

## Methodological Guidelines for the Recognition of Foreign Education as part of the Admission Procedure to Study at CTU

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## Overview of Changes

Provisions	More detailed definition of the changes and justification of the changes compared to the previous version
2.4	Added letters d) and e)
2.6	Editing the text of paragraph 2.6
4.5 a 5.3	Changing “certified translation” to “official translation”
8.3	Change in the amount of the fee for the assessment of foreign education for the admissions procedure

## List of appendices

Appendix No. 1: List of countries with equivalent foreign documents

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## Article 1 General Provisions

- 1.1 This methodological guideline is issued for the assessment of previous education in accordance with § 48 of Act No. 111/1998 Coll., on universities, and on the amendment and addition of other laws, as amended (hereinafter referred to as the "Act") and regulates the rules for assessing foreign secondary school and university education as part of the admissions process to study programs at the Czech Technical University in Prague (hereinafter referred to as "CTU").
- 1.2 The eligibility to independently assess the foreign high school and university education of the applicant as part of the admission procedure for the purpose of accepting the applicant to study according to § 48 paragraphs 4 and 5 of the Act follows for CTU from the provisions of § 48, paragraph 6 of the Act and also from the fact that CTU is a university that has obtained and has valid institutional accreditation for at least one field of education.

## Article 2 Introductory provisions

- 2.1 This Methodological Guideline sets out the rules for assessing previous education as the fulfilment of the conditions for admission to a study program provided by CTU or its faculties in the case of an applicant who has duly obtained a foreign high school or university education, except for paragraph 4.
- 2.2 A foreign secondary school education is considered to be the education that the applicant obtained by completing education in a secondary school education program at a foreign secondary school, in a European school operating in accordance with the Convention on the Statute of European Schools or in a school in the territory of the Czech Republic in which the Ministry has authorized compulsory school attendance according to the Education Act.
- 2.3 A foreign higher education is considered to be the education that the applicant obtained by completing studies in a higher education program at a foreign higher education institution.
- 2.4 This methodological guideline does not apply to applicants who provide evidence of obtaining a foreign education by:
  - a) a foreign document on foreign education according to § 48 paragraph 4 letter d) and paragraph 5 letter b), if in the Czech Republic according to its international obligations it is automatically equivalent without further official procedure (see Appendix 1),
  - b) a document on the general recognition of the equivalence or validity of a foreign document according to § 48 paragraph 4 letter a) or paragraph 5 letter a) of the Act,
  - c) proof of the award of the European Baccalaureate according to § 48 paragraph 4 letter b) of the Act.
  - d) proof of the award of the International Baccalaureate according to § 48 paragraph 4 letter c) of the Act
  - e) from the Friedrich Schiller Gymnasium in Pirna or from the Czech sections in Dijon and Nîmes in France. These applicants take a foreign school leaving exam, which includes a Czech language exam. This school leaving exam is subsequently recognized by the Ministry of Education, Youth and Sports as the equivalent of the Czech matriculation exam.
- 2.5 Documents submitted by the applicant in a language other than Czech, Slovak, or English must be officially translated into Czech.
- 2.6 For documents proving the acquisition of the equivalent of the Czech secondary school diploma in Germany (Zeugnis der Allgemeinen Hochschulreife) and recognition of German university qualifications (diplomas), fulfilling the condition of achieving previous education is assessed according to this methodological instruction.

## Article 3 Submitting an application

- 3.1 An applicant who applies for an assessment of foreign education is obliged to fill out an application for an assessment of foreign studies no later than 30 days before the date of enrolment in the study at the section(s) to which he applies. The current application procedure is published at <https://www.cvut.cz/uznavani-studia-ze-zahranici>.
- 3.2 The applicant is obliged, in accordance with the Purpose of Personal Data Processing No. 6 for CTU as a legitimate interest of the administrator and the fulfilment of tasks performed in the public interest of Article 6 paragraph 1 letter e) Regulation of the EP and Council of the EU 2016/679 (GDPR), to provide the following data:
- a) name (given name)
  - b) surname (family name)
  - c) citizenship
  - d) birthdate
  - e) gender
  - f) email
  - g) mailbox address, if it has one
  - h) the name and address of the foreign secondary school/university
  - i) link to the school website
  - j) contact for the foreign school.
- 3.3 The applicant is obliged to indicate at least one section (faculty) for which he is applying in the given academic year.
- 3.4 With the submission of the application, the applicant is obliged to pay the fee according to Article 5, paragraph 1. If the application is incomplete or if the applicant has not paid the fee, the Department for Studies and Student Affairs will contact the applicant and set a deadline for him to complete the application, or payment of the fee.
- 3.5 At the same time, the applicant submits the documents according to Article 4 or Article 5 either in paper form to the address:

ČVUT v Praze  
Rektorát – odbor pro studium a studentské záležitosti  
Jugoslávských partyzánů 1580/3  
160 00 Praha 6

or in the form of electronic originals, or paper documents converted into electronic form using an authorized document conversion. Update information on how to submit an application are published at <https://www.cvut.cz/uznavani-studia-ze-zahranici>.

