



Recognition of Foreign Higher Education and Qualification with Nationwide Validity 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 a previous version
The entire document	Changing the word "nostrification" to "recognition of foreign higher education and qualifications"
1.2	Changing "The process of nostrification is" to "it is about"
1.3	Change according to the amendment to the Higher Education Act (content of the assessment)
1.5	Paragraph canceled, paragraph 1.6 renumbered to 1.5
2.2	In letter a) added the phrase "or names", added letter n)
3.1	Change in letter c), text modification (sworn translator)
3.2	Added letter c)
5.2	Change according to the amendment to the Higher Education Act (the field of education)
5.3	Added "If CTU is the competent institution for assessing the application, then"
5.4	Change according to the amendment to the Higher Education Act
5.5	Changing "not recognizing" to "rejecting"
5.5 a) a b)	Change according to the amendment to the Higher Education Act (reasons for rejecting the application)
Article 5	Added paragraph 5.6
5.6	Renumbered to 5.7

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 foreign higher education and qualification with nationwide validity (hereinafter referred to as the “guideline”) regulates the recognition of foreign higher education and qualification 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 foreign higher education and qualification in the Czech Republic is a process of academic recognition of concrete university education and qualification by the applicant. It is about 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 application for recognition of foreign higher education and qualification in the Czech Republic based on an assessment of whether the institution where the foreign education was obtained is a foreign higher education institution, and based on the qualification level resulting from the knowledge and skills proven by a foreign university diploma or a similar official foreign document.
- 1.4 Matters regarding the recognition of foreign higher education and qualification at CTU are decided by the rector or a vice-rector for bachelor's and master's studies authorized by him...
- 1.5 Foreign higher education and qualification is education attained by the applicant by completing studies in an accredited higher education program at a foreign university that is authorized to provide higher education at the given level.

Article 2 Application Process

The applicant must apply for recognition of foreign higher education and qualification using a prescribed form which is in the NOS application, [nostrifikace.cvut.cz](https://www.cvut.cz/nostrifikace.cvut.cz), and present all required attachments. The procedure of how to apply is available at <https://www.cvut.cz/uznavani-vzdelani-s-celorepublikovou-platnosti>.

- 2.1 The applicant must, in compliance with the purpose of personal data processing No. 6 for CTU as a legitimate interest 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 or names, if applicable
 - 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
 - n) designation of the state under whose legal system the diploma was issued
- 2.2 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 is published at <https://www.cvut.cz/uznavani-vzdelani-s-celorepublikovou-platnosti>.
- 2.4 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 to process the application.

Article 3 Documents required for recognition of foreign higher education

- 3.1 The applicant applying for the recognition of foreign higher education and qualification will submit:
- a) a notarized copy of the diploma certifying the completion of foreign higher 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 sworn translator to the Czech language.
 - 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 foreign higher education and qualification 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)
 - c) documents about previous education
- 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 foreign higher education and qualification

- 4.1 CTU collects a fee for the process of recognition of foreign higher education and qualification 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 foreign higher education and qualification 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 foreign higher education and qualification of the Ministry of Education, Youth and Sports.
- 5.2 In case CTU does not have any accredited study program in at least one of the areas of education to which the foreign study program belongs 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 foreign higher education and qualification 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 If CTU is the competent institution for assessing the application, then The Department for Study and Student Affairs will assess the state of the submitted application. In case the application is incomplete, the 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 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 application for recognition of foreign higher education and a qualification in the Czech Republic. The applicant has a right to appeal the decision within 15 days since the decision has been delivered 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 rejecting an application for recognition of foreign higher education and qualification include in particular:
 - a) The assessed university was not authorized to provide education at the given level in the foreign country or to carry out the given study program.
 - b) The level of foreign education does 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 or has not been recognized by international law.
- 5.6 Other reasons are listed in §90, paragraph 5, the Higher Education Act
- 5.7 Updated and detailed information on the process of recognition of foreign higher education can be found on the following websites:
<https://www.cvut.cz/uznavani-studia-ze-zahranici>
<https://www.cvut.cz/uznavani-vzdelani-s-celorepublikovou-platnosti>