

METHODICAL GUIDELINE
ON THE RECOGNITION OF FOREIGN HIGHER EDUCATION AND QUALIFICATIONS
No. 2 / 2016
Article 1
GENERAL PROVISIONS

1. This Methodical Guideline on the Recognition of Foreign Higher Education and Qualifications (hereinafter referred to as the „Methodical Guideline“) determines the process of recognition of foreign higher education and qualifications at the Czech Technical University in Prague in accordance with §§ 89, 90, 90a), 90b) and 106 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amending and Supplementing Other Acts, especially Act No. 137/2016 Coll. (hereinafter referred to as the „HE Act“) and Article 11b of the CTU Statute.
2. A certificate of Recognition of Higher Education or a Part of it in the Czech Republic shall be issued by the Czech Technical University in Prague (hereinafter referred to as “CTU”) if a similar study program is carried out at CTU.
3. The CTU shall issue a certificate based on the knowledge of the degree of a relevant foreign higher education institution or on the basis of the extent of knowledge and skills certified by a higher education qualification.
4. In matters of nostrification, the Rector decides.

Article 2
APPLICATION FOR NOSTRIFICATION

1. A graduate of a foreign university (hereinafter referred to as the “applicant”) must apply for a nostrification in writing on the prescribed form and prove all the required facts. A sample of the application is given in Annex 1.
2. The basis for recognition are:
 - 2.1 Original or certified copy of a diploma, certificate or similar document issued by a foreign university,
 - 2.2 Original or certified copy of the Diploma Supplement and additional information that the degree program has been carried out by an institution authorized to provide education comparable to that of higher education under this Act, and the content of higher education abroad,

- 2.3 officially certified translations of documents under 2.1 and 2.2 into Czech or English,
 - 2.4 for nostrification of doctoral education 1 complete copy of the defended dissertation translated into Czech, Slovak or English,
 - 2.5 officially certified power of attorney for the representative of the applicant, in case the applicant has authorized another person to represent. A model for the power of attorney is given in the Annex 2.
3. CTU may require, that the authenticity of signatures and stamps on the original documents is verified by the Ministry of Foreign Affairs of the State in which the university, which issued the document, is located, or by the relevant foreign authority and the competent representative office of the Czech Republic, unless the international agreement, which the Czech Republic is bound by, states otherwise.
4. If it is a person, who has been granted international protection in the Czech Republic or in another Member State of the European Union in the form of asylum or subsidiary protection, or who is to be regarded as a refugee or expellee or a person in a similar situation as refugees, the submission of the documents referred to in paragraph 2 and the verification of authenticity referred to in paragraph 3 may be replaced by a solemn declaration of such person on facts otherwise evidenced by such document or verification.

Article 3

IMPOSITION OF A CHARGE ON APPLICATION FOR NOSTRIFICATION

1. According to § 90a of the HE Act, CTU levies a fee for acts connected with proceedings on applications for nostrification in the amount of CZK 3,000. The fee is a CTU income and is paid on its account.
2. The Applicant is obliged to pay the fee for acts connected with the validation according to paragraph 1 when submitting the application for nostrification.
3. The fee is paid in cash at the CTU Rector's Office Jugoslávských partyzánů 1580/3, 160 00 Prague 6 – Dejvice (can be paid in CZK, EUR) or by bank transfer to:

Account name: ČVUT PRAHA REKTORÁT
Account number: 19 - 5504780277/0100
Specific symbol: DDMMYYYY (day, month and year of applicant's birth)
Variable symbol: 55555
SWIFT: KOMBCZPP

IBAN: CZ2701000000195504780277

The bank transfer fees are paid by the applicant.

4. In the event of a nostrification application being rejected, neither the fee nor its part shall be refunded to the applicant.
5. If the CTU does not carry out a similar study program, the application will be rejected, the nostrification procedure will not be initiated and the fee will be returned to the applicant by bank transfer to the bank account specified in the application.

Article 4

ASSESSMENT OF THE APPLICATION

1. The applicant or his authorized representative shall deliver the application, documents pursuant to Article 2 (2) and the fee payment confirmation pursuant to Article 3 to the Department for Study and Student Affairs of the CTU Rectorate via the registry of the CTU Rector's Office or send them by post to the Rector's Office of CTU in Prague, Department for Study and Student Affairs, Jugoslávských partyzánů 1580/3, 160 00 Prague 6 - Dejvice.
2. If CTU discovers that the study programs are different after they have been compared in substance (content and / or scope), they will reject the application for recognition. The negative statement contains guidance to the applicant on the possibility of appealing against the decision to reject it to the Ministry of Education, Youth and Sports through the Rector. A model of appeal is given in Annex No. 3.
3. If the applicant's study program is not accredited at CTU, the application will be rejected. Applicant may be advised of which higher education institution he can contact, if it is known where the study program is taking place.
4. If the applicant's study program is identical or similar to a program conducted at one of the CTU's unit, the application for nostrification shall be referred to the authorized personnel of the relevant unit.
5. If the statement of the relevant unit is positive, it shall issue the Decision on recognition of foreign education and the Certificate to the applicant. The decision comes into force on the fifteenth day after delivery, unless it has been appealed by the applicant.

This Methodical Guideline takes effect on 1 September, 2016.

In Prague on 31 August, 2016



doc. Ing. Jospf Jettmar, CSc.
Vice-Rector of CTU

Annex No. 1 — Request for recognition of foreign higher education and qualifications

Annex No. 2 — Power of attorney for the representative of the applicant

Annex No. 3 — Appeal against the rejecting decision