

# **PROCEDURE FOR RECOGNIZING FOREIGN HIGHER EDUCATION AND QUALIFICATION OBTAINED BY STUDIES AT A FOREIGN HIGHER EDUCATION INSTITUTION (THE RECOGNITION CODE)**

**Hradec Králové  
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The Recognition Code**



EUROPEAN UNION  
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Operational Programme Research,  
Development and Education

# **PROCEDURE FOR RECOGNIZING FOREIGN HIGHER EDUCATION AND QUALIFICATION OBTAINED BY STUDIES AT A FOREIGN HIGHER EDUCATION INSTITUTION (THE RECOGNITION CODE)**

## **PART ONE**

### **General Provisions**

#### **Article 1**

##### **Introductory Provisions**

- (1) Under Article 17 (3) (f) of the University of Hradec Králové (hereinafter the UHK) Constitution, the UHK Rector issues this Procedure for Recognizing Foreign Higher Education and Qualification Obtained by Studies at a Foreign Higher Education Institution (the Recognition Code, hereinafter the Code) specifying the recognition procedure for the UHK employees dealing with this procedure.
- (2) This Code regulates the arrangement and course of assessment and recognition of foreign higher education or its part and qualification.

#### **Article 2**

##### **Legal Frame**

- (1) Recognition is a procedure of recognizing foreign higher education (hereinafter HE) or its part and qualification as equivalent to education obtained in the Czech Republic (hereinafter the CR).
- (2) The UHK shall decide the recognition of HE and qualification obtained in other countries within the degree programmes accredited at the UHK.
- (3) The regulation of education and qualification obtained at a foreign higher education institution is regulated by the following legal regulations:
  - a) Act No. 111/1998 Coll., on Higher Education Institutions and on change and amendment of other acts (hereinafter the Higher Education Act);
  - b) Act No. 500/2004 Coll., the Code of Administrative Procedure;
  - c) Regulation No. 278/2016 Coll., on data transfer to the register of proceedings relating applications for recognition of foreign higher education and qualification.

- (4) The education and qualification recognition procedure is governed by international treaties binding for the CR. The list of all treaties can be found on the website of the Ministry of Education, Youth and Sports (hereinafter the MSMT).
- (5) The procedure is applied to academic recognition of education for the purposes of subsequent education and studies at a higher education institution, and for professional recognition of education allowing exercising a profession.

## **PART TWO**

### **Application, Assessment and Decision at the UHK**

#### **Article 3**

#### **Application**

(1) The Applicant shall submit a written application for the recognition of foreign HE and qualification in the CR (see Annex 2) to the UHK Rector if the degree programme is close to an accredited degree programme of the individual UHK faculties. The application shall be submitted in person at the Rectorate Registry, or sent by post to the Rectorate of the University of Hradec Králové, Rokitanského 62, 500 03 Hradec Králové. The application may also be submitted by the Applicant's representative acting upon a power of attorney.

(2) The Applicant shall attach the following documents to the application:

- a) An original or officially authenticated copy of diploma or similar document evidencing proper completion of studies and issued by a foreign higher education institution. In addition to it, documents from countries marked with letter "A" in Annex 1 shall include an apostille according to the Hague Convention and documents from countries marked with letter "L" shall include a superlegalization clause affixed by a foreign authority or the foreign Ministry of Foreign Affairs and the Czech embassy;
- b) An original or officially authenticated copy of a list of examinations passed (transcript, Diploma Supplement). In addition to it, documents from countries marked with letter "A" in Annex 1 shall include an apostille according to the Hague Convention and documents from countries marked with letter "L" shall include a superlegalization clause affixed by a foreign authority or the foreign Ministry of Foreign Affairs and the Czech embassy.

The Applicant shall have these documents officially translated (by a sworn translator or a Czech embassy abroad) into the Czech or English language. If the original documents are in the Slovak or English language, no translation is required.