## Article 4 Documents required for the assessment of foreign secondary education

- 4.1 An applicant who requests an assessment of foreign secondary school education submits
- a) an officially certified copy of a foreign document on completed foreign secondary school education,
  - b) confirmation from the relevant foreign secondary school or other relevant foreign authority that a graduate of the secondary education program of the given foreign secondary school is entitled to apply for admission to study in a bachelor's study program in the said foreign country,
  - c) confirmation that the study program was carried out by an institution authorized to provide education comparable to secondary school education according to Act No. 561/2004 Coll. as amended (Education Act), accreditation of secondary schools.
- 4.2 If necessary, CTU may ask applicants who apply for an assessment of foreign secondary education to also provide the following documents:
- a) additional information on the content and/or scope of foreign secondary school studies.
- 4.3 The sum of the standard period of primary and secondary education for the purposes of the admission procedure is 11 years.
- 4.4 The following cannot be considered as the fulfilment of the conditions for achieving secondary education with the matriculation exam as part of the admission procedure at CTU:
- a) education that the applicant achieved abroad by participating in short-term courses,
  - b) education that the applicant obtained at a school established in the Czech Republic without registration in the School Register<sup>1</sup>,
- 4.5 If the required documents attached to the application are not in Czech, Slovak or English, the applicant is also obliged to attach an official translation of the required documents into Czech by a Czech court interpreter, prepared in accordance with Act No. 36/1967 Coll., as amended, on experts and interpreters.

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<sup>1</sup> See § 141 of Act No. 561/2004 Coll. School Act.

## Article 5 Documents required for the assessment of foreign higher education

- 5.1 An applicant applying for an assessment of a foreign university education submits
- an officially certified copy of a diploma or similar document on completion of studies issued by a foreign university,
  - addendum to the diploma ("Diploma Supplement") or a statement of the tests performed.
- 5.2 If necessary, CTU may ask the applicant, who is applying for an assessment of a foreign university education to also provide the following documents:
- additional information on the content and scope of foreign university studies,
  - confirmation from the relevant foreign authority that the foreign higher education institution in question is authorized to provide higher education in the said foreign country (certificate of accreditation).
- 5.3 If the required documents attached to the application are not in Czech, Slovak, or English, the applicant is also obliged to attach their official translation into Czech by a Czech court interpreter prepared in accordance with Act No. 36/1967 Coll., as amended, on experts and interpreters.

## Article 6 Method of Assessment

- 6.1 At CTU, the Rector's Office – Department for Studies and Student Affairs (hereinafter referred to as OSSZ) decides on the assessment of foreign secondary school and university education as part of the admissions procedure.
- 6.2 OSSZ informs the applicant of the result of the assessment of foreign education within 30 days of receiving the documents in accordance with Article 4, paragraphs 1 and 2 and Article 5, paragraphs 1 and 2, and of payment of the fee. The result of the foreign education assessment is issued in the form of an electronic document.
- 6.3 The confirmation will be delivered to the applicant electronically.
- 6.4 This assessment is only valid for the admission procedure at CTU for the academic year to which the applicant is applying, for all faculties and institutes.
- 6.5 A positive result of the assessment of foreign education does not mean recognition of the equivalence of the foreign study program with any of the study programs carried out at any CTU faculty.
- 6.6 If OSSZ has doubts about the sufficient level, extent, or content of the applicant's previous foreign education documented by a foreign document, or if the applicant has not submitted the required documents by the set deadline, the assessment result is negative. OSSZ will notify the applicant of this result and invite him to prove his education in the manner specified in § 48 paragraph 4 letter a) or paragraph 5 letter a) of the Act.

