

THE UNIVERSITY OF PARDUBICE	
Directive No. 9/2021	
Subject Matter:	Recognition of Higher Education and Qualifications Obtained at a Foreign University by the University of Pardubice
Applicable to:	Employees of the University of Pardubice
Effective from:	23 November 2021
Ref. No.:	RPO/0052/21
Prepared and submitted by:	Ing. Ondřej Prusek, Ph.D., Head of Education Department
Approved by:	prof. Ing. Tatiana Molková, Ph.D., Vice-Rector for Education and Quality

Article 1 Subject-matter

1. The University of Pardubice (the "University") issues certificates on recognition of higher education and qualifications, or of recognition of part of higher education or individual examinations obtained at a foreign university ("recognition") in the fields of study similar in content to accredited study programmes offered by the faculties, in particular in terms of the knowledge and skills acquired.
2. The authority of the University to make binding decisions concerning recognition and to issue certificates thereon is based on Articles V.1 to V.3 and VI.1 to VI.5 of the Communication of the Ministry of Foreign Affairs No. 60/2000 Sb. m. s., on the negotiation of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon, 11 April 1997), and the provisions under SS 89, 90 and 106 of Act No. 111/1998 Sb., on Higher Education and Amendments and Additions to Other Acts (the "Higher Education Act"), as amended.

Article 2 Application for Recognition of Higher Education and Qualifications

1. The application for recognition (the "Application") shall be submitted in writing to the Education Department (the "ED") by a graduate of a foreign university or a person who has attended a foreign university (the "Applicant") or a person representing the Applicant in the recognition procedure based on a certified written power of attorney (the "Proxy"). The application form is attached as Annex 1 hereto.
2. The Application must be accompanied by:
 - a) the original or a certified copy of the diploma, certificate, or similar document issued by the foreign university,
 - b) the original or a certified copy of the diploma supplement, or a transcript of the completed courses with their scope in hours or ECTS credits and the examination assessment approved by the foreign university.
3. Documents the original of which are not published in Czech, English, or Slovak language must be officially translated into Czech or English. If the certified translation is prepared by other than a Czech court interpreter/translator, the sheets containing the translations must 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 will not be accepted.
4. If completion is needed, the University may request more detailed information on courses taken.
5. In the case of a diploma, diploma supplement, or a transcript of completed courses issued by a foreign university with their registered office in one of the states under the Hague Convention, the University requires that the signatures and stamps on the original educational documents be

authenticated by an apostille. The apostille is provided by an authorised body of the respective country (the apostille office) in which the diploma was issued (the legalisation of education documents).

6. In the case of educational documents issued by a foreign university with their registered office in one of the states outside the Hague Convention or without a bilateral legal aid treaty with the Czech Republic, the University requires that the signatures and stamps on the original educational documents be authenticated by the competent foreign authority and the competent embassy of the Czech Republic in that country in the form of so-called higher authentication (the superlegalization of educational documents).

7. In the case of educational documents issued by a university with their registered office in one of the states with a bilateral legal aid treaty with the Czech Republic, the University shall not require higher authentication (the legalisation or superlegalization of educational documents).

Article 3

Proceedings for Recognition of Higher Education and Qualifications

1. Proceedings for recognition of foreign higher education and qualifications shall begin on the date of receiving a written request from the Applicant or their Proxy to the University. It is an administrative procedure under Act No. 500/2004 Sb., the Rules of Administrative Procedure, as amended (the "Rules of Administrative Procedure"). The ED shall keep a record of the procedure. The record form is attached as Annex 2 hereto.

2. The ED shall request the faculty that guarantees a similar study programme to assess the degree of conformity in content, form and level and request the opinion of the Dean of the faculty concerned.

3. Having discussed the Application within the faculty, usually with the relevant Vice-Dean and the study programme supervisor, the Dean shall confirm the equivalence of the Applicant's higher education and qualifications with the requirements of a similar accredited study programme offered by the faculty, or recommend another way of dealing with the Application. The Dean shall write their statement in the record of the proceedings for recognition of higher education and qualifications. In case of a disagreement opinion, the statement shall include the reasons and the list of the fundamental differences.

4. The matters of recognition of foreign higher education and qualifications by the University shall be decided by the Rector.

5. Based on the submitted documents provided by the Applicant or their Proxy, and based on the Dean's statement, the Rector shall give a decision on the recognition which the ED shall deliver:

- a) in person into the Applicant's own hands,
- b) by post in the Applicant's own hands to the address for delivery specified in the Application,
- c) in person into the Proxy's own hands,
- d) by post in the Proxy's own hands to the address for delivery specified in the Applicant's certified written power of attorney.

6. If the Rector grants the Application in their decision, the ED shall issue:

- a) a Certificate of Recognition of Higher Education and Qualifications (Annex 3 hereto), or
- b) a Certificate of Recognition of Part of the Higher Education (Annex 4 hereto), or
- c) a Certificate of Recognition of Individual Examination(s) (Annex 5 hereto),

which shall be delivered together with the decision.

7. If the Rector does not recognise higher education and qualifications, they shall notify the Applicant or the Proxy in the form of a decision stating the reasons for the denial, a recommendation for further action enabling the Applicant to obtain the recognition, and appeal instruction.

8. The Rector's decision on recognition and the time-limits for processing the Application shall be governed by the Rules of Administrative Procedure.

9. The ED shall keep records of applications submitted and certificates issued.

Article 4

Final Provisions

1. University's Directive No. 2/2007, on Recognition of university degrees and qualifications achieved at foreign universities by the University of Pardubice, as amended, is hereby repealed.
2. This Directive shall come into force and effect on 23 November 2021.

In Pardubice on this 23 November 2021

prof. Ing. Jiří Málek, DrSc.
Rector

Attachments:

Annex 1 – Application for a Certificate of Recognition of Foreign Higher Education and Qualifications in the Czech Republic

Annex 2 – Record of the Procedure for the Recognition of Foreign Higher Education and Qualifications

Annex 3 – Certificate of Recognition of Higher Education and Qualifications in the Czech Republic

Annex 4 – Certificate of Recognition of Part of the Higher Education in the Czech Republic

Annex 5 – Certificate of Recognition of Individual Examination(s) in the Czech Republic