(3) A fee of CZK 3,000.00 shall be paid for the recognition proceedings. It can be paid either in person in cash at the main UHK cash desk, or by a bank transfer to the UHK bank account. If the fee has not been paid on the day of the application submission, the Applicant shall be given reasonable time for its payment.

(4) The application shall be dealt with by the UHK International Office (hereinafter the IO UHK).

## **Article 4**

### **Assessment**

- (1) The IO UHK shall assess the formal elements of the application. If any deficiencies are found, the Applicant shall be asked to remove them and shall be given reasonable time for the removal. The Applicant shall also be informed about the consequences of his/her failure to remove the deficiencies within the given period of time. The recognition proceedings may be suspended.
- (2) In case the Applicant fails to remove the deficiencies within the given period of time, withdraws the application, the application is obviously inadmissible, the Applicant fails to pay the fee within the given period of time, or another fact specified in Section 66 (1) of the Code of Administrative Procedure exists, the procedure shall be discontinued.
- (3) In case the application meets the formal elements, it is passed, together with the diploma and transcript, to the relevant Vice-Dean of the faculty where the degree programme is accredited. The Vice-Dean shall provide for an opinion to be drawn by a department head, institute director, or the degree programme guarantor and shall issue his/her authorised opinion.
- (4) The opinion shall be issued in writing according to the structure specified in Annex 3 (Part B) hereof.
- (5) The individual UHK parts shall perform the recognition proceedings without any undue delay.
- (6) The individual UHK parts shall, acting in concert, provide information about the recognition proceedings to the potential applicants for recognition as part of the admission procedure. Such information shall be provided before the admission procedure start and shall include, but not be limited to consultations relating the required documents.

## **Article 5**

### **Certificate and Decision**

- (1) Upon the opinion drawn under Article 4 (3) hereof, the UHK Rector shall, without any undue delay (however, within maximum 30 days from the application submission), issue a certificate of recognition of foreign HE or its part and qualification in the CR, or a decision about the application dismissal.
- (2) An application for recognition of foreign HE or its part and qualification in the CR may be dismissed for statutory reasons only, e.g. if there are substantial differences in the degree programmes extent, content or specialization, and such differences must be proved.
- (3) HE recognition involves the recognition of the academic title in the given degree programme.

- (4) The decision may be appealed to the MSMT through the UHK within a period of time specified in the decision.

**PART THREE**  
**Final Provisions**

**Article 6**

This code becomes valid and enters into effect on the day of its signing.

In Hradec Králové on 1 November 2019

Prof. Ing. Kamil Kuča, Ph.D.

**Annex 1: List of countries, required authentication and recognition scheme**

Country	Authent ication	N/E	Art.	Publication
Afghanistan	B	N	14	44/1983 Sb.
Albania	B	NZ	12	97/1960 Sb.
Algeria	B	N	17	17/1984 Sb.
American Samoa	A	N		
American Virgin Islands	A	N		
Andorra	A	NZ		
Angola	A	N		
Anguilla	A	N		
Antarctica	L	N		
Antigua and Barbuda	A	N		
Argentina	A	N		
Armenia	A	N		
Aruba	A	N		
Australia	A	NZ		
Azerbaijan	A	NZ		
Bahamas	A	N		
Bahrain	L	N		
Bangladesh	L	N		
Barbados	A	N		
Belgium	B	NZ	13	59/1986 Sb.
Belize	A	N		
Belarus	B	NZ		95/1983 Sb.
Benin	L	N		
Bermuda	A	N		
Bhutan	L	N		
Bolivia	L	N		
Bosnia and Herzegovina	B	NZ	15	207/1964 Sb.
Botswana	A	N		
Bouvet Island	L	N		
British Indian Ocean Territory	L	N		
British Virgin Islands	A	N		
British Solomon Islands	A	N		
Brunei Darussalam	A	N		
Bulgaria	B	NZ	10	3/1978 Sb.
Burkina Faso	L	N		
Burundi	L	N		
Ceuta	L	N		
Cook Islands	A	N		
Chad	L	N		
Montenegro	B	NZ	15	207/1964 Sb.

