondary education programme of the foreign secondary school is entitled to apply for admission to a bachelor's degree programme or a master's degree programme that is not a follow-up to a bachelor's degree programme in that foreign country.

Supporting documents for assessing the fulfilment of the condition of proper completion of studies in a bachelor's or master's degree programme

1. The documents for assessing the fulfilment of the condition of proper completion of studies in a bachelor's or master's degree programme pursuant to Section 48(5) of the Higher Education Act are as follows:
2. a certificate of general recognition of foreign higher education in the Czech Republic, obtained in accordance with Sections 89 and 90 or earlier legislation, or
3. a certified copy of a diploma, certificate or similar document (such as a certificate of completion of studies) issued by a foreign university

+ the original or a certified copy of the Diploma Supplement or Transcript of Examinations (Diploma Supplement or Transcript).

1. Together with the documents referred to in Paragraph 1(a) or the documents referred to in Paragraph 1(b), the applicant shall submit a completed Form (model below), in which he/she shall state his/her name and surname, date of birth, permanent address, contact details and a list of all study programmes at the University of Pardubice to which he/she has applied. The faculty may supplement the form with additional information, in particular the address for sending documents and payment details.
2. If necessary, the faculty will also ask the applicant to provide the following supporting documents:

a. additional information on the content and scope of foreign higher education,

1. confirmation from the competent foreign authority that the foreign higher education institution is authorised to provide higher education in that foreign country (certificate of accreditation),
2. confirmation of the territory of the country in which the study programme completed by the applicant was carried out, issued by a foreign higher education institution, in the case of a higher education certificate issued by a Slovak higher education institution after 28 March 2015.

Other supporting documents:

If the applicant's situation so requires, he/she shall also provide the following supporting documents:

1. power of attorney, if the applicant is represented by a proxy in order to prove compliance with the admission requirement under Section 48(4) and (5) of the Higher Education Act,
2. in the event of a change of the applicant's name, a certified copy of the document proving this (e.g. marriage certificate),
3. a certified copy of the decision to grant international protection, if the person referred to in Section 90(4) of the Higher Education Act applies for an assessment and wishes to use the option of replacing one of the documents with an affidavit.

Formulář/Form

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| **Jméno:**  Name: |  |
| **Příjmení:**  Surname: |  |
| **Datum narození:**  Date of Birth: |  |
| **Adresa trvalého**  **bydliště:**  Address of permanent  residence: |  |
| **E-mail:** |  |
| **Telefon:**  Phone: |  |
| **Seznam všech studijních programů na Univerzitě Pardubice, na které si uchazeč podal přihlášku:**  List of all study programmes at the University of Pardubice the applicant has chosen and applied for: | |
|  | |

Dokument vyplňte, vytiskněte a přiložte k podkladům, které budete zasílat na fakultu.

Please fill in this form, print it and send it together with the rest of the documents to the faculty.

**Adresa fakulty**/Address of the faculty:

**Platební údaje**/ Payment instructions:

Annexe 2: Form of Documents

1. All documents submitted by the applicant to the faculty must be duly verified in accordance with the relevant international treaties (list current as of 1 September 2019):

1. **Countries that have concluded a legal aid treaty with the Czech Republic** – original documents are valid in the territory of the Contracting States without further verification. If the applicant submits copies of such documents, they must be officially certified copies made by a Czech or foreign notary public, at a Czech embassy abroad or made via Czech Point.

**List of countries that have concluded a legal aid treaty with the Czech Republic:** Afghanistan, Albania, Algeria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Montenegro, France, Georgia, Yemen, Croatia, Korea (DPRK= North Korea), Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/FYROM, Moldova, Mongolia, Poland, Romania, Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam.

1. **Countries that are signatories to the Multilateral Convention on the Facilitation of the Authentication of Foreign Public Documents** – Convention on the Abolition of the Requirement of Authentication of Foreign Public Documents (The Hague, 5 October 1961, published under No. 45/1999 Sb.m.s.), hereinafter referred to as the "Hague Convention". The list of signatories to the Hague Convention is available at <http://www.msmt.cz/file/11980/download/>

A uniform form of authentication, the Apostille, is provided for these countries and is issued by an authorised body of the country where the diploma was issued (the Apostille Office). A list of apostille offices is available on the Hague Conference website at: [http://hcch.e- vision.nl](http://hcch.e-vision.nl) (Authorities, per Convention, Convention No. 12, direct link: [http://hcch.e-](http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41) vision.nl/index [en.php?act=conventions.authorities&cid=41)](http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41).

