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PART ONE BASIC PROVISIONS

Article 1

- (1) Tomas Bata University in Zlín (hereinafter referred to as "TBU") is a public higher education institution which complies with the requirement set out in § 48 Paragraph 6 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (hereinafter referred to as "Higher Education Act") as it has been granted institutional accreditation for at least one area of education and is, thus, entitled to assess secondary and higher education and qualification acquired abroad by applicants within the admission procedure, in accordance with § 48 Paragraph 4 and 5 of the Higher Education Act, and that at all TBU component parts.
- (2) The recognition of higher education and qualification acquired abroad is regulated in § 87 Paragraph 1 Letter n), § 89, § 90, § 90a, § 90b of the Higher Education Act, and in the Act No. 500/2004 Coll., Rules of Administrative Procedure, as amended.
- (3) The recognition of secondary education and qualification acquired abroad within the admission procedure held at TBU is governed in § 48 of the Higher Education Act and, furthermore, in the relevant TBU internal regulations.

PART TWO ASSESSMENT OF SECONDARY AND HIGHER EDUCATION AND QUALIFICATION ACQUIRED ABROAD

Article 2 Requirements for the assessment

- (1) Within the admission procedure, the compliance with the requirement of completion of secondary education completed by a secondary school-leaving examination in accordance with § 48 Paragraph 4 of the Higher Education Act or successful completion of a Bachelor's/Master's programme in accordance with § 48 Paragraph 5 of the Higher Education Act shall be assessed in case of those applicants who have received:
 - a) Secondary education acquired abroad upon completion of a secondary educational programme at a foreign secondary school, an international secondary school, a European school operating under the Convention defining the Statute of the European Schools, or at a school where the Ministry of Education, Youth and Sports of the CR (hereinafter referred to as "Ministry") has allowed, in accordance with the Act No. 561/2004 Coll., on Pre-School, Primary, Secondary, Tertiary Technical and Other Education, as amended (hereinafter referred to as "Education Act"), the performance of compulsory school attendance (hereinafter referred to as "secondary education acquired abroad").
 - b) Higher education acquired abroad upon completion of a higher education programme at a foreign higher education institution (hereinafter referred to as "higher education acquired abroad").

Article 3

Course of assessment

- (1) Compliance with the requirement of completion of secondary education completed by a secondary school-leaving examination in accordance with § 48 Paragraph 4 of the Higher Education Act may be evidenced as follows:
 - a) By a document evidencing general recognition of the equivalence or validity in the Czech Republic of a document issued abroad and concerning the completion of secondary education in accordance with the Education Act or in accordance with prior legal regulations;
 - b) by a document evidencing the award of a European Baccalaureate;
 - c) by a document issued abroad and concerning the completion of secondary education completed abroad by a secondary school-leaving examination, if it is deemed automatically equivalent in the Czech Republic in accordance with international agreements concluded, without any further administrative procedures; or
 - d) by a document issued abroad and concerning secondary education acquired abroad by completing a secondary educational programme at a foreign secondary school operating in accordance with legal regulations of a foreign country, if the said document entitles its holder to apply for admission to study in a Bachelor's/Master's programme not following up after a Bachelor's programme in the given country.
- (2) Compliance with the requirement of due completion of a Bachelor's/Master's programme in accordance with § 48 Paragraph 5 of the Higher Education Act may be evidenced as follows:
 - a) By a document evidencing general recognition in the Czech Republic of higher education acquired abroad and acquired in accordance with § 89 and 90 of the Higher Education Act or in accordance with prior legal regulations;
 - b) by a document issued abroad and concerning higher education acquired abroad which is equivalent in the Czech Republic in accordance with international agreements concluded, without any further administrative procedures; or
 - c) by a document issued abroad and concerning higher education acquired abroad by completing a higher education programme at a foreign higher education institution operating in accordance with legal regulations of the same foreign country.
- (3) Specific documents which the applicant is required to submit are listed in Appendix 1 to this

Directive.

- (4) Registered data (Table of identification of secondary/higher education institutions): Name of the foreign secondary or higher education institution, registered address of the foreign educational institution, country, registration number of the document and the date of issuance thereof, name of the document in the original language (if provided in Roman letters), name of the document in the Czech or English translation, and a statement saying the submitted document should be the equivalent of a secondary school-leaving certificate, of a Bachelor's/Master's/doctoral degree certificate. If an applicant submits a document in accordance with § 48 Paragraph 4 Letter a) or Paragraph 5 Letter a) of the Higher Education Act, the information to be entered includes the name of the foreign secondary/higher education institution, country, and, as the name of the document in the Czech language, the name of the document shall be used, for example, the certificate of recognition of higher education acquired abroad.

