

<b>University of Chemistry and Technology, Prague</b>	
<b>Title</b>	<b>DIRECTIVE No. A/S/961/5/2020</b>
<b>Subject</b>	<b>Rules for assessment of foreign secondary and higher education within admission proceedings</b>
<b>Applicability</b>	All school
<b>Effective from</b>	January 1, 2021
<b>Effective to</b>	-
<b>Revision</b>	-
<b>Cancelled</b>	-
<b>Prepared by</b>	936 – Department of Quality Assessment
<b>Issued by</b>	prof. Dr. RNDr. Pavel Matějka

## **Article 1**

### **Introductory provisions**

1. The University of Chemistry and Technology, Prague (hereinafter “UCT Prague”) is a higher education institution complying with the condition stated in Section 48 paragraph 6 of the Act No. 111/1998 Coll., on Higher Education Institutions as amended (hereinafter the “Higher Education Act”) as it obtained institutional accreditation for at least one educational area, and therefore is authorised to assess foreign secondary and higher education of a candidate within the admission proceedings pursuant to Section 48 paragraphs 4 and 5 of the Higher Education Act at all of its faculties.
2. The assessment of foreign secondary and higher education at UCT Prague is governed by Section 48 of the Higher Education Act, the Statute of UCT Prague, the Provisions on Fees Related to Study at the UCT Prague, the Conditions of Admission to Study and Admission Proceedings at the UCT, and this directive (hereinafter the “Directive”).
3. Within the proceedings of admission to UCT Prague, a candidate who completed previous education at a foreign secondary or higher education institution chooses the method of attesting

to the foreign education; such choice is made when submitting the application. The assessment of previous education is performed by an authorised person of the respective faculty or of the rectorate's unit (hereinafter the "Department of Quality Assessment") in compliance with Section 48 paragraph 4 of the Higher Education Act, or in case of assessment of a properly completed bachelor or master study programme in compliance with Section 48 paragraph 5 of the Higher Education Act, for students who have acquired:

- a. foreign secondary education by completing study in a secondary education programme at a foreign secondary school, at an international secondary school, at a European school acting pursuant to the Convention Defining the Statute of the European Schools, or at a school in which the ministry allowed, under the Education Act, completion of compulsory school attendance (hereinafter "foreign secondary education"), or
- b. foreign higher education by completing study in a higher education institution programme at a foreign higher education institution (hereinafter "foreign higher education").

## **Article 2**

### **Authentication of previous education**

1. It is possible to prove the fulfilment of the condition of achieved secondary education with a secondary school leaving exam ("maturita") under Section 48 paragraph 4 of the Higher Education Act by:
  - a) a document on general recognition of equality or validity of a foreign document on achieving secondary education in the Czech Republic, obtained under Act No. 561/2004 Coll., on pre-school, basic, secondary and tertiary professional and other education (the Education Act) as amended (hereinafter the "Education Act) or under prior legal regulations (hereinafter the "document on general recognition"),
  - b) a document on awarding a European Baccalaureate,
  - c) a foreign document on foreign secondary education with a secondary school leaving exam (maturita) if it is in the Czech Republic under the international commitments automatically equal without further administrative proceedings, or
  - d) a document on foreign secondary education obtained by completion of study in a secondary educational programme at a foreign secondary school operating under legal regulations of a foreign country and which in the foreign country entitles the holder to access study in a bachelor study programme or a master study programme that is not a follow up to a bachelor study programme (hereinafter "document for recognition of education for study at a higher education institution").
2. It is possible to prove the fulfilment of the condition of duly completion of study in a bachelor or master study programme under Section 48 paragraph 5 of the Higher Education Act by:
  - a) a document on general recognition of foreign higher education in the Czech Republic, acquired under Sections 89 and 90 of the Higher Education Act or under prior legal regulations (hereinafter the "document on general recognition"),
  - b) a foreign document on foreign higher education which is in the Czech Republic under the international commitments equal without any further administrative proceedings, or
  - c) a foreign document on foreign higher education obtained by completing study in a higher education programme at a foreign higher education institution operating under legal regulations of a foreign country (hereinafter the "document for recognition of education for study at a higher education institution").

