

UNIVERSITY OF PARDUBICE	
Rector's Directive No. 5/2021 as amended by Amendment No. 1	
Title:	Rules for issuing documents proving the completion of study, certificates of completion of lifelong education programmes and associate professorship diplomas at the University of Pardubice
Applicability:	Students and employees of the University of Pardubice
Effective date:	14 May 2021
Reference number:	RPO/0013/21
Prepared and sponsored by:	Ing. Ondřej Prusek, Ph.D., Head of Education
Approved by:	prof. Ing. Tatiana Molková, Ph.D., Vice-Rector for Education and Quality

## **Article 1**

### **Documents proving the completion of study**

1. Under Section 55 of Act No. 111/1998 Sb., on higher education institutions (the Higher Education Act), as amended (hereinafter the "Act"), the University of Pardubice issues the graduates from Bachelor's, Master's and doctoral degree programmes with university diplomas (hereinafter the "Diploma") and Diploma Supplement, which prove the completion of study and award of the respective academic degree.
2. Under Section 89 of the Act, the University issues, upon application of a graduate from a foreign higher education institution, a certificate of recognition of university education or a part thereof in the Czech Republic or a certificate of recognition of a specific exam passed at a foreign higher education institution unless it is a joint degree programme under the Act (hereinafter the "Recognition").
3. Under Section 60 of the Act, the University issues graduates from professional lifelong education programmes with certificates of completion of such programmes (hereinafter the "Lifelong Education Certificate").

## **Article 2**

### **Requirement applicable to documents proving the completion of study**

1. Special paper (hereinafter the "Official Paper") designated for such purposes is used for printing the documents proving the completion of study under Article 1.
2. The Official Paper to be used for the documents bears the national emblem of the Czech Republic as well as the document number and protective features of the University described on its website.
3. The documents also include the name of the University, graduate's first name and surname, graduate's date and place of birth, the academic degree awarded and any other relevant information as the case may be. The documents also bear the official stamp of the University and signatures of the academic officials. Models of the documents are incorporated by reference herein as Annexes No. 1-4 hereof.

### **Article 3**

#### **Rules for printing and issuing Diplomas and Diploma Supplements**

1. The details printed on the Diplomas and Diploma Supplements are retrieved from the University Information System. Authorised employees of the respective faculties are responsible for the completeness and accuracy of the data processed in the Information System for the purposes of printing the documents and their English versions.
2. The Centre for Information Technology and Services (hereinafter the "Centre") is responsible for printing the documents for the entire university.
3. The following procedure applies to printing the documents:
  - a) an authorised employee of a faculty checks the documents for printing, releases the student's data for a document number to be assigned and files a request with an employee of the Centre for printing the document;
  - b) an authorised employee of the Centre prepares the document for printing and prints the documents upon request of the authorised employee of a faculty;
  - c) the printed documents will be handed over, without undue delay, to an authorised employee of the faculty who signs a handover report in the electronic document filing system of the University.
4. All steps related to printing the documents are taken without undue delay.
5. As a rule, the graduates receive the documents at graduation ceremonies. Any related issues are dealt with by the faculty unit that is responsible for processing the respective data in the Information System.

### **Article 4**

#### **Duplicate copies of Diplomas and Diploma Supplements**

1. Duplicate copies of documents are issued by authorised employees of the Centre upon request of an authorised employee of a faculty, who provides the authorised employee of the Centre with data necessary for printing the duplicate copy and enters such data in the Information System. Authorised employees of the faculty are responsible for the completeness and accuracy of the data.
2. Such copies are printed on the Official Paper and explicitly state to be a "COPY" (OPIS in Czech).
3. Such copies include all the details of the original documents, including the names of the then academic officials of the faculty and the University, and bear an official stamp of the University and signature of the incumbent rector.
4. Issuing a duplicate copy of a document is subject to a charge defined by the applicable University directive defining the charges for issuing certificates of study and document proving completion of study as well as any other documents that may be issued by the University.

### **Article 5**

#### **Errors in printing**

1. In case of any errors in printing, the authorised employee of the Centre voids the document in compliance with the applicable procedure, initials the voided document and makes a note thereof in the documents filing system.

