

UNIVERSITY OF PARDUBICE	
Directive No. 5/2021 as amended by Addenda Nos. 1, 2, 3 and 4	
Subject:	Rules for the Issuance of Documents Certifying Completion of Studies, Lifelong Learning, and Appointment Decrees of Associate Professors within the Habilitation Procedure at the University of Pardubice
Applicable to:	Students and Employees of the University of Pardubice
Effective Date:	14 May 2021
Reference Number:	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 pursuant to Sections 55, 57, 72 and 89 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter the “Act”), and lays down the conditions and required particulars of documents certifying completion of studies and the habilitation procedure at the University of Pardubice. The Directive specifies the procedures and conditions for the issuance of diplomas, Diploma Supplements, decisions on the recognition of higher education, certificates of completion of studies within Lifelong Learning (LLL), and documents certifying the successful completion of the habilitation procedure.

Article 2 Documents Certifying Completion of Studies

1. In accordance with Section 55 of the Act, the University of Pardubice (hereinafter the “University”) issues to graduates of bachelor’s, master’s and doctoral degree programmes a higher education diploma (hereinafter the “Diploma”) and a Diploma Supplement, which serve as proof of completion of studies and of the award of the relevant academic degree.
2. In accordance with Section 89 of the Act, the University issues, upon application by a graduate of a foreign higher education institution, a decision on the recognition of foreign higher education in the Czech Republic, a decision on the recognition of part of foreign higher education in the Czech Republic, or a decision on the recognition of an individual examination taken at a foreign higher education institution, unless this concerns a joint degree programme delivered in cooperation with a higher education institution pursuant to the Act.
3. In accordance with Section 60 of the Act, the University issues to participants in professionally oriented Lifelong Learning (LLL) programmes a certificate of completion of studies (hereinafter also referred to as the “LLL Certificate”).

Article 3

Mandatory Particulars of Documents Certifying Completion of Studies

1. The documents referred to in Article 2 are issued by the University on special security forms designated for this purpose (hereinafter the “Forms”).
2. The Forms bear the state emblem of the Czech Republic and include a registration number and University security features, the description of which is published on the University’s website.
3. The issued documents further contain the name of the University, the graduate’s first name and surname, date of birth, the academic degree awarded, and any other relevant information concerning the completed studies. The issued documents bear the imprint of the University’s official round seal and the signatures of Academic Officers. Specimen versions of these documents are set out in Annexes 1 to 3 and 5 and 6 to this Directive and form an integral part thereof.
4. Details concerning the mandatory particulars of individual documents, such as the Diploma and the Diploma Supplement, are set out 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 authorisation to deliver the degree programme within the framework of institutional accreditation. The accreditation of the degree programme or the authorisation to deliver it must be valid on the date on which the State Final Examination prescribed at the end of the studies, or its final part, was taken.
3. The Diploma is issued by the University on a special security Form designated for this purpose, bearing the state emblem of the Czech Republic and the University’s security features.
4. Academic degrees previously obtained by the graduate are not stated on the Diploma. Only the newly awarded degree pursuant to the Act may be stated.
5. The Diploma states the data valid on the date of passing the State Final Examination prescribed at the end of the studies, or its final part:
 - a) first name and surname,
 - b) date of birth,
 - c) country of birth,
 - d) date of passing the State Final Examination prescribed at the end of the studies, or its final part,
 - e) designation of the State under whose legal order the Diploma is issued: Czech Republic,
 - f) name of the University and Faculty,
 - g) name of the completed degree programme, including its code,
 - h) name of the field of study or specialisation,
 - i) the awarded academic degree and the abbreviation used,
 - j) Diploma number,
 - k) date and place of issue,

- l) signatures of the Rector of the University and the Dean of the Faculty,
- m) imprint of the official seal bearing the small state emblem and having a round shape with a diameter of 36 mm; the small state emblem is depicted within a circle, on the circumference of which the designation “Univerzita Pardubice” appears (hereinafter the “Official Seal”). The Official Seal 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. Where a degree programme includes a specialisation, the name of the specialisation is stated in the Diploma Supplement.
4. The overall classification (final grade) is stated in the Diploma Supplement.
5. The Diploma Supplement has been drawn up in accordance with the model developed by the European Commission, the Council of Europe and UNESCO/CEPES. It describes the nature, level, content, context and status of the studies successfully completed and resulting in the award of the qualification. The Diploma Supplement appropriately complements 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 of the programme and the results obtained,
 - 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 states the number of the Diploma to which it relates. The Diploma Supplement bears the signature of the Dean and the imprint of the Official Seal.

Article 6

Rules for Printing and Issuing Diplomas and Diploma Supplements

1. The data stated on Diplomas and Diploma Supplements are derived from the Study Agenda Information System (IS STAG). A Designated Employee of the relevant Faculty is responsible for the completeness and accuracy of the data processed in IS STAG for the purposes of printing the documents (including English translations).
2. Printing of the documents for the entire University is ensured by the Centre for Information Technologies and Services (CITS).
3. Printing of the documents is carried out in the following steps:
 - a) the Designated Employee of the Faculty verifies the prepared print outputs, releases the student data for the assignment of document numbers, and requests CITS to print the document;
 - b) upon such request, the Designated Employee of CITS generates the required print file

- and prints the documents;
- c) the printed documents are handed over immediately after printing to the Designated Employee of the Faculty against signature on a handover report registered in the University's electronic records management system.
4. All activities related to the printing of documents are to be carried out without undue delay.
 5. Documents are generally issued to graduates during academic ceremonies. The Faculty unit responsible for the data processed in IS STAG ensures the administration of the related agenda.