## Article 7 Proof of recognition of foreign education as part of the admission procedure

- 7.1 The applicant proves the recognition of study abroad according to the conditions of the admission procedure given by the faculty to which he is applying, by uploading an electronic original of the Confirmation of the assessment of foreign education issued in the manner specified in §48 paragraph 4 letter de or paragraph 5 letter c) of the Act, to the site "prihlaska.cvut.cz", or by sending an electronic original to the study department of the section. In the event that the section will require a Documentary Confirmation from the applicant, only the output of the authorized conversion according to §22 paragraph 1, letter b) Act No. 300/2008 Coll. on electronic actions and authorized conversion of documents is considered to be the original.
- 7.2 If the applicant does not subsequently submit this document, he/she has not proven that the conditions for recognition of the education achieved have been met, and the faculty will subsequently issue a decision on non-admission to study.
- 7.3 If at any time during the course of study it turns out that the student was admitted to study on the basis of forgeries, the rector will decide according to § 67 of the Act to exclude him from studies.
- 7.4 Officially certified copies of the study documents based on which the applicant's education was assessed for study at CTU in Prague in the given academic year will be stored in the Registry/Archives of the CTU Rectorate. Documents will be sent to the section only upon request, based on the name list of students which will be sent by the section to the OSSZ no later than 30 days after the start of the academic year for which the admission procedure took place. In the case of electronic originals, the documents will be sent by email to the SD head of the given sections.

## Article 8 Fee for the assessment of foreign education

- 8.1 For the assessment of foreign education, CTU collects a fee according to § 48, Paragraph 7 of the Act. This fee is non-refundable regardless of the outcome of the proceedings.
- 8.2 The applicant is obliged to pay the fee at the same time as submitting the application for assessment of foreign education, in a non-cash manner to the account of the rectorate of CTU.
- 8.3 The amount of the fee for the assessment of foreign education for the admission procedure in a given academic year is CZK 950.

## Appendix No. 1 List of states with equivalent foreign documentation

### Slovakia

According to the Agreement between the Czech Republic and the Slovak Republic on the mutual recognition of the equivalence of education documents issued in the Czech Republic and in the Slovak Republic (Prague, 28 November 2013, published under No. 23/2015 Sb. m. s., valid from 28.3.2015), the documents considered as equivalent are:

- a) a document proving the acquisition of a level of education equivalent to the Czech secondary school diploma in Slovakia; a university diploma issued after January 1, 1993; automatic equivalence does not apply to Slovak higher education documents issued after March 28, 2015, that were obtained from universities in the Slovak Republic by completing higher education studies conducted outside the territory of the Slovak Republic. Such documents are processed in accordance with § 48 paragraph 5 letter c) of the Act.<sup>2</sup>

### Slovenia

According to the Agreement between the Government of the Czechoslovak Socialist Republic and the Union Executive Council of the Assembly of the Socialist Federal Republic of Yugoslavia on mutual recognition of the equivalence of documents of education and documents of scientific ranks and degrees, issued in the Czechoslovak Socialist Republic and in the Socialist Federal Republic of Yugoslavia (Belgrade, 12. 9. 1989, published under No. 89/1991 Coll. m. s.)<sup>3</sup>, the documents considered as equivalent are:

- a) documents proving the acquisition of the equivalent of the Czech secondary school diploma in Slovenia,
- b) diplomas issued after the completion of university studies, which confirm the acquisition of a university education to the extent required for admission to the education of scientific workers, i.e. diplomas issued after completion of master's study programs. Automatic equivalence does not apply to diplomas issued after graduation from bachelor study programs.

### Hungary

According to the Agreement between the Government of the Czech Republic and the Government of the Republic of Hungary on the mutual recognition of the equivalence of documents of education and documents of scientific ranks and degrees issued in the Czech Republic and in the Republic of Hungary (Budapest, 6 May 2004, published under No. 92/2005 Coll. m. s.), the documents considered as equivalent are:

- a) documents proving the acquisition of the equivalent of the Czech secondary school diploma in Hungary (érettségi bizonyítvány),
- b) state-recognized diplomas – i.e. documents on completion of studies in bachelor's, master's and doctoral study programs.

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<sup>2</sup> The faculty may request a confirmation issued by the foreign university concerning the territory of the country in which the study program completed by the applicant was carried out.

<sup>3</sup> This Agreement is valid only for Slovenia and it does not apply to the other successor states of former Yugoslavia.

## Poland

According to the Agreement between the Government of the Czech Republic and the Government of the Republic of Poland on mutual recognition of parts of studies, equivalence of educational documents and documents of scientific ranks and degrees issued in the Czech Republic and in the Republic of Poland (Prague, 16/01/2006, published under No. 104/ 2006 Sb. m. s.), the documents considered equivalent are

- a) documents proving the acquisition of the equivalent of the Czech secondary school diploma in Poland ([Świadectwo dojrzałości](#)),
- b) a diploma certifying the discharge of an accredited study program of a specific level of higher education with their Czech equivalent.

If an international agreement stipulates the equivalence of foreign education documents, the rectorate verifies whether the document was obtained by completing studies in a secondary education program at a foreign secondary school operating according to the legal regulations of a foreign state, or whether the given foreign university in the said foreign state is authorized to provide higher education.