

## Assessment of Foreign University Education within the Admission Proceedings to Palacký University Olomouc

### ➤ Applicants for Follow-up Master Study Programs Following Bachelor Study Programs, and for Doctoral Study Programs

Within the admission proceedings to Palacký University Olomouc (hereinafter “UP”) for the academic year 2019/2020, UP Faculties will assess attainment of the prerequisite of achieving Bachelor education in accordance with Section 48 (1) sentence No. 3 or the attainment of the prerequisite of achieving Master education in accordance with Section 48 (3) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendment to Other Acts (the Higher Education Act), hereinafter the Higher Education Act. This prerequisite applies to applicants who have achieved foreign higher education by graduating in a higher education program from a foreign higher education institution.

**The applicant shall provide documents demonstrating the attainment of the prerequisite of achieving higher education, an overview of submitted study applications, and possibly other documents within the term and to the address set by the particular Faculty.**

In accordance with Section 48 (5) of the Higher Education Act, UP is authorized to request a **fee for assessment-related tasks** concerning the attainment of the prerequisite for admission to study; for the year 2019, the fee amounts to CZK 818. More detailed information regarding the payment of this fee is included in a call the applicant receives in an electronic form via the Online Application Form.

#### **Important notice:**

If **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of achieved higher education, and **will request the submission of a certified copy of a document demonstrating the general acknowledgement of foreign education in the Czech Republic**, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.

[Attestation of the attainment of the prerequisite of achieved higher education in accordance with Section 48 \(1\) sentence No. 3 or Section 48 \(3\) of the Higher Education Act may be done in the following ways:](#)

**a) A document demonstrating general acknowledgement of foreign education in the Czech Republic, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.**

The applicant shall submit:

- a certified copy<sup>1</sup> of a document demonstrating the acknowledgement of foreign education in the Czech Republic, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation. Upon submitting an application for this document, it is issued by a public higher education institution in the Czech Republic, or by the Ministry of Education, Youth and Sports of the Czech Republic. The fee shall be paid to the

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<sup>1</sup> See Forms of Certification.

respective public higher education institution within the acknowledgement proceedings of foreign education and qualification.

- For more information, see: <https://www.upol.cz/studenti/studium/nostrifikace-a-potvrzeni-o-studiu/>
- A fee for tasks related to the acknowledgement proceedings of foreign higher education and qualification, or an administrative fee, is collected by:
  - A public higher education institution, if the decision on the application is made by the public higher education institution;
  - Ministry of Education, Youth and Sports, Ministry of Defence, or Ministry of Interior, if the decision on the application is made by the respective Ministry; the fee is collected in accordance with Act No. 634/2004 Coll. on Administrative Fees.
- If the application is submitted to the Ministry of Education, Youth and Sports, Ministry of Defence, or Ministry of Interior, and the respective Ministry decides on the application on its own, the applicant will receive a call for payment of the administrative fee with detailed information regarding the manner and term of payment.
- If the particular Ministry forwards the application for a decision to the competent public higher education institution, the fee will be collected by this institution. Note: The fee does not apply to proceedings initiated before 1 September 2016.

**b) A foreign document demonstrating the achievement of foreign higher education equivalent to the Czech Republic in accordance with its international commitments without any further administrative proceedings**

The applicant shall submit:

- A certified copy<sup>2</sup> of a foreign document demonstrating the achievement of foreign higher education;
- No fee applies – it is an automatically acknowledged document;
- This only applies to countries having concluded a bilateral agreement with the Czech Republic – Slovakia, Germany, Slovenia, Hungary, and Poland.
- For more information, see: <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/a-postup-podle-ekvivalencnich-dohod-madarsko-polsko>

**c) A foreign document demonstrating the achievement of foreign higher education acquired by graduating from study in a higher education program from a foreign higher education institution operating in accordance with the legislation of the foreign country**

The applicant shall submit:

- A certified copy of a Diploma, a study certificate, or a similar document issued by the foreign higher education institution;
- A certified copy of a Diploma Supplement or an overview of completed exams issued by the foreign higher education institution.
- If needed, the applicant is requested by the Dean to supply the following documents:

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<sup>2</sup> See Forms of Certification.

- a) Additional information regarding the content and extent of the foreign higher education;
- b) Confirmation from a relevant foreign body that the particular foreign higher education institution is authorized to provide higher education in the particular country;
- c) Confirmation stating the country in whose territory the study program completed by the applicant took place, issued by a higher education institution, in the case of a document demonstrating the achievement of higher education issued by a Slovak higher education institution after 28 March 2015;
- d) other documents, if necessary (for instance a letter of authorization for an applicant's proxy, a certified copy of a document on a name change).
  - THE ASSESSMENT PROCEDURE APPLIES – if the result is positive, the document is accepted; if a negative assessment result, the document set in section a) is required (the general “nostrification”).
  - A fee applies, amounting to CZK 818.

**Important notice:**

- In case **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of achieved higher education, and **will request submission of a certified copy of a document demonstrating the general acknowledgement of foreign education in the Czech Republic**, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.

**Important information:**

- For documents not originally issued in Czech, Slovak or English, a certified translation into either Czech or English is required.
- Documents must be submitted either in paper form or as PDF files resulting from authorized conversion. Documents in other forms than those mentioned above shall not be accepted.
- Dates and other specific details regarding the submission of documents are set by the Dean.
- Applicants who fail to submit all the required documents or their translations, or to submit the documents within the required period, are required by the Dean to remedy the deficiencies or to supply the documents.