3. The authentication of previous education under paragraph 1 letters a), b), c) and paragraph 2 letters a), b) is performed by an authorised employee of the respective faculty.
4. The authentication of previous education under paragraph 1 letter d) and paragraph 2 letter c) is performed by the Department of Quality Assessment, which will assess the documents for recognition of study for study at a higher education institution delivered by the candidate (hereinafter the “Recognition of education for study at a higher education institution”).
5. The concrete documents which the candidate is obliged to submit for the authentication of previous education are specify in Attachment 1 hereto. Within the admission proceedings, the candidate loads all the relevant documents to the study information system (SIS) and then submits them in the form of certified copies within the deadlines as instructed by the respective faculty.
6. The candidates are charged for the recognition of education for study at a higher education institution. The fee relates to one candidate regardless to the number of applications handed in at UCT Prague and it is valid for applications handed in by the candidate in the following years if applicable. A positive result of Recognition of education for study at a higher education institution is valid only for the admission proceedings and the follow-up study at UCT Prague.
7. Within the admission proceedings, the candidates will record the documents required for Recognition of education for study at a higher education institution electronically in PDF format to SIS and, subsequently, they will send a hard copy of certified translation in Czech or English pursuant to Attachment 2 of this Directive to the Department of Quality Assessment.
8. The result of the Recognition of education for study at a higher education institution will be notified by the Department of Quality Assessment in a Notification on the result of assessment of foreign education for study at UCT Prague (hereinafter the “Notification”), which is within the admission proceedings sent electronically to the candidate and, at the same time, entered in the respective candidate ´s file. Once the assessment has been performed, the responsible employee of the Department of Quality Assessment enters a record into SIS regarding the candidate.
9. The information on foreign school and the original name of the document on completed education in Latin alphabet are recorded within the admission proceedings in the study information system (hereinafter “SIS”).

### **Article 3**

#### **Criteria for formal assessment of documents**

1. Documents issued by an institution in the Czech Republic, i.e. namely documents under Section 48 paragraph 4 letter a) and paragraph 5 letter a) of the Higher Education Act – document on general recognition, will be submitted by the candidate in the form of a officially certified copy.
2. Other documents shall be submitted by the candidate in the form of a certified copy of a document issued by a foreign secondary school or higher education institution, or by other foreign institution.

3. Documents which are not issued originally in the Czech, English or Slovak languages shall be officially translated into Czech or English. If the officially certified translation is made by other than Czech court-certified translator, the pages with the translation shall be attached to the certified copies of the original documents in such way that prevents later replacement or confusion of the pages containing the translation. Translations attached to simple copies of documents will not be accepted.
4. The documents will be submitted by the candidate in paper form or in PDF format of a document created by authorised conversion. Documents not created by authorised conversion of the document cannot be accepted. However, for the purpose of internal needs of document assessment, faculties may require sending of scanned documents together with sending the documents in paper form.
5. Before the Department of Quality Assessment starts to assess the content of the collected documents of the candidate under Article 2 paragraph 5, they assess if the candidate has submitted the documents specified in Attachment 2 and if such documents meet the requirements regarding the form stated in this article. If the submitted documents do not meet the formal requirements, the Department of Quality Assessment will ask the candidate to correct the problems or provide the missing documents.

#### **Article 4**

##### **Criteria for assessment of the content of documents**

1. If a candidate has submitted a document on general recognition of equality or validity of a foreign document on achievement of secondary education in the Czech Republic acquired under the Act on Education or under prior legal regulations, the fulfilment of the condition of achieved secondary education 48 paragraph 4 of Higher Education Act is deemed to be proven. If a candidate has submitted a document on general recognition of foreign higher education in the Czech Republic acquired under Sections 89 and 90 of the Higher Education Act or under prior legal regulations, it is deemed that the condition of duly completed study in a bachelor or a master study programme under Section 48 paragraph 5 of the Higher Education Act has been proven in the study programme stated in such document, which is usually a certificate of recognition of foreign higher education.
2. If a candidate submitted a document on award of a European Baccalaureate, the condition of achievement of secondary education with a school leaving exam (maturita) under Section 48 paragraph 4 of the Higher Education Act is deemed to be proven. This provision shall not apply to International Baccalaureate, which is considered a document under Section 48 paragraph 4 letter d) of the Higher Education Act and for which the procedure is governed by Article 4 paragraph 4 of this Directive. If the International Baccalaureate forms an integral part of a certificate of the school leaving exam “maturita” for students who successfully passed the exam of the Czech language and literature within the common part of the maturita exam, such candidates will submit an officially certified copy of the exam within the admission proceedings.
3. If a candidate submitted a foreign document on foreign secondary education with a school leaving exam (maturita) which is under international commitments of the Czech Republic automatically equal without any further administrative proceedings, the condition of achievement of secondary education with a school leaving exam (maturita) under Section 48 paragraph 4 of the Higher Education Act is deemed to be proven. If a candidate submitted a foreign document on foreign higher education which is under international commitments of the Czech Republic