Article 4

Criteria for formal assessment of documents

- (1) Documents issued by an institution in the Czech Republic, namely documents in accordance with § 48 Paragraph 4 Letter a) and Paragraph 5 Letter a) of the Higher Education Act, shall be submitted by applicants in the form of officially verified copies.
- (2) An applicant is obliged to submit other documents in the form of an original or an officially verified copy of the document issued by a foreign secondary or higher education institution or, if applicable, by another foreign institution. When deciding on and checking as to whether the verification is correct and accurate, the assessing person shall adhere to Appendix 2 to this Directive.
- (3) Documents whose original copies have not been issued in the Czech, English or Slovak language, must be officially translated into the Czech or English language. If the official translation is made by other than a Czech certified translator, the sheets containing translations must be attached to the verified copies of the documents they relate to in such a manner that makes it impossible to additionally change or replace the sheets containing the translation. Translations attached to non-verified copies of documents shall not be accepted.
- (4) Applicants shall submit the documents in hard copy form or as a PDF document created by authorized conversion or in the form of a digital original copy that can be verified online at the issuing institution, and that only if the country where the institution operates does not issue original documents in hard copy form, as is the case, for example, in the Kingdom of Denmark. Documents in electronic form created by non-authorized conversion of the document or those which are not digital original copies that can be verified in the manner described above shall not be accepted. TBU may require that scanned documents be inserted into the electronic application along with sending of the hard copies of the documents to the TBU International Office, and that for the purposes of the internal (preliminary) assessment of the documents.
- (5) If, in the past, the applicant submitted documents attesting his/her education acquired abroad and went through the process of having his/her previous education acquired abroad assessed with a positive result, the applicant may request a reassessment of his/her previous education acquired abroad on the basis of previously submitted documents which had already been received and registered by TBU, without the necessity of resubmitting the same documents. However, the applicant must again pay an administrative fee for the assessment.

- (6) Before TBU commences to assess the content of the collected documents submitted by an applicant in accordance with Article 5, it shall decide whether the applicant has submitted documents listed in Appendix 1 and whether these documents meet the formal requirements specified in Paragraphs 1 to 4. If the submitted documents fail to meet the formal requirements, TBU shall ask the applicant to remedy the deficiencies or submit the missing documents and shall set an adequate deadline for the remedy/submission.

Article 5

Criteria for the assessment of contents of the documents

- (1) If an applicant has submitted a document obtained in accordance with the Education Act or in accordance with prior legal regulations and evidencing that a document issued abroad and concerning the completion of secondary education is generally recognized as equivalent or valid in the Czech Republic, the fulfilment of the requirement of completion of secondary education completed by a secondary school-leaving examination in accordance with § 48 Paragraph 4 of the Higher Education Act is deemed to have been proven. If an applicant has submitted a document obtained in accordance with § 89 and 90 of the Higher Education Act or in accordance with prior legal regulations, and evidencing general recognition of higher education acquired abroad in the Czech Republic, the fulfilment of the requirement of due completion of a Bachelor's/Master's programme in accordance with § 48 Paragraph 5 of the Higher Education Act is deemed to have been proven in that degree programme which is mentioned in the relevant document, usually the certificate of recognition of higher education acquired abroad.
- (2) If an applicant has submitted a document evidencing the award of the European Baccalaureate, the fulfilment of the requirement of completion of secondary education completed by a secondary school-leaving examination in accordance with § 48 Paragraph 4 of the Higher Education Act is deemed to have been proven. This provision does not apply to the International Baccalaureate, which is considered a document issued in accordance with § 48 Paragraph 4 Letter d) of the Higher Education Act, and, in this case, the procedure described in Paragraph 4 is applicable. If the International Baccalaureate forms an integral part of the secondary school-leaving certificate for students who passed the secondary school-leaving examination in the Czech language and literature in the common part of the secondary school-leaving examination, such applicants shall submit an officially verified copy of the secondary school-leaving certificate¹ within the admission procedure.
- (3) If an applicant has submitted a document concerning secondary education acquired abroad and completed by a secondary school-leaving examination, with the said document deemed automatically equivalent in the Czech Republic in accordance with international agreements concluded, without any further administrative procedures, the fulfilment of the requirement of completion of secondary education completed by a secondary school-leaving examination in accordance with § 48 Paragraph 4 of the Higher Education Act is deemed to have been proven. If an applicant has submitted a document issued abroad and concerning higher education acquired