## **Article 6**

### **Related records and security measures**

1. An authorised employee of the Centre is responsible for making orders for the Official Paper, receiving Official Paper as well as its safe storage; upon acceptance, the employee shall check that no document is missing in the series of numbers, and files a report certifying the completeness in the Centre's records.
2. The Official Paper used for issuing the documents is securely stored for the entire University at the respective unit of the Centre, and is protected against loss or misuse. Similar measures apply to the storage of printed documents before their handover to the respective faculties, as well as storage thereof at the faculties before they are issued to the graduates.
3. An authorised employee of the Centre keeps records of the Official Paper used, handover of the documents to the faculties, errors in printing, rectified copies and duplicate copies.
4. The handover of the printed documents to the faculty is recorded in a report that must be signed upon handover and filed in the Centre's records.
5. The respective departments of the faculties shall store copies of the issued documents in the respective students' files for the time defined for archiving by Act No. 499/2004 Sb., or archives and filing services, as amended, and related legislation.
6. All records must be secured against loss, alteration or unauthorised access.

## **Article 7**

### **Rules for printing and issuing the Certificates of Recognition**

1. Authorised employees of the Education Office are responsible for printing the Certificates of Recognition.
2. Official Paper provided by an authorised employee of the Centre to the Education Office is used for printing the Certificates of Recognition.
3. Certificates of Recognition are sent to the applicants by mail with advice of delivery. An authorised employee of the Education Office is responsible for any related issues.
4. Articles 4 to 6 will by apply with necessary modifications to printing duplicate copies of Certificates of Recognition, errors in printing, as well as any related records and security measures.

## **Article 8**

### **Rules for printing and issuing Lifelong Education Certificates**

1. Lifelong Education Certificates are issued by the constituent part of the University that implements the respective programme.
2. Official Paper provided by an authorised employee of the Centre to the Education Office is used for printing the Lifelong Education Certificates. Article 3 will apply with necessary modifications to printing Lifelong Education Certificates.
3. Articles 4 to 6 will by apply with necessary modifications to printing duplicate copies of Lifelong Education Certificates, errors in printing, as well as any related records and security measures.

## **Article 9**

### **Rules for printing and issuing Associate Professor's Diplomas**

1. Associate Professor's Diplomas are issued to members of academic staff appointed by the Rector subject to termination of the habilitation proceedings at the University under Sections 71 and 72 of the Act.
2. The authorised employee of the Department of Science and Academic Activities (hereinafter the "Department") is provided with details for issuing the Associate Professor's Diploma by the faculty at which the habilitation proceedings were conducted.
3. Article 3 applies with necessary modifications to printing the Associate Professor's Diplomas on the Official Paper. Printing is requested by an authorised employee of the Department, who also checks the documents for the printing as well as the printed documents; an authorised employee of the Centre will hand over the Associate Professor's Diplomas to the authorised employee of the Department as soon as practicable after they have been printed out.
4. As a rule, the diploma is awarded during an academic ceremony. The Department is responsible for any related issues.
5. A model of the Associate Professor's Diploma is incorporated by reference herein as Annex No. 5.
6. Articles 4 to 6 will by apply with necessary modifications to printing duplicate copies of Associate Professor's Diplomas, errors in printing, as well as any related records and security measures.

## **Article 10**

### **Final provisions**

1. Directive No. 19/2006, rules for issuing documents proving the completion of study, certificates of completion of lifelong education programmes and associate professorship diplomas at the University of Pardubice, is hereby repealed.
2. This Directive comes into force and effect on 1 May 2021.

In Pardubice on 30 April 2021

prof. Ing. Jiří Málek, DrSc.  
Rector

#### **Annexes:**

- Annex No. 1: Model diploma
- Annex No. 2: Model diploma supplement
- Annex No. 3: Model certificate of recognition
- Annex No. 4: Model certificate of completion of a lifelong education programme
- Annex No. 5: Model of Associate Professor's Diploma
- Annex No. 6: Model joint degree diploma

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Amendment No. 1 to Rector's Directive No. 5/2021 came into effect on 20 July 2023.