automatically equal without any further administrative proceedings, the condition of duly completed study in a bachelor or master study programme under Section 48 paragraph 5 of the Higher Education Act is deemed to be proven.

4. If a candidate submitted a foreign document on foreign secondary education under Section 48 paragraph 4 letter d) of the Higher Education Act, the Department of Quality Assessment will verify based on the submitted documents that:
  - a. the document has been obtained by completing study in a secondary educational programme at a foreign secondary school operating under legal regulations of a foreign country and
  - b. in the given foreign country the holder is entitled to study in a bachelor study programme or in a master study programme that is not a follow-up to a bachelor study programme.
5. For this purpose, the Department of Quality Assessment may request the candidate to submit additional documents stated in Attachment 2 hereof. If the Department of Quality Assessment comes to the conclusion that the facts stated above have been documented, the condition of achievement of secondary education with a school leaving exam (maturita) under Section 48 paragraph 4 of the Higher Education Act is deemed to be proven.
6. If the Department of Quality Assessment comes to the conclusion that such facts have not been documented convincingly, or if they have doubts about sufficient level of the candidate's previous foreign education documented by the foreign document, they will request the candidate to prove the education in the way set out in Section 48 paragraph 4 letter a) of the Higher Education Act. If the candidate does not submit such documents, it means he/she has not proven the fulfilment of the condition of achievement of secondary education with a school leaving exam (maturita) under Section 48 paragraph 4 of the Higher Education Act and the faculty will issue a decision on non-admission to study.
7. If a candidate submitted a foreign document on foreign higher education under Section 48 paragraph 5 of the Higher Education Act, the Department of Quality Assessment will verify based on the submitted documents that:
  - a. the given foreign higher education institution in the stated foreign country is authorised to provide higher education (i.e. that the higher education institution and the respective study programme completed by the candidate are accredited)
  - b. In the given foreign country the document entitles its holder to access study in a master study programme that is a follow up to a bachelor study programme, or in a doctoral study programme.
8. For this purpose, the Department of Quality Assessment may request the candidate to submit additional documents stated in Attachment 2 hereof and verify the foreign higher education institution in databases of accredited higher education institutions.
9. If the Department of Quality Assessment comes to the conclusion that the facts stated above have been documented and in the given country under whose legal regulations the document has been issued the document entitles the candidate to study in a study programme corresponding to the study programme for the study of which the candidate applies, the fulfilment of the condition of duly completed study in a bachelor or a master study programme under Section 48 paragraph 5 of the Higher Education Act is proven.

10. If the Department of Quality Assessment comes to the conclusion that such facts have not been documented convincingly, or if they have doubts about sufficient level of the candidate's previous foreign education documented by the foreign document, they will request the candidate to prove the education in the way set out in Section 48 paragraph 5 letter a) of the Higher Education Act; if the candidate does not submit such document, it means he/she has not proven the fulfilment of the condition of duly completed study in a bachelor or master study programme under Section 48 paragraph 5 of the Higher Education Act and the faculty will issue a decision on non-admission to study.
11. When assessing foreign education of a candidate under Section 48 paragraph 4 letter d) and paragraph 5 letter c) of the Higher Education Act, the Department of Quality Assessment will take into account the content and scope of the foreign study only in terms of assessment of meeting the criteria stated in paragraphs 4 and 5 and paragraphs 7 and 8. Fulfilment of other conditions for admission to study set forth in compliance with Section 49 paragraphs 1 and 3 of the Higher Education Act will be verified by the faculty separately.

