

**METHODOLOGICAL INSTRUCTION FOR THE VALIDATION OF FOREIGN
UNIVERSITY EDUCATION AND QUALIFICATIONS
no. 2 / 2016**

**Article 1
GENERAL PROVISIONS**

1. This methodological instruction on the validation of foreign university education and qualifications (hereinafter as the "Methodological instruction") regulates the process of the validation of foreign university education and qualifications at Czech Technical University in Prague (hereinafter as "validation") in compliance with Articles 89, 90, 90a), 90b) and 106 of Act no. 111/1998 Coll. on universities and colleges and on changes and amendments of other laws, especially Act no. 137/2016 Coll. (hereinafter as "University Act") and Article 11b of the Statutes of Czech Technical University in Prague.
2. The certificate of the validation of university education or a part thereof in the Czech Republic shall be issued by Czech Technical University in Prague (hereinafter as "CTU"), if CTU provides a study module similar to the original one as to its contents.
3. CTU shall issue the certificate on the basis of the acquaintance with the quality of the foreign university in question or on the basis of the acquaintance with the scope of knowledge and skills manifested by university qualifications.
4. The issues concerning the validation shall be adjudicated on by the chancellor.

**Article 2
APPLICATION FOR VALIDATION**

1. The graduate of a foreign university (hereinafter as the "applicant") shall apply for validation in writing via the prescribed form and substantiate all required facts with documents. A sample of the application is provided in annex no. 1.
2. The supporting documents for validation are:
 - 2.1 the original or an officially authenticated copy of the diploma, certificate or a similar document issued by the foreign university,
 - 2.2 the original or an officially authenticated copy of the annex to the diploma and complementary information about the fact that the study module was carried out by an institution authorized to provide education comparable to university education pursuant to the Act and about the contents of the university studies abroad,
 - 2.3 officially authenticated translations of documents stated in points 2.1 and 2.2 into Czech or English,
 - 2.4 1 complete printout of the defended dissertation translated into Czech, Slovak or English for the validation of the PhD degree,

2.5 Officially authenticated power of attorney for the representative of the applicant if the applicant has authorized another person to represent them. A sample of power of attorney is provided in annex no. 2.

3. CTU may request that the authenticity of signatures and stamp imprints on the original documents be verified by the foreign office of the state in which the university that issued the document is located or by an authorized foreign authority and authorized representative office of the Czech Republic, unless an international treaty binding the Czech Republic stipulates otherwise.

4. If the applicant is a person who has been granted international protection in the Czech Republic or another member state of the European Union in the form of asylum or complementary protection or if the person in question shall be viewed as an asylum seeker, an exile or a person in a similar situation like an asylum seeker on the basis of the international obligations of the Czech Republic, the submission of the documents specified in paragraph 2 and the verification of authenticity according to paragraph 3 can be substituted with an affidavit from such person concerning the facts that are otherwise to be proved by such document or certificate.

Article 3 PAYMENT FOR THE APPLICATION FOR VALIDATION

1. Pursuant to Article 90a of the University Act, CTU shall collect a fee in the amount of 3 000 CZK for acts related to the proceedings related to the proceedings of the application for validation. The fee is considered an income of CTU and shall be credited to the university's bank account.

2. The applicant shall pay the fee for the acts related to the validation as per article 1 when submitting the application for validation.

3. The payment of the fee shall be made in cash at the cash register in the chancellor's office of CTU located at Zikova 4, Prague 6 (options to pay in CZK or EUR) or by bank transfer to

- Account number: 19 - 5504780277/0100
- specific symbol: DDMMYYYY (day, month and year of the applicant's birth)
- variable symbol: 55555
- SWIFT: KOMBCZPP
- IBAN: CZ2701000000195504780277.

Bank fees related to the bank transfer shall be covered by the applicant.

4. If the application for validation is turned down neither the fee nor any part thereof will be returned to the applicant.

5. If CTU does not provide a similar study module, the application will be turned down, proceedings of the validation will not be instituted 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 a representative authorized by them shall submit the application, documents requested under art. 2, par. 2 and the slip evidencing the payment of the fee under article 3 to the Department for studies and student matters of the CTU chancellor's office (Odbor pro studium a studentské záležitosti) using the registry of the CTU chancellor's office or they shall send these documents by mail to the address: Rektorát ČVUT v Praze, Odbor pro studium a studentské záležitosti, Zikova 4, 166 36 Praha 6.

2. If CTU determines that the study modules are substantially different (in content and/or in scope) to compare them, the university will turn the application down. The negative declaration contains instructions for the applicant concerning the option to dispute the negative decision and appeal to Ministry of Education, Youth and Sports of the Czech Republic via the chancellor. A sample of the appeal is provided in annex no. 3.

3. If the applicant's study module is not accredited at CTU, the application will be turned down. The applicant may be informed which university to turn to, if it is known which university provides the study module in question.

4. If the applicant's study module is identical with or similar to a module studied at a section of CTU the application for validation will be transferred to the authorized employees of such section for assessment.

5. If the statement from such section is positive the Applicant will be issued Adjudication on the validation of foreign education and a certificate. The adjudication becomes legally binding on the fifteenth day after its delivery, unless the applicant appeals against it.

6. This Methodological instruction becomes effective on 1st September 2016.

In Prague on 31/8/2016

doc. Ing. Josef Jettmar, CSc.
Vice chancellor of CTU

Annex no. 1 – Application for the validation of foreign university education and qualifications

Annex no. 2 – Power of attorney for the applicant's representative

Annex no. 3 – Appeal against the negative adjudication