

UNIVERSITY OF PARDUBICE	
Directive No. 5/2021 as amended by Addenda Nos. 1, 2, and 3	
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:	14 May 2021
Ref. No.:	RPO/0013/21
Prepared and Submitted by:	Ing. Ondřej Prusek, Ph.D., Head of the Education Office
Approved by:	prof. Ing. Tatiana Molková, Ph.D., Vice-Rector for Education and Quality

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.

Article 2

Certificates of Study Completion

1. In accordance with Section 55 of the Act, the University of Pardubice ("University") issues graduates of bachelor's, master's, and doctoral degree programmes with a higher education diploma ("diploma") and a diploma supplement, which serve as proof of graduation and conferment of the relevant academic degree.
2. In accordance with Section 89 of the Act, the University issues, upon request of a graduate of a foreign higher education institution, a decision on the **recognition of foreign higher education qualifications** (commonly referred to as *nostrification* in Czech law), or a decision on the recognition of part of such education, or on the recognition of an individual examination taken at a foreign higher education institution, provided it is not a joint degree programme under the Act.
3. In accordance with Section 60 of the Act, the University issues to participants in lifelong learning programmes aimed at professional qualification a certificate of study completion ("LLL certificate").

Article 3

Mandatory Elements of Certificates of Study Completion

1. The certificates referred to in Article 2 are issued by the University on special forms designed for this purpose ("forms").
2. The forms used for these certificates are marked with the national emblem of the Czech Republic and contain a registration number and security features of the University, which are described on the University's website.
3. The certificates also include the name of the University, the graduate's full name, date of birth, the academic degree conferred, and, where relevant, additional information about the completed programme of study. The documents bear the official round stamp of the University and signatures of academic officers. Samples of these documents are provided in Annexes 1 to 3, 5, and 6 of this Directive and form an integral part hereof.
4. Detailed requirements for individual certificates, such as the diploma and diploma supplement, are specified in Articles 4 and 5 of this Directive.

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.

Article 6

Rules for Printing and Issuing Diplomas and Diploma Supplements

1. The information stated on diplomas and diploma supplements is drawn from the student records information system (IS STAG). The designated employee of the relevant faculty is responsible for the completeness and accuracy of the data processed in IS STAG for the purposes of issuing these documents (including the English versions).
2. The printing of these documents for the entire University is carried out by the Centre for Information Technology and Services (CITS).
3. The printing of documents takes place in the following steps:
 - a) the designated faculty employee reviews the prepared prints, releases the student's data for document number allocation, and submits a request to the CITS employee to print the document;
 - b) based on the request, the designated CITS employee generates the required print file and prints the documents;
 - c) the printed documents are handed over without delay to the designated faculty employee against signature on a handover report recorded in the University's electronic records management system.
4. All activities related to the printing of documents must be carried out without undue delay.
5. Diplomas and supplements are usually issued to graduates during academic ceremonies. The faculty unit responsible for the IS STAG data ensures the management of related administrative records.

Article 7

Duplicate Diplomas and Diploma Supplements

1. Duplicate documents are issued by a designated CITS employee upon request by the relevant faculty's designated officer, who supplies the data for printing the diploma duplicate and enters the diploma supplement data into IS STAG. The designated faculty employee is responsible for the completeness and accuracy of the data for document printing.
2. The documents are printed on official forms and are clearly marked with the word "COPY".
3. The documents include a reproduction of all information from the original, including the names of the faculty and University officials at the time of the original issue, and are stamped with the University's official stamp and signed by the current Rector.
4. The issuance of duplicate documents is subject to a fee in accordance with the current University directive on fees for the issuance of study documents and other documents issued by the University.

Article 8

Erroneous Prints

1. Erroneously printed documents are officially cancelled by the designated CITS employee by striking through the document, initialling the cancellation, filing it in the CITS documentation, and recording the incident in the University's records management system.

Article 9

Related Records and Security

1. The designated CITS employee is responsible for ordering, receiving, and securely storing the forms. Upon receipt, the employee checks the continuity of the serial numbers and files a confirmation of accuracy in the CITS documentation.