### **Article 5**

#### **Decision on admission or non-admission to study in relation to assessment of foreign education**

1. No separate decision is issued with regard to fulfilment of the condition of achieving previous education under Section 48 a) through c) of the Higher Education Act. The assessment performed under Section 48 paragraph 4 letter d) and paragraph 5 letter c) of the Higher Education Act is valid only within the admission proceedings at UCT Prague and it does not declare equality of the foreign study programme with any of the study programmes provided at UCT Prague. In compliance with Article 2 paragraph 8, the Department of Quality Assessment will issue a Notification containing the result of the assessment.
2. The deadline for submission of documents and the term for verification of fulfilment of admission conditions are governed by the Decree Admission proceedings for the academic year (hereinafter the "Decree"). In case of candidates who met the other admission conditions but not the condition under Section 48 paragraphs 4 or 5 of the Higher Education Act in no eligible way, the term for verification of fulfilment of admission conditions terminates on the day on which the non-admission decision comes to legal force.

### **Article 6**

#### **Fee**

1. A fee is charged for "Recognition of education for study at a higher education institution" pursuant to the following rules:
  - a. The fee is charged only in cases under Section 48 paragraph 4 letter d) and Section 48 paragraph 5 letter c) of the Higher Education Act, regardless of the fact whether the result of the assessment is positive or negative. In cases under Section 48 paragraph 4 letters a), b), c) and Section 48 paragraph 5 letters a), b) of the Higher Education Act, the candidate is not charged the fee.
  - b. If the candidate hands in several applications to UCT Prague, the fee will be paid only once.
  - c. The Department of Quality Assessment will contact the candidate in the matter of payment of the fee for Recognition of education for study at a higher education institution promptly after registration of the application at UCT Prague during which the student expressed interest to

have the previous foreign education assessed within the admission proceedings; this applies to all cases when the fee should be paid under the rules defined in letters a) and b), and the candidate will receive the necessary payment instructions.

- d. If the candidate fails to pay the fee within the deadline defined in the sent instructions, the Department of Quality Assessment will send the candidate a reminder. If the candidate fails to pay the fee within the deadline provided in the reminder, the Department of Quality Assessment will request the candidate to prove the fulfilment of the conditions in one of the ways stated in Article 2 paragraph 1 letters a) through c), or paragraph 2 letters a) and b), which is free of charge.
2. The amount of the fee associated with the “Recognition of education for study at a higher education institution” will be defined annually; for the academic year 2021/22 it is CZK 800.
3. The Department of Quality Assessment will record in SIS the payment date of the fee or enter the information that the fee is not charged.

Prof. Dr. RNDr. Pavel Matějka

Rector

### **Specification of documents and other materials**

#### **Materials for assessing the fulfilment of the condition of achieved secondary education with a school leaving exam (maturita)**

1. The documents for assessing the fulfilment of the condition of achieved secondary education with a secondary school leaving exam ("maturita") under Section 48 paragraph 4 of the Higher Education Act are:
  - a. **a document on general recognition of equality or validity of a foreign document on achieving secondary education in the Czech Republic**, obtained under Act No. 561/2004 Coll., on pre-school, basic, secondary and tertiary professional and other education (the Education Act) as amended (hereinafter the "Education Act) or under prior legal regulations, or
  - b. **a certified copy of a European Baccalaureate, a foreign school report, or a similar document on foreign secondary education** obtained by completion of study in a secondary educational programme at a foreign secondary school operating under legal regulations of a foreign country,
2. If necessary, the faculty will request the candidate to submit also the following documents:
  - a. additional information on the content and scope of the foreign secondary study (document on the content and scope of the education completed at a foreign school, or an overview of courses with the number of hours for the individual years of study).
  - b. additional information that the study programme was provided by an institution authorised to provide education comparable with the secondary education under the Education Act,
  - c. confirmation by a foreign secondary school or other respective foreign authority that the graduate from the study in a secondary school educational programme of the given foreign secondary school is entitled in the given foreign country to apply for admission to study in a bachelor study programme or in a master study programme that is not a follow-up to a bachelor study programme.