**Documents from the following countries must be certified in the form of an Apostille**: Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Barbados, Belgium, Belize, Belarus, Bosnia and Herzegovina, Botswana, Brunei Darussalam, Bulgaria, Macedonia, Cook Islands, China – Hong Kong and Macao only, Denmark, Democratic Republic of St. Dominica, Dominican Republic (authentication by apostille clause from 30 August 2009), Ecuador, Estonia, Fiji, Finland, France and its territories (i.e. French Polynesia, French Territory of the Afars and the Issas, Guadeloupe, Guyana, Comoros, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (since 7 December 2009), Namibia, Germany, Niue, the Netherlands and its territory (i.e. Netherlands Antilles, Aruba), Norway, New Zealand, Panama, Poland, Portugal, Austria, Romania, Russian Federation, Greece, El Salvador, Samoa, San Marino, Seychelles, Slovakia, Slovenia, Serbia and Montenegro, Suriname, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Spain, Sweden, Switzerland, Tonga, Trinidad and Tobago, Turkey, USA and its territories (i.e. American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands of the United States, Ukraine, Great Britain and its territories (i.e. Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermuda, the British Antarctic Territory, the British Virgin Islands, the British Solomon Islands, the Cayman Islands, the Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and South Sandwich Islands, Turks and Caicos Islands, Vanuatu and Venezuela.

For documents from countries of the European Union, Norway, the United States of America, Canada, Australia and New Zealand, it is possible to replace the Apostille (superlegalisation in the case of Canada) with an officially certified copy of the documents (similar to option a.) if any of the following conditions are met at the same time:

* the foreign secondary school or university, at the request of the applicant, confirms by e-mail to the faculty that the applicant is a graduate of that foreign secondary school or university,
* the foreign university sends the faculty a transcript or a supplement to the applicant's diploma in a sealed envelope, or if the applicant submits the transcript in a sealed envelope as part of the supporting documents; or
* the official website of the foreign high school or university allows you to verify that the applicant is its graduate (e.g. download the applicant's transcript from the official website of the foreign university by entering a password).

1. **Other countries** – documents proving completion of studies must be super-legalised. As part of the superlegalisation, the authenticity of signatures and stamps on the original documents is verified by:
   * the Ministry of Foreign Affairs of the country in which the secondary school or university issuing the document is located, or the competent foreign authority,
   * and the competent embassy of the Czech Republic.

2. The requirement to submit duly authenticated documents will also be met if the applicant submits certified copies of documents that are authenticated by whichever of the above methods applies to the documents he/she is submitting (e.g. in the case of a diploma from Kenya, he/she submits a certified copy of super-legalised documents).

Annexe 3: Automatic Equivalence

**International treaties governing the automatic equivalence of education documents**

***Secondary education***

In the case of documents proving the acquisition of the equivalent of the Czech secondary school-leaving certificate in Slovakia, Poland (swiadectwo dojrzalosci), Hungary (érettségi bizonyítvány) and Slovenia, the equivalence provided for in the international treaties listed below is followed in accordance with Section 48(4)(c) of the Higher Education Act.

In the case of documents proving the acquisition of the equivalent of the Czech secondary school-leaving certificate in Germany (Zeugnis der Allgemeinen Hochschulreife), the fulfilment of the condition of attaining secondary education with a school-leaving certificate is assessed in accordance with Section 48(4)(d) of the Higher Education Act. However, the international treaty with Germany stipulates that the result of such an assessment will always be positive.

***Higher education***

**Slovakia**

The Czech Republic as well as the Slovak Republic recognise higher education and higher education diplomas issued from the time of the division of the Czech and Slovak Federative Republic (i.e. from 1 January 1993) to the present as generally mutually equivalent, automatically (without further proceedings). These are therefore documents pursuant to Section 48(5) (b) of the Higher Education Act.

Exception: Article 11(3)(b) of the treaty specifies that automatic equivalence does not apply to Slovak documents of higher education issued after 28 March 2015 obtained at higher education institutions in the Slovak Republic by completing a bachelor's, master's, engineer's, doctoral or PhD degree completed outside the territory of the Slovak Republic. The faculty has the option of requesting from the applicant a certificate issued by a Slovak university stating in which country the study programme completed by the applicant was carried out.

**Poland**

Articles 4 to 6 of the Treaty provide for the mutual automatic equivalence of Polish higher education qualifications (i.e. diplomas) certifying the completion of an accredited study programme of a specific level of higher education with their Czech equivalent. These are therefore documents pursuant to Article 48(5) (b) of the Higher Education Act.