¹ A secondary school-leaving certificate issued by schools that were granted approval by the Ministry of Education, Youth and Sports to a different manner of completion of education by a secondary school-leaving examination in the field of education 79-41-K/610 Upper Secondary General Education ("Grammar School") – selected course units taught in a foreign language (§ 81 Paragraph 9) of the Education Act for the period from 1 September 2014 to 31 August 2020). The IB Diploma forms an integral part of the secondary school-leaving certificate for students who passed the secondary school-leaving examination in the Czech language and literature in the common part of the secondary school-leaving examination. This applies to the following schools: The English College in Prague, PORG – Grammar School and Primary School, OPEN GATE - Grammar School and Primary School, 1st International School of Ostrava – International Grammar School. Graduates of these secondary schools shall submit an officially verified copy of the secondary school-leaving certificate within the admission procedure.

abroad, with the said document deemed automatically equivalent in the Czech Republic in accordance with international agreements concluded, without any further administrative procedures, the fulfilment of the requirement of due completion of a Bachelor's/Master's programme in accordance with § 48 Paragraph 5 of the Higher Education Act is deemed to have been proven. International agreements governing automatic equivalence of documents concerning education are listed in Appendix 3 to this Directive.

- (4) If an applicant has submitted a document issued abroad and concerning secondary education acquired abroad in accordance with § 48 Paragraph 4 Letter d) of the Higher Education Act, TBU shall check on the basis of submitted documents the following:
- a) Whether this document has been acquired upon completion of a secondary educational programme carried out at a foreign secondary school operating in accordance with legal regulations of the foreign country, and
 - b) whether it entitles its holder to apply for admission to study in a Bachelor's programme or in a Master's programme not following up after a Bachelor's programme in the given foreign country.

For this purpose, TBU may ask the applicant to submit other documents mentioned in Appendix 1 to this Directive. If TBU arrives at the conclusion that the above-mentioned facts have been proven, the fulfilment of the requirement of completion of secondary education completed by a secondary school-leaving examination in accordance with § 48 Paragraph 4 of the Higher Education Act has been proven. If TBU arrives at the conclusion that the above-mentioned facts have not been proven persuasively enough or if there are doubts about the sufficient level, scope and content of the previous education acquired abroad by the applicant and evidenced by the document issued abroad, TBU shall ask the applicant to prove his education in the manner specified in § 48 Paragraph 4 Letter a) of the Higher Education Act and shall set an adequate deadline for this purpose. If the applicant fails to subsequently submit the required document, he/she has failed to prove the fulfilment of the requirement of completion of secondary education completed by a secondary school-leaving examination in accordance with § 48 Paragraph 4 of the Higher Education Act and TBU shall issue a decision on non-admission to study.

- (5) If an applicant has submitted a document issued abroad concerning higher education acquired abroad in accordance with § 48 Paragraph 5 of the Higher Education Act, TBU shall check on the basis of submitted documents the following:
- a) Whether the given foreign higher education institution is authorized to offer higher education in the given foreign country (i.e. whether the higher education institution and the specific degree programme completed by the applicant are accredited).
 - b) Whether it entitles its holder to be admitted to study in a Master's programme which follows up after a Bachelor's programme or in a doctoral programme in the given foreign country.

If TBU arrives at the conclusion that the above-mentioned facts have not been proven persuasively enough or if there are doubts about the sufficient level, scope and content of the education previously acquired abroad by the applicant and evidenced by the document issued abroad, TBU shall ask the applicant to prove his education in the manner specified in § 48 Paragraph 5 Letter a) of the Higher Education Act and shall set an adequate deadline for this purpose. If the applicant subsequently fails to submit the required document, he/she has failed to prove the fulfilment of successful completion of a Bachelor's/Master's programme in accordance with § 48 Paragraph 5 of the Higher Education Act, and TBU shall issue a decision on non-admission to study.

- (6) When assessing education acquired abroad by an applicant in accordance with § 48 Paragraph 4

Letter d) and Paragraph 5 Letter c) of the Higher Education Act, TBU shall take into consideration the content and scope of the education acquired abroad only as regards the assessment of fulfilment of the criteria listed in Paragraphs 3 to 5. TBU shall check the fulfilment of other requirements for admission to study set in accordance with § 49 Paragraph 1 and 3 separately, usually by means of an entrance examination.