2. Forms for issued documents are centrally and securely stored at the relevant CITS unit and safeguarded to prevent loss or misuse. Equivalent measures apply to printed documents stored prior to their transfer to the relevant faculty unit, as well as at the faculty unit prior to their distribution to graduates.

3. The designated CITS employee maintains records in the records management system regarding the use of forms, the transfer of documents to faculty units, erroneous prints, corrected prints, and duplicates.

4. Printed documents are transferred against signature on a handover report, which accompanies the transfer and is archived in the CITS documentation.

5. The relevant faculty units retain copies of issued documents in the student file for the period defined by the retention period, in accordance with Act No. 499/2004 Sb., on Archiving and Records Management and on Amendments to Certain Acts, as amended, and related legislation.

6. All records must be protected against loss, alteration, or unauthorised access.

Article 10

Rules for Printing and Issuing Decisions on the Recognition of Foreign Higher Education Qualifications

1. Decisions on the recognition of foreign higher education qualifications are printed by a designated employee of the Education Office (EO).

2. Printing is carried out using forms supplied by the designated CITS employee to the designated EO employee.

3. The decision is sent to the applicant by registered post with acknowledgment of receipt. The related administrative agenda is managed by the designated EO employee.

4. The provisions of Articles 7 to 9 apply mutatis mutandis to the printing of duplicates, erroneous prints, related records, and security.

Article 11

Rules for Printing and Issuing Certificates to Graduates of Profession-Oriented Lifelong Learning Programmes

1. Certificates of completion of profession-oriented lifelong learning programmes are issued by the University unit that delivered the programme.
2. The certificates are printed on official forms provided by the designated CITS employee to the designated employee of the relevant University unit. The provisions of Article 6 apply mutatis mutandis to the printing and issuance of these certificates.
3. The provisions of Articles 7 to 9 apply mutatis mutandis to the printing of duplicates, erroneous prints, related records, and security.

Article 12

Rules for Printing and Issuing Habilitation Diplomas

1. The habilitation diploma is a certificate issued to an academic staff member appointed Associate Professor by the Rector upon successful completion of the habilitation procedure at the University in accordance with Sections 71 and 72 of the Act.
2. The relevant faculty where the habilitation procedure took place provides the structured data for the habilitation diploma to the designated employee of the Research and Creative Activities Section (RCAS).
3. The provisions of Article 6 apply mutatis mutandis to the printing of habilitation diplomas. The request for printing, delivery of data, and verification of the prepared prints are handled by the designated RCAS employee. Printed diplomas are handed over by the designated CITS employee to the RCAS employee without delay.
4. The habilitation diploma is usually presented to the academic staff member during a University academic ceremony. The related administration is managed by the RCAS.
5. The sample habilitation diploma is provided in Annex No. 5 to this Directive and forms an integral part thereof.
6. The provisions of Articles 7 to 9 apply mutatis mutandis to the printing of duplicates, erroneous prints, related records, and security.

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.

Article 14

Final Provisions

1. Directive No. 19/2006 *Rules for the Issuance of Certificates of Study Completion and Habilitation Diplomas at the University of Pardubice* is hereby repealed.
2. This Directive enters into force and becomes effective on 1 May 2021.

In Pardubice on 30 April 2021

prof. Ing. Jiří Málek, DrSc.
Rector

Annexes:

- Annex No. 1: Sample Diploma
- Annex No. 2: Sample Diploma Supplement
- Annex No. 3: Sample Certificates for Graduates of LLL Programmes
- Annex No. 4: Sample Habilitation Diploma
- Annex No. 5: Sample Diploma for Joint Degree Programmes
- Annex No. 6: Sample Diploma for Double Degree Programmes

- Addendum No. 1 to Directive No. 5/2021 entered into effect on 20 July 2023.
- Addendum No. 2 to Directive No. 5/2021 entered into effect on 24 January 2024.
- Addendum No. 3 to Directive No. 5/2021 entered into effect on 30 May 2025.