**Hungary**

The Treaty stipulates that the Czech Republic and the Republic of Hungary consider state-recognised diplomas – i.e. evidence of completion of studies in a bachelor's degree programme (Article 6(1)), a master's degree programme (Article 6(2)) and a doctoral degree programme (Article 6(4)) – to be equivalent, automatically (without further proceedings). These are therefore documents pursuant to Section 48(5)(b) of the Higher Education Act.

**Slovenia**

The Treaty stipulates that the Czech Republic and the Republic of Slovenia recognise diplomas issued after the completion of higher education studies (Article 2) as equivalent and that these diplomas certify the acquisition of higher education to the extent required for admission to scientific education in both countries. The equivalence of diplomas according to the Treaty shall apply to diplomas issued after the completion of master's degree programmes (documents referred to in Article 48(5)(b)). The automatic equivalence does not apply to diplomas awarded after the completion of bachelor's degree programmes (documents referred to in Article 48(5) (c)).

**Germany**

With regard to the recognition of German higher education qualifications (diplomas) certifying the completion of an accredited programme of study of a specific level of higher education for the purpose of further study, as well as the relevant parts of studies and individual examinations, Article 3 of the Treaty provides that this will be done "upon request". They are therefore not equivalent automatically and without further official procedure, and are therefore subject to the procedure under section 48(5) (c), the result of the assessment will always be positive.

***Verification of accreditation of a foreign institution***

Even if the international treaty provides for the equivalence or positive result of the assessment of foreign educational documents, it is necessary to verify whether the document was obtained by completing studies in a secondary education programme at a foreign secondary school operating under the legislation of the foreign country, or whether the foreign higher education institution in question is authorised to provide higher education in that foreign country (whether the higher education institution and the particular study programme completed by the applicant are accredited).

***List of international treaties:***

**Slovakia – equivalence (exception for foreign branches of HEIs after 28 March 2015)**

Agreement between the Czech Republic and the Slovak Republic on the mutual recognition of the equivalence of educational documents issued in the Czech Republic and the Slovak Republic (Prague, 28 November 2013, published under No. 23/2015 Sb.m.s., in force since 28 March 2015).

**Poland – equivalence**

Agreement between the Government of the Czech Republic and the Government of the Republic of Poland on mutual recognition of parts of studies, equivalence of documents of education and documents of scientific degrees and titles issued in the Czech Republic and the Republic of Poland (Prague, 16 January 2006, published under No. 104/2006 Sb.m.s.).

**Hungary – equivalence**

Agreement between the Government of the Czech Republic and the Government of the Republic of Hungary on the mutual recognition of the equivalence of documents of education and documents of scientific degrees and titles issued in the Czech Republic and the Republic of Hungary (Budapest, 6 May 2004, published under No. 92/2005 Sb.m.s.).

**Slovenia – equivalence (exception for bachelor's degrees)**

Agreement between the Government of the Czechoslovak Socialist Republic and the Federal Executive Council of the Socialist Federal Republic of Yugoslavia on the mutual recognition of the equivalence of documents of education and evidence of scientific degrees and titles issued in the Czechoslovak Socialist Republic and the Socialist Federal Republic of Yugoslavia (Belgrade, 12 September 1989, published under No. 89/1991 Sb.m.s.) – valid only for Slovenia; not for the other successor states of Yugoslavia.

**Germany – there is no automatic equivalence, but the result of the assessment will always be positive (proof according to Section 48(4)(d) or (5)(c) of the Higher Education Act)**

Agreement between the Government of the Czech Republic and the Government of the Federal Republic of Germany on mutual recognition of the equivalence of documents of education in the field of higher education (Prague, 23 March 2007, published under No. 60/2008 Sb.m.s.)

Notes

1 Secondary school-leaving certificates issued by schools that have been granted approval by the Ministry of Education, Youth and Sports for a different method of ending education with a school-leaving examination in the field of education 79-41-K/610 Gymnasium – selected courses in a foreign language (Section 81(9) of the Education Act for the period from 1 September 2014 to 31 August 2020). The IB Diploma is an integral part of the secondary school-leaving examination certificate for pupils who have successfully passed the secondary school-leaving examination in Czech language and literature in the common part of the secondary school-leaving examination. These are the following schools: The English College in Prague, English Gymnasium, o.p.s., PORG – Gymnasium and Primary School, o.p.s., OPEN GATE – Gymnasium and Primary School, s.r.o., 1st International School of Ostrava – International Gymnasium, s.r.o. Graduates of these secondary schools provide a certified copy of their secondary school-leaving certificate as part of the admission procedure.