



## Recognition of university education and qualification completed abroad with nationwide acceptance at CTU in Prague

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Vice-Rector for Bachelor and Master Studies

## Overview of changes

| Provision | Detailed specification of changes and justification of changes compared to previous version |
|-----------|---------------------------------------------------------------------------------------------|
|           | Update of information in accordance with existing legislation.                              |
|           |                                                                                             |

## List of related documents

- Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (hereinafter referred as the “Higher Education Act”)
- Act No. 500/2004 Coll. (hereinafter referred as the “Code of Administrative Procedure”)

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## Article 1 Basic provisions

- 1.1 This guideline on recognition of university education and qualification completed abroad with nationwide acceptance (hereinafter referred to as the “guideline”) regulates the recognition of university education and qualification completed abroad at the Czech Technical University in Prague (hereinafter referred to as “CTU”) pursuant to Sections 89, 90, 90a), 90b) and Section 106 of the Higher Education Act.
- 1.2 Recognition of university education and qualification completed abroad in the Czech Republic (the so-called nostrification) is a process of academic recognition of concrete university education and qualification completed abroad by the applicant. The process of nostrification is an administrative procedure (pursuant to the Code of Administrative Procedure) carried out based on an application submitted by the applicant.
- 1.3 CTU decides on the recognition of university education and qualification completed abroad in the Czech Republic by comparing the content of the applicant’s study programme and the study programmes taught at CTU.
- 1.4 Matters regarding the recognition of university education and qualification completed abroad at CTU are decided by the rector or a vice-rector authorized by them.
- 1.5 In the process of nostrification, the term “qualification” refers directly to the diploma or another official document on university education attained abroad in accordance with the definition stated in the Convention on the Recognition of Qualifications concerning Higher Education in the European Region No. 60/2000 Coll. of IT (the Lisbon Recognition Convention); the term “qualification” does not refer to professional competences.
- 1.6 University education completed abroad is understood as education attained by the applicant by completing studies in an accredited university programme at a university abroad that is authorized to provide university education at the given level.

## Article 2 Submitting an application

- 2.1 The applicant must apply for nostrification using a prescribed form and present all required attachments. The procedure of how to submit an application is available at <https://www.cvut.cz/uznavani-vzdelani-s-celorepublikovou-platnosti>
- 2.2 The applicant must, in compliance with the Purpose of personal data processing No. 6 for CTU as legitimate interests pursued by the controller and the performance of a task carried out in the public interest pursuant to Article 6, Para 1 (e) of the Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR), provide the following data:
  - a) first name
  - b) last name
  - c) citizenship
  - d) date of birth
  - e) sex
  - f) permanent address of the applicant
  - g) official address in CR
  - h) email address
  - i) data box address (if applicable)
  - j) phone number
  - k) name and address of the university abroad

- l) link to the university website
- m) contact details of the university abroad

- 2.3 The applicant (or a person authorized by them) will submit the documents in paper form to:  
Rector's Office – Department for Education and Student Affairs  
Jugoslávských partyzánů 1580/3  
160 00 Prague 6  
or in the form of electronic original documents, or paper documents converted to an electronic format using an authorized conversion of documents. Updated information on how to submit an application are published at <https://www.cvut.cz/uznavani-vzdelani-s-celorepublikovou-platnosti>
- 2.2 The period for processing the application is given in Act No. 500/2004 Coll., the Code of Administrative Procedure, and it is 30 days after the delivery, in complicated cases the period can be extended to up to 60 days. A period for which the procedure has been interrupted is not included in the legal period for processing the application.

### **Article 3 Documents required for recognition of university education completed abroad**

- 3.1 The applicant applying for the recognition of university education and qualification completed abroad will submit:
- a) A notarized copy of the diploma certifying the completion of university education
  - b) A notarized copy of the diploma supplement or the transcript of all examinations for the whole period of studies, including the number of hours or credits
  - c) If the documents attached to the application are not in Czech, Slovak or English, the applicant must attach their official translation by a Czech statutory translator to the Czech language prepared pursuant to Act No. 36/1967 Coll., as amended, on Experts and Interpreters.
  - d) If the applicant is represented by an authorized person, a power of attorney must be submitted.
- 3.2 If necessary, CTU can ask the applicant for the recognition of university education and qualification completed abroad to also present the following documents:
- a) Additional information on the content and scope of their university studies abroad
  - b) A certificate from the relevant foreign body that the given foreign university has the right to provide university education in the given state (certificate of accreditation)
- 3.3 The notarized copies of the study documents based on which the education has been assessed will be stored in the CTU Rector's Office Archive. The notarized copies are not returned to the applicant.

### **Article 4 Fee for recognition of university education and qualification completed abroad**

- 4.1 CTU collects a fee for the process of recognition of university education and qualification completed abroad in accordance with Section 90a of the Higher Education Act in the amount of CZK 3,000. This fee is collected regardless of the results of the proceeding.
- 4.2 The applicant must pay the fee together with submitting the application for the recognition of university education and qualification completed abroad by cashless transfer to the CTU Rector's Office bank account.

## Article 5 Method of assessment

- 5.1 Upon the delivery of the application, a clerk at the Department for Education and Student Affairs will enter the information in the register of proceedings on applications for the recognition of university education and qualification completed abroad of the Ministry of Education, Youth and Sports.
- 5.2 In case CTU does not have any accredited study programme with a similar content and is thus not competent to assess the application, it will immediately pass the application together with the documents presented by the applicant for the recognition of university education and qualification completed abroad by resolution to the competent administrative authority pursuant to Section 12 of the Code of Administrative Procedure and will notify the person who has submitted the application about this fact.
- 5.3 The Department for Education and Student Affairs will assess the state of the submitted application. In case the application is incomplete, the nostrification process can be interrupted and the applicant asked to remove the defects and they are given time to remove the defects. Failure to remove the defects means failure to remove substantial defects in the application that prevent the continuation of the nostrification proceeding, which is a reason for discontinuation of the proceeding by resolution of the rector within the meaning of Section 66, Para 1, letter c) of the Code of Administrative Procedure.
- 5.4 After the education has been assessed, CTU will issue a decision on recognition/non-recognition of education completed abroad by the applicant. The applicant has a right to appeal the decision within 15 days of the decision to the Ministry of Education, Youth and Sports of the Czech Republic through the CTU Rector's Office, the Department for Education and Student Affairs.
- 5.5 The most common reasons for not recognizing university education and qualification completed abroad include in particular:
  - a) The assessed university is not authorized to provide education at the given level in the country where the diploma has been issued (i.e. it is not accredited in the given country).
  - b) The academic rights do not correspond to the level the applicant applies to have recognized.
  - c) The university is located in an occupied or internationally unrecognized territory and the diploma was issued by a state that occupies the territory and has not been recognized by international law.
- 5.6 Updated and detailed information on the process of recognition of university education completed abroad can be found on the following websites:  
<https://www.cvut.cz/uznavani-studia-ze-zahranici>  
<https://www.cvut.cz/uznavani-vzdelani-s-celorepublikovou-platnosti>