

## How to create an electronic certificate of study:

Students can newly create an electronic certificate of study (for the current and also the previous years of study).

An electronic certificate of study for the entire period of study is issued by the Study Department of FF UHK (email: [studijni.ff@uhk.cz](mailto:studijni.ff@uhk.cz)).

### Instructions:

Log into the Portal IS/STAG – bookmark „My study“ – in the left-hand menu „Course of study“:

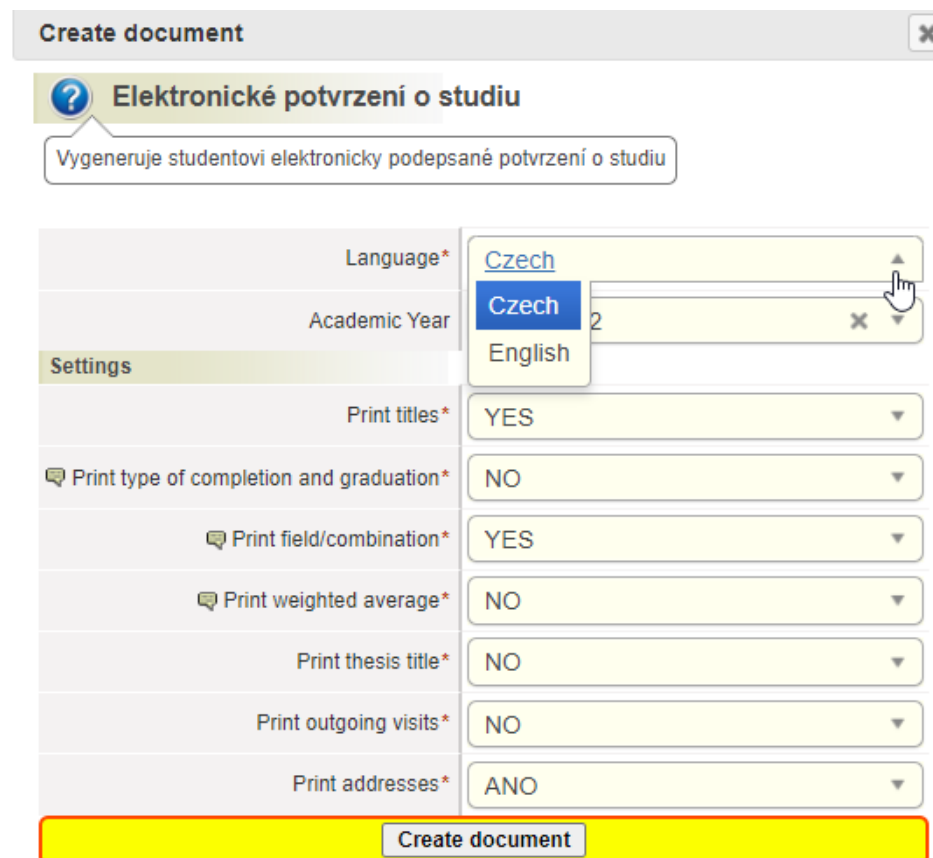


**Study results for the year**  
recognized credits 73, acquired 28, plan 49, stud. avera

**Documents**

- [Course of studies in PDF](#)
- [Student status certificate](#)
- [Electronic certificate of student status](#)

A window will pop up with the recommended parameter settings, which can be adjusted if necessary. Then „Create document“:



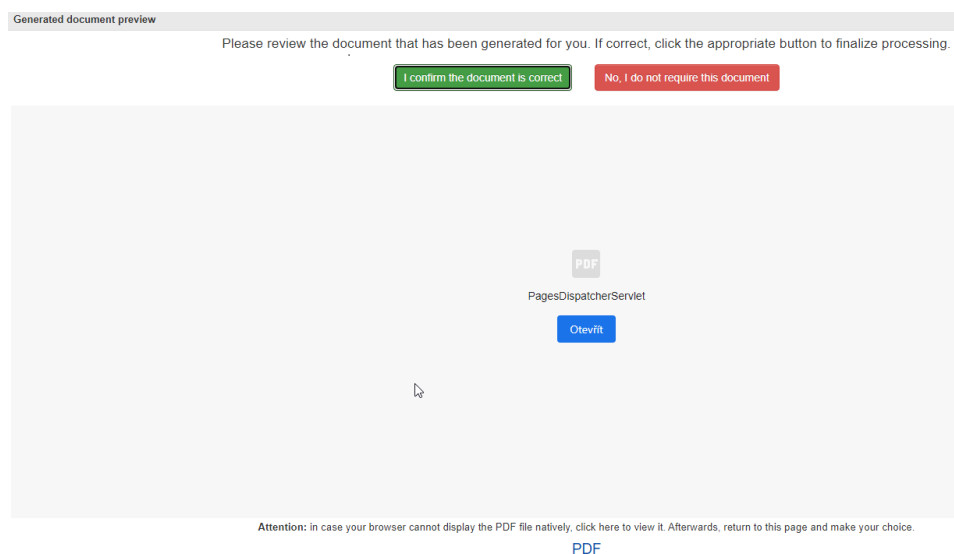
**Create document**

**Elektronické potvrzení o studiu**  
Vygeneruje studentovi elektronicky podepsané potvrzení o studiu

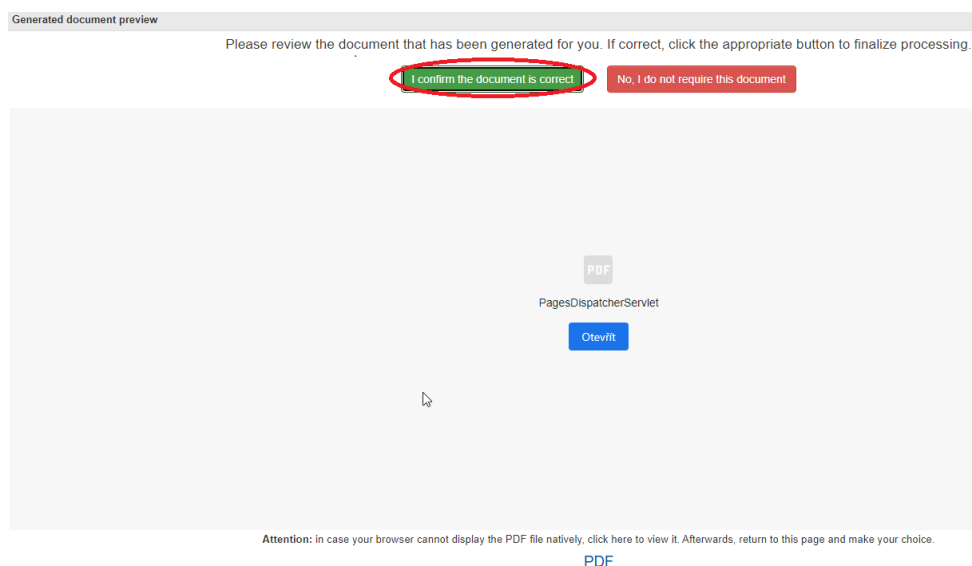
Language*	Czech
Academic Year	Czech 2
Print titles*	YES
Print type of completion and graduation*	NO
Print field/combination*	YES
Print weighted average*	NO
Print thesis title*	NO
Print outgoing visits*	NO
Print addresses*	ANO

**Create document**

A preview of the generated document is displayed – please review it.

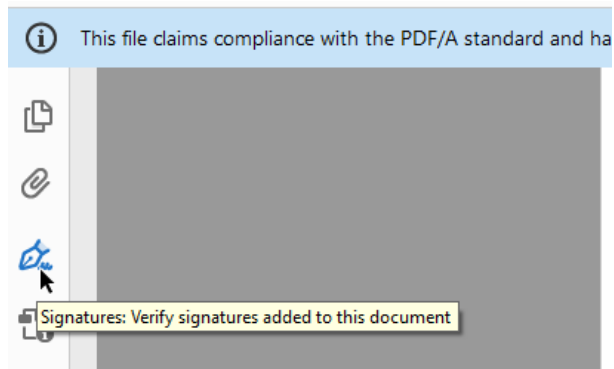


If the document is OK, click on the green button „I confirm the document is correct“.



The created document is displayed in Portal IS/STAG in the left-hand menu „**Viewing files**“.

This certificate of study is provided with an electronic seal of the University of Hradec Králové and a time stamp. To view the electronic signature, download the document to your computer and open it in Adobe Acrobat Reader.



The electronically issued certificate of study is valid according to Act No. 297/2016 Coll., on services creating trust for electronic transactions.

To use the electronically issued certificate of study in paper form it is necessary to perform an authorized conversion according to Act No. 300/2008 Coll., on electronic acts and authorized conversion of documents. Authorized conversion is carried out upon request by public administration contact points (e.g. Czech Point) and lawyers under the conditions stipulated by another legal regulation, and ex officio by public authorities for the exercise of their powers.

Information about the Authorised conversion of documents is available at <https://www.ceskaposta.cz/en/sluzby/egovernment/czechpoint/autorizovana-konverze-dokumentu>.

Instruction on how to convert the document is available at <https://www.czechpoint.cz/uschovna/> (in Czech only).