**Other documents**

If necessary in the particular case, the applicant is also required to submit the following documents:

- a. The letter of authorization, if a proxy acts on behalf of the applicant in order to demonstrate the attainment of the prerequisite for admission in accordance with Section 48 (4 and 5) of the Higher Education Act.
- b. In case of a name change of the applicant, a certified copy of a document proving this fact (for instance a marriage certificate).
- c. A certified copy of the decision on granting international protection, if the assessment is applied for by a person listed in Section 90 (4) of the Higher Education Act, and if this person intends to use the opportunity to replace some of the documents with an affidavit.

## Forms of Certification

**All documents the applicant submits to the Faculty must be certified in accordance with the respective international treaties (a list as of 1 May 2018):**

**a. Countries that have entered into a legal assistance treaty with the Czech Republic:**

Original documents are valid in the territories of the contracting states without any further certification. If an applicant submits copies of such documents, these must be certified copies made by a Czech or foreign notary, a Czech representing authority in a foreign country, or via Czech Point.

**A list of countries having entered into a legal assistance treaty with the Czech Republic:**

Afghanistan, Albania, Algeria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Montenegro, France, Georgia, Yemen, Croatia, North Korea, Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/North Macedonia, Moldova, Mongolia, Poland, Austria, Romania, the Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam.

**b. Countries which are signatories of the multilateral convention on simplification of foreign public document certification**

Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (Hague, 5 October 1961, published under No. 45/1999 of the International Treaty Series), hereinafter “the Hague Apostille”. For these states, a unified form for document authentication is set: the so-called apostille granted by an authorized body of the state where a diploma was issued (the so-called apostille office). A list of apostille offices is available at the website of the Hague conference. See <http://hcch.e-vision.nl> (Authorities, per Convention, convention No. 12; a direct link:

[http://hcch.evision.nl/index\\_en.php?act=conventions.authorities&cid=41](http://hcch.evision.nl/index_en.php?act=conventions.authorities&cid=41)).

**Documents from the following countries must be verified with an apostille:** Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, the Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei, Burundi, Cook Islands, Chile, China – only Hong Kong and Macau (legalization is not required from other Chinese territories), Denmark, Democratic Republic of São Tomé and Príncipe (since 15 July 2008), Dominica, Dominican Republic (authorization with the apostille since 30 August 2009), Ecuador, Estonia, Fiji, Finland, territories belonging to France (i.e. French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Comoro Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (since April 7, 2002 - before this date, it was registered under Great Britain), Guatemala, Honduras, India, Ireland, Iceland, Italy, Israel, Japan, Republic of South Africa, Kazakhstan, Colombia, Republic of Korea (South Korea), Kosovo, Costa Rica, Lesotho, Liberia, Lichtenstein, Lithuania, Latvia, Luxembourg, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Germany, Niue, the Netherlands and their territories (i.e. the Netherlands Antilles, Aruba), Norway, New Zealand, Oman, Panama, Paraguay, Peru, Portugal, El Salvador, Samoa, San Marino, Seychelles, Suriname, Saint Lucia, Federation of Saint Christopher and Nevis, Saint Vincent and the Grenadines, Eswatini, Sweden, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Uruguay, the

USA and their territories (i.e. American Samoa, Guam, Northern Mariana Islands, Puerto Rico, the Virgin Islands of the United States), the United Kingdom and its territories (i.e. Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermuda, the British Antarctic Territory, the British Virgins Islands, the British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and the South Sandwich Islands, the Turks and Caicos Islands, Vanuatu, and Venezuela.

Concerning documents from the countries of the European Union, Norway, the USA, Canada, Australia, and New Zealand **the apostille (or the consular legalization in the case of Canada) may be replaced with a certified copy of documents** (similarly to option a)), if some of the following conditions are met:

- Upon a request sent by the applicant, the foreign secondary school or higher education institution confirms via e-mail to the Faculty that the applicant is a graduate of this foreign secondary school or higher education institution;
- The foreign higher education institution sends the applicant's transcript of records or diploma supplement to the Faculty in a sealed envelope, or the applicant submits the transcript of records in a sealed envelope with his/her documents; or
- The official website of the foreign secondary school or higher education institution enables verification that the applicant is its graduate (for instance the option of downloading the applicant's transcript of records from the official website of the foreign higher education institution after entering a password).

**c. Other countries** – documents demonstrating study completion must undergo consular legalization: within the process, the authenticity of signatures and stamps on original documents is verified by:

- the Ministry of Foreign Affairs of the country where the secondary school or higher education institution which issued the document resides, or another relevant foreign body,
- and the relevant representative authority of the Czech Republic.

Requirements regarding the submission of appropriately certified documents will be fulfilled even if case the applicant submits certified copies of documents verified by that of the above stated manners which applies to the documents submitted by him/her (for instance in the case of a diploma from Kenya, he/she submits a certified copy of documents which have undergone consular legalization).

#### **Additional information about translations**

For documents not originally issued in Czech, Slovak or English, a certified translation into either Czech or English is required. If the certified translation is not made by a certified translator, the sheets with translations must be attached to the certified copies of the respective documents in such a manner that no subsequent replacement of the sheets containing the translations is possible. Translations attached to plain copies of documents shall not be accepted.