Article 7

Duplicate Diploma and Diploma Supplement

1. Duplicates are issued by a Designated Employee of CITS upon request of the Designated Employee of the relevant Faculty. The Faculty forwards the data required for printing the duplicate Diploma to CITS and enters the data required for printing the duplicate Diploma Supplement into IS STAG. The Designated Employee of the Faculty is responsible for the completeness and accuracy of the data.
2. The documents are printed on the official Forms and are clearly marked with the word "COPY".
3. The documents contain a copy of all data from the original document, including the names of the Faculty and University officials as stated at the time of issuance of the original document, bear the official round seal of the University, and are signed by the current Rector.
4. The issuance of a duplicate document is subject to a fee in accordance with the applicable University Directive on fees for the issuance of study-related documents and other documents issued by the University.

Article 8

Misprints

1. Incorrectly printed documents are to be formally cancelled by a Designated Employee of CITS by crossing them out. The cancelled document is to be initialled, filed in the CITS documentation, and the fact of cancellation is to be recorded in the electronic records management system.

Article 9

Related Records and Security

1. A Designated Employee of CITS is responsible for ordering, receipt and secure storage of the Forms. Upon receipt, the continuity of the numerical series of the Forms is to be verified and confirmation of correctness is to be filed in the CITS documentation.
2. The Forms for issued documents are centrally and securely stored at the relevant CITS workplace and safeguarded against loss or misuse. Equivalent measures apply to the storage of printed documents prior to their handover to the relevant Faculty unit and at the Faculty prior to their issuance to graduates.
3. A Designated Employee of CITS maintains records within the electronic records management system of Forms used, documents handed over to Faculty units, misprints, corrected prints, and duplicates.

4. The handover of printed documents is carried out against signature on a handover report accompanying the transfer, which is filed in the CITS documentation.
5. The relevant Faculty units retain a copy of issued documents in the student file for the period specified by the retention schedule 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 are to be safeguarded against loss, alteration or unauthorised access.

Article 10

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

1. Printing of decisions on the recognition of foreign higher education is ensured by a Designated Employee of the Education Office (hereinafter "EO").
2. Decisions on the recognition of foreign higher education are printed on Forms provided by a Designated Employee of CITS to the Designated Employee of the EO.
3. The decision on the recognition of foreign higher education is sent to the applicant by registered mail with acknowledgement of receipt. The related agenda is ensured by a Designated Employee of the EO.
4. Articles 7 to 9 apply mutatis mutandis to the printing of duplicates of decisions on the recognition of foreign higher education, misprints, related records and security.

Article 11

Rules for Printing and Issuing Certificates to Graduates of Professionally Oriented Lifelong Learning (LLL)

1. The certificate of completion of studies within professionally oriented Lifelong Learning (LLL) is issued by the University unit delivering the relevant LLL programme.
2. Certificates are printed on Forms provided by a Designated Employee of CITS to the Designated Employee of the relevant University unit. The printing and issuance of LLL Certificates shall follow Article 6 mutatis mutandis.
3. Articles 7 to 9 apply mutatis mutandis to the printing of duplicates of LLL Certificates, misprints, related records and security.

Article 12

Rules for Printing and Issuing Appointment Decrees of Associate Professors

1. The appointment decree of an Associate Professor is a document issued to an Academic Employee appointed Associate Professor by the Rector following the successful completion of the habilitation procedure at the University in accordance with Sections 71 and 72 of the Act.
2. The relevant Faculty at which the habilitation procedure was conducted provides, in structured form and in accordance with Annex 1 to the Rules for the Habilitation Procedure and the Procedure for Appointment to Professorship at the University of Pardubice, the data required for preparation of the appointment decree to a Designated Employee of the Research and Creative Activities Section (hereinafter "RCAS").
3. The measures set out in Article 6 apply mutatis mutandis to the printing of appointment decrees on University Forms. The request for printing, submission of documentation, and verification of prepared print outputs are carried out by the Designated Employee of RCAS.

Printed appointment decrees are handed over to that Designated Employee by a Designated Employee of CITS immediately after printing.

4. The appointment decree of an Associate Professor is generally presented to the Academic Employee during an academic ceremony of the University. The related agenda is ensured by RCAS.

5. A specimen of the appointment decree is set out in Annex 4 to this Directive and forms an integral part thereof.

6. Articles 7 to 9 apply mutatis mutandis to the printing of duplicates of appointment decrees, misprints, related records and security.

Article 13 Transitional Provision

Duplicates of Diplomas and Diploma Supplements issued prior to the effective date of Addendum No. 3 to this Directive shall continue to be issued only in the Czech language, even after the entry into force of Addendum No. 3. The obligation to issue duplicates bilingually applies only to Diplomas and Diploma Supplements originally issued after the entry into force of Addendum No. 3.

Article 14 Final Provision

1. Directive No. 19/2006 – Rules for the Issuance of Documents Certifying Completion of Studies and Associate Professor Diplomas at the University of Pardubice is hereby repealed.

2. This Directive enters into force and becomes effective on 1 May 2021.

In Pardubice, 30 April 2021

prof. Ing. Jiří Málek, DrSc.
Rector

Annexes:

No. 1 – Specimen Diploma

No. 2 – Specimen Diploma Supplement

No. 3 – Specimens of LLL Certificates

No. 4 – Specimen Appointment Decree

No. 5 – Specimen Diploma for a Joint Degree Programme

No. 6 – Specimen Diploma for a Double Degree Programme

Addendum No. 1 to Directive No. 5/2021 became effective on 20 July 2023.

Addendum No. 2 to Directive No. 5/2021 became effective on 24 January 2024.

Addendum No. 3 to Directive No. 5/2021 became effective on 30 May 2025.

Addendum No. 4 to Directive No. 5/2021 became effective on 29 January 2026.