- (7) If an applicant has submitted applications for study at various TBU component parts and applied for an assessment of his/her education acquired abroad within the admission procedure at several TBU component parts, the relevant component parts shall, before the issuance of a decision, contact the Office of Vice-Rector for Pedagogical Activities of TBU, which operates as a consulting body. The Office of Vice-Rector for Pedagogical Activities is obliged to ensure that an applicant's identical education is assessed by all participating component parts identically as regards the evidencing of fulfilment of the requirement in accordance with § 48 Paragraph 4 and Paragraph 5 of the Higher Education Act. The opinion of the Office of Vice-Rector for Pedagogical Activities is binding, and the component parts are obliged to adhere thereto. However, the component parts' right to verify the fulfilment of other requirements for admission to study set in accordance with § 49 Paragraph 1 and 3 of the Higher Education Act in a particular admission procedure is herewith not affected, and the results of such assessments may vary in different admission procedures involving the same applicant.

Article 6

Issuance of decisions on admission/non-admission in relation to the assessment of education and qualification acquired abroad

- (1) No separate decision shall be issued regarding the proof of the fulfilment of the requirement of completion of previous education in accordance with § 48 of the Higher Education Act. The assessment performed in accordance with § 48 Paragraph 4 Letter d) and Paragraph 5 Letter c) of the Higher Education Act is applicable only within a particular admission procedure held at TBU and does not declare the equivalence of a degree programme carried out abroad to any of the degree programmes carried out at TBU.
- (2) Decisions on admission/non-admission to study may be issued only after the requirements for admission to study have been checked in accordance with the relevant regulations.
- (3) Deadlines for submission of applications for study including all relevant supporting documents are stipulated in internal regulations of TBU/internal regulations of the TBU component parts.
- (4) TBU may issue a confirmation of an admission procedure in progress to visa applicants or in other justified cases even before the issuance of a decision on admission.

Article 7

Fees for actions related to the assessment of compliance with the requirement for admission to study

- (1) For the admission procedure for the given academic year, fees for actions related to the assessment of compliance with the requirement for admission to study are specified in Article 13a of the TBU Statute. The fee for actions related to the assessment of compliance with the requirement for admission to study (hereinafter referred to as the "fee for the assessment of education acquired abroad") shall be paid in accordance with the following rules:
- a) The fee for the assessment of education acquired abroad shall be collected only in cases in

accordance with § 48 Paragraph 4 Letter d) and 48 Paragraph 5 Letter c) of the Higher Education Act regardless of whether the result of the assessment is positive or negative. In cases in accordance with § 48 Paragraph 4 Letter a), b) and c) and with § 48 Paragraph 5 Letter a) and b) of the Higher Education Act, the applicant shall not pay any fee for the assessment of education acquired abroad.

- b) If an applicant submits more than one application, he/she shall pay the fee for the assessment of education acquired abroad only once.
 - c) TBU shall, without undue delay, ask the applicant, after the applicant has requested, via his/her electronic application, to have his/her education acquired abroad assessed within the admission procedure, to pay the fee for the assessment of education acquired abroad, and that in all cases where the fee for the assessment of education acquired abroad should be paid in accordance with the rules set out in Letter a) and b) of this Paragraph, and shall send the applicant the necessary payment instructions.
 - d) If an applicant fails to pay the fee for the assessment of education acquired abroad within the deadline set in the instructions sent, TBU shall send him/her a request for payment.
- (2) TBU shall record the date of the payment of the fee for the assessment of education acquired abroad or record that the fee shall not be paid (cases in accordance with § 48 Paragraph 4 Letter a), b), c) and § 48 Paragraph 5) Letter a), b) of the Higher Education Act).

Article 8 **Final provisions**

- (1) This Rector's Directive abrogates the Rector's Directive No. SR/13/2022.
- (2) This Directive amends the Rector's Directive No. 13/2017 Recognition of Secondary and Higher Education and Qualification Acquired Abroad (hereinafter referred to as "SR/13/2017").
- (3) In case of inconsistency between this Directive and the Directive SR/13/2017, provisions of this Directive shall take precedence.

Appendices:

Appendix 1 - Documents for the assessment of compliance with the requirement of completion of secondary education completed by a secondary school-leaving examination

Appendix 2 – Form of documents

Appendix 3 – International agreements governing automatic equivalence of documents concerning education

Version of document			
Date	Version	Changed	Description
05/09/2023	01	International Office	Creation of document