

<b>UNIVERSITY OF PARDUBICE</b>	
Addendum No. 3 to Directive No. 5/2021	
Subject:	Rules for the Issuance of Certificates of Study Completion, Lifelong Learning, and Habilitation Diplomas at the University of Pardubice
Applicable to:	Students and Employees of the University of Pardubice
Effective Date:	The date of signature by the Rector
Ref. No.:	UPCE/opo/00007860/2025
Prepared and Submitted by:	doc. Ing. David Veselý, Ph.D., Vice-Rector for Education and Quality
Approved by:	doc. Ing. David Veselý, Ph.D., Vice-Rector for Education and Quality

### **Article 1**

Directive No. 5/2021 *Rules for the Issuance of Certificates of Study Completion, Lifelong Learning, and Habilitation Diplomas at the University of Pardubice* is hereby amended as follows:

1. A new Article 1, including its title, is inserted and reads as follows:

#### **"Article 1**

##### **General Provisions**

This Directive is issued in accordance with Sections 55, 57, and 89 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts, as amended ("Act"), and specifies the conditions and requirements for certificates of study completion issued by the University of Pardubice. The Directive sets out the procedures and conditions for issuing diplomas, diploma supplements, decisions on the recognition of higher education, certificates of lifelong learning, and documents confirming successful completion of the habilitation procedure."

The former Articles 1 and 2 are renumbered as Articles 2 and 3.

2. In Article 2(1), the words "No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Certain Acts (the Higher Education Act), as amended (hereinafter referred to as 'the Act')" are deleted.
3. In Article 2(2), the word "certificate" is replaced by "decision".
4. In Article 3(1), the number "1" is replaced by "2".
5. In Article 3(3), the words "and place" are deleted, and the words "Annexes 1 to 4, 6 and 7" are replaced by "Annexes 1 to 3, 5 and 6".
6. A new paragraph 4 is added to Article 3 and reads as follows:  
"4. Detailed requirements for individual certificates, such as the diploma and diploma supplement, are specified in Articles 4 and 5 of this Directive."
7. New Articles 4 and 5, including their titles, are inserted following Article 3:

## **"Article 4**

### **Diploma**

1. The University diploma is issued as a bilingual document (Czech–English).
2. The name of the degree programme must correspond to the decision of the Ministry of Education, Youth and Sports granting accreditation, or to the decision of the National Accreditation Bureau for Higher Education granting accreditation, or to the resolution of the University's Internal Evaluation Board approving the implementation of the degree programme under institutional accreditation. Accreditation of the degree programme, or authorisation to implement it, must be valid as of the date on which the final state examination, or its final part, was taken.
3. The certificate of study completion (diploma) is issued by the University on a special form designed for this purpose ("form"), bearing the national emblem of the Czech Republic and the University's security features.
4. Academic degrees obtained from previous studies are not stated on the diploma. Only the newly conferred academic degree in accordance with the Act is indicated.
5. The diploma states the information valid as of the date of the final state examination, or its final part:
  - a) full name,
  - b) date of birth,
  - c) country of birth,
  - d) date of the final state examination or its final part
  - e) the name of the country under whose legal framework the diploma is issued: Czech Republic,
  - f) the name of the University and the Faculty,
  - g) the title and code of the completed degree programme,
  - h) the field of study or specialisation,
  - i) the conferred academic degree and its abbreviation,
  - j) the diploma number,
  - k) the date and place of issue,
  - l) signatures of the Rector and the Dean of the Faculty,
  - m) an official round stamp bearing the small national emblem, 36 mm in diameter; the emblem is placed within a circle with the inscription "Univerzita Pardubice" on the circumference ("official stamp"). The official stamp is placed centrally between the signatures of the Rector and the Dean.

## **Article 5**

### **Diploma Supplement**

1. The Diploma Supplement is issued in accordance with Section 57 of the Act.
2. The text of the Diploma Supplement is bilingual (Czech–English).
3. In the case of a degree programme with a specialisation, the name of the specialisation is stated in the Diploma Supplement.
4. The Diploma Supplement includes the overall academic performance (classification).
5. The Diploma Supplement is based on a model developed by the European Commission, the Council of Europe, and UNESCO/CEPES. It provides a description of the nature, level, content, context, and status of the studies successfully completed and the qualification obtained. The Supplement is intended to complement the diploma.
6. The content is divided into eight sections:
  - a) information identifying the holder of the qualification,
  - b) information identifying the qualification,
  - c) information on the level of the qualification,
  - d) information on the contents and results gained,
  - e) information on the function of the qualification,
  - f) additional information,
  - g) certification of the supplement, and
  - h) information on the national higher education system.
7. The Diploma Supplement includes the diploma number to which it relates. It bears the signature of the Dean and the official stamp."

The current Articles 3 to 9 are renumbered as Articles 6 to 12.
8. In Article 10, including the heading, all instances of the word "certificate" are replaced by the word "decision".
9. In Article 10(4), the words "Articles 4 to 6" are replaced by "Articles 7 to 9".
10. In Article 11(2), the number "3" is replaced by "6".
11. In Article 11(3), the words "Articles 4 to 6" are replaced by "Articles 7 to 9".
12. In Article 12(3), the number "3" is replaced by "6".
13. In Article 12(6), the words "Articles 4 to 6" are replaced by "Articles 7 to 9".
14. A new Article 13, including its title, is inserted after Article 12 and reads as follows:

## **"Article 13**

### **Transitional Provision**

Duplicates of diplomas and diploma supplements issued before the effective date of Addendum No. 3 to this Directive shall continue to be issued in Czech only, even after the effective date of Addendum No. 3. The obligation to issue bilingual duplicates applies to diplomas and diploma supplements issued after the effective date of Addendum No. 3."

The current Article 13 is renumbered as Article 14.

15. Annex No. 3 is repealed.

The former Annexes Nos. 4 to 7 are renumbered as Annexes Nos. 3 to 6.

## **Article 2**

This Addendum No. 3 enters into force and becomes effective on the date of signature by the Rector.

In Pardubice on 30 May 2025

prof. Ing. Libor Čapek, Ph.D.

Rector