#### **Materials for assessing the fulfilment of the condition of duly completed study in a bachelor or master study programme**

1. The materials for assessing the fulfilment of the condition of duly completed study in a bachelor or master study programme under Section 48 paragraph 5 of the Higher Education Act are:
  - a. **a document on general recognition of foreign higher education in the Czech Republic**, acquired under Sections 89 and 90 or under prior legal regulations, or
  - b. **a certified copy of a diploma, certificate or similar document** (e.g. a certificate of completed study) **issued by a foreign higher education institution** + an original or a certified copy of the Diploma Supplement or the Transcript.



2. If necessary, the faculty will request the candidate to submit also the following materials:

- a. additional information on the content and scope of the foreign higher education study (e.g. certificate of completed study) issued by a foreign higher education institution or a certified copy of the Diploma Supplement or the Transcript of exams.
- b. confirmation by the respective foreign authority that the given higher education institution is in the given foreign country authorised to provide higher education (confirmation of accreditation),
- c. confirmation stating the country on the territory of which the study programme completed by the candidate was provided, issued by a foreign higher education institution; this shall apply in case of a document on higher education issued by a Slovak higher education institution after March 28, 2015.

### **Other materials**

If required due to the candidate's situation, the following materials shall be submitted as well:

- a. power of attorney if the candidate is represented by an empowered person for the purpose of documenting the fulfilment of the condition for admission under Section 48 paragraphs 4 and 5 of the Higher Education Act,
- b. in case of a change in the candidate's name, an officially certified copy of the document evidencing such change (e.g. marriage certificate),
- c. a certified copy of a decision on granting international protection if the request for assessment is submitted by a person stated in Section 90 paragraph 4 of the Higher Education Act and if such person wants to make use of the possibility of replacing any of the documents with an affidavit.

### Form of documents

1. All materials submitted by the candidate to UCT Prague need to be properly authenticated in compliance with the respective international agreements:
  - a) **Countries which have entered into a mutual legal assistance treaty with the Czech Republic** - the original documents are in force in the territory of the signatories of the treaty without further authentication. If the candidate submits copies of such documents, those must be certified copies issued by a Czech or foreign notary, at the representative office of the Czech Republic abroad, or issued via the service Czech Point.
  - b) **Countries which are signatories to a multilateral convention on facilitating the authentication of foreign public documents** – Convention on Abolishing the Requirement of Legalisation for Foreign Public Documents (Haag, October 5, 1961, published under no. 45/1999 Collection of international treaties), hereinafter the “Haag Convention”. For these countries, there is a unified form of authentication of documents, the so-called Apostille, which is issued by the authorised body of the country where the diploma was issued (the so-called “Competent Authority”). A list of Competent Authorities is available at the website of the Haag Conference: <http://hcch.e-vision.nl> (Authorities, per Convention, Convention number 12, direct link: [http://hcch.e-vision.nl/index\\_en.php?act=conventions.authorities&cid=41](http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41)). An updated list of countries can be found at: <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41> (in English). For documents from the countries of the European Union, Norway, the United States of America, Canada, Australia and New Zealand it is possible to replace the Apostille (or superlegalisation in case of Canada) by an officially certified copy of the documents (similarly to the case under a.) if any of the following conditions is met concurrently:
    - a foreign secondary school or higher education institution confirms by e-mail, upon a request sent to it by the candidate, that the candidate is a graduate of such foreign secondary school or higher education institution,
    - a foreign higher educational institution sends to the faculty a Transcript or a Supplement to the candidate’s diploma in a sealed envelope, or the candidate submits the Transcript in a sealed envelope as part of the materials, or
    - official websites of a foreign secondary school or higher educational institution make it possible to verify that the candidate is its graduate (e.g. it is possible, upon entering a password, to download the candidate’s Transcript from the official web of the foreign higher educational institution).
  - c) **Other countries** - the documents attesting the completion of study must be superlegalised. Within superlegalisation, the authenticity of signatures and stamps on the original documents is attested by:
    - the ministry of foreign affairs of the country where the secondary school or higher educational institution that issued the document, or by the respective foreign authority,
    - and also by the respective representative office of the Czech Republic abroad.

2. The requirements regarding the submission of duly verified documents will be met also if the candidate submits officially certified copies of documents that are authenticated in one of the above stated ways applicable to the materials to be submitted (e.g. in case of a diploma from Kenya the candidate submits an officially certified copy of superlegalised documents).