**Appendix 1:**

**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:
2. 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
3. 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 – course units, number of lessons in the individual years of study).
4. Along with documents mentioned in Paragraph 1 Letter a) or documents mentioned in Paragraph 1 Letter b), the applicant shall submit a request for assessment of secondary education previously completed abroad in his/her electronic application by selecting the option: “I want my previously completed secondary education to be assessed and recognized for the purposes of studying at Tomas Bata University (TBU).”
5. If required, TBU shall request the applicant to also submit the following documents:
6. Additional information on the content and scope of secondary education acquired abroad;
7. 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;
8. A confirmation issued by the relevant secondary school or another relevant authority abroad and 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 due completion of a Bachelor’s/Master’s programme**

1. Documents for the assessment of 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 comprise the following:
2. 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
3. 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.
4. Along with documents mentioned in Paragraph 1 Letter a) or documents mentioned in Paragraph 1 Letter b), the applicant shall submit a request for assessment of higher education previously completed abroad in his/her electronic application by selecting the option: “I want my previously completed higher education to be assessed and recognized for the purposes of studying at Tomas Bata University (TBU).”
5. If required, the TBU component part shall request the applicant to submit also the following documents:
6. Additional information on the content and scope of higher education acquired abroad;
7. 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);
8. 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:

1. A power of attorney, if the applicant is represented by an attorney for the purposes of proving the compliance with the requirement for admission in accordance with § 48 Paragraph 4 and 5 of the Higher Education Act;
2. If the applicant’s name has changed, an officially verified copy of a document attesting such a change (e.g. a marriage certificate);
3. 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.