

Appendix 1:

Specification of documents for the assessment of compliance with the requirement of completion of secondary education completed by a secondary school-leaving examination

1. Documents for the assessment of compliance with the requirement of the completion of secondary education completed by a secondary school leaving examination in accordance with § 48 Paragraph 4 of the Higher Education Act comprise the following:

- a. A document obtained in accordance with the “Education Act” or with prior legal regulations and certifying a general recognition of equivalence or validity in the Czech Republic, and that of a certificate issued abroad and attesting the completion of secondary education abroad, or
- b. A verified copy of the European Baccalaureate Degree certificate, of a certificate of completion of secondary education abroad or of a similar document issued abroad and certifying the completion of a secondary educational programme at a foreign secondary school operating in accordance with legal regulations of a foreign country, + an original or a verified copy of a document attesting the content and scope of secondary education acquired at an educational institution abroad (list of subjects, number of lessons in the individual years of study).

2. Along with documents mentioned in Paragraph 1 Letter a) or documents mentioned in Paragraph 1 b), the applicant shall submit the filled in Form (see below for a sample) where he/she shall enter his/her first name and surname, date of birth, permanent address, contact data, and provide a list of all degree courses he/she applied for at TBU. TBU may supplement the Form with additional information, such as a mailing address and payment instructions.

3. If required, TBU shall request the applicant to also submit the following documents:

- a. Additional information on the content and scope of secondary education acquired abroad;
- b. Additional information evidencing that the degree programme was offered by an institution authorized to provide education comparable to secondary education, in accordance with the Education Act;
- c. A confirmation issued by the relevant secondary school or another relevant authority abroad certifying that a graduate of a secondary educational programme at the relevant foreign secondary school is entitled to apply for admission to study in a Bachelor’s programme or a in a Master’s programme not following up after a Bachelor’s programme in the given foreign country.

Documents for the assessment of compliance with the requirement of successful completion of a Bachelor’s/Master’s programme

1. Documents for the assessment of compliance with the requirement of successful completion of a Bachelor’s/Master’s programme in accordance with § 48 Paragraph 5 of the Higher Education Act comprise the following:

- a. A document obtained in accordance with § 89 and 90 of the Higher Education Act or in accordance with prior legal regulations evidencing a general recognition of higher education acquired abroad in the Czech Republic, or
- b. An original or a verified copy of a degree certificate, school certificate, or a similar document (for example a certificate of completion of study) issued by a foreign higher education institution + an original or a verified copy of the Diploma Supplement or of a transcript of examinations passed.

2. Along with documents mentioned in Paragraph 1 Letter a) or documents mentioned in Paragraph 1 Letter b), the applicant shall submit the filled in Form (see below for a sample) where he/she shall enter his/her first name and surname, date of birth, permanent address, contact details, and provide a list of all degree courses he/she applied for at Tomas Bata University in Zlín. TBU may supplement the Form with additional information, in particular with a mailing address and payment instructions.

3. If needed the Faculty shall request the applicant to submit also the following documents:

- a. Additional information on the content and scope of higher education acquired abroad;
- b. A statement issued by the relevant foreign authority attesting that the given foreign higher education institution is authorized to offer higher education in the given foreign country (Confirmation of accreditation);
- c. In the case of a certificate of higher education issued by a Slovak higher education institution after 28 March 2015, also a statement about the territory of the state where the degree programme completed by the applicant was offered, issued by a foreign higher education institution.

Other documents

If circumstances arise which require such action by the applicant, the applicant shall also submit the following documents:

- a. A power of attorney, if the applicant is represented by an attorney for the purposes of proving a compliance with the requirement for admission in accordance with § 48 Paragraph 4 and 5 of the Higher Education Act;
- b. If the applicant's name has changed, an officially verified copy of a document attesting such a change (e.g. a marriage certificate);
- c. A verified copy of the decision to give international protection, if the assessment is requested by a person listed in § 90 Paragraph 4 of the Higher Education Act and if this person wishes to use the possibility of substituting any of the documents with a declaration on word of honour.

Formulář/Form

Příjmení:	
Surname (Family name):	
Jméno:	
First name (and all other names):	
Datum narození:	
Date of birth:	
Adresa trvalého bydliště:	
Address of permanent residence:	
E-mail:	
Telefon:	
Phone:	
Seznam všech studijních programů na Univerzitě Tomáše Bati ve Zlíně, na které si uchazeč podal přihlášku:	
List of all degree programmes at Tomas Bata University in Zlín which the applicant has chosen and applied for:	

Please fill in this form, then print it, hand sign it and send it together with the rest of the documents to Tomas Bata University.