Country	Authent ication	N/E	Art.	Publication
				+ 99/2002 Sb. m. s.
China	A	N		
Denmark	L	NZ		
Dominican Republic	A	N		
Djibouti	L	N		
Egypt	L	N		
Ecuador	A	N		
Eritrea	L	N		
Estonia	A	NZ		
Ethiopia	L	N		
Faroe Islands	L	N		
Falkland Islands	A	N		
Fiji	A	N		
Philippines	L	N		
Finland	A	NZ		
France	B	NZ	18	83/1985 Sb.
French Southern and Antarctic Lands	L	N		
French Polynesia	A	N		
French Territory of the Afars and the Issas	A	N		
Gabon	L	N		
Gambia	L	N		
Ghana	L	N		
Gibraltar	A	N		
Grenada	A	N		
Greenland	L	N		
Georgia	B	NZ		95/1983 Sb.
Guadeloupe	A	N		
Guam	A	N		
Guatemala	L	N		
Guinea	L	N		
Guinea-Bissau	L	N		
Guyana	A	N		
Haiti	L	N		
Heard Island and McDonald Islands	L	N		
Honduras	A	N		
Hong Kong	L	N		
Chile	L	N		

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Country	Authent ication	N/E	Art.	Publication
Croatia	B	NZ	15	207/1964 Sb. + 56/2000 Sb. m. s.
India	A	N		
Indonesia	L	N		
Iraq	L	N		
Iran	L	N		
Ireland	A	NZ		
Iceland	A	NZ		
Italy	A	N		
Israel	A	NZ		
Jamaica	L	N		
Japan	A	N		
Yemen	B	N	14	76/1990 Sb.
South African Republic	A	N		
South Georgia	L	N		
South Georgia and the South Sandwich Islands	A	N		
Jordan	L	N		
Cayman Islands	A	N		
Cambodia	L	N		
Cameroon	L	N		
Canada	L	N		
Cape Verde	L	N		
Qatar:	L	N		
Kazakhstan	A	NZ		
Kenya	L	N		
Kiribati	L	N		
Cocos Islands	L	N		
Colombia	A	N		
Comoro Islands	A	N		
Congo	L	N		
Democratic Republic of the Congo	L	N		
Korea	L	N		
Democratic People's Republic of Korea	B	N	8	93/1989 Sb.
Costa Rica	L	N		
Crete	L	N		
Cuba	B	N	13	80/1981 Sb.
Kuwait	L	N		
Cyprus	B	NZ	14	96/1983 Sb.
Kyrgyzstan	B	NZ	15	95/1983 Sb.
Laos	L	N		
Lesotho	A	N		
Lebanon	L	N		

Country	Authent ication	N/E	Art.	Publication
Liberia	A	N		
Libya	L	N		
Liechtenstein	A	NZ		
Lithuania	A	NZ		
Latvia	A	NZ		
Luxembourg	A	NZ		
Macao	L	N		
Madagascar	L	N		
Hungary	B	E	15	63/1990 Sb.
Macedonia	B	NZ	15	207/1964 Sb. + 59/2000 Sb. m. s.
Malaysia	L	N		
Malawi	A	N		
Maldives	L	N		
Mali	L	N		
Malta	A	NZ		
Morocco	L	N		
Marshall Islands	A	N		
Martinique	A	N		
Mauretania	L	N		
Mauritius	A	N		
Mayotte	L	N		
Melilla	L	N		
United States Minor Outlying Islands	L	N		
Mexico	A	N		
Micronesia	L	N		
Moldavia	B	NZ		95/1983 Sb.
Monaco	A	N		
Mongolia	B	N	15	106/1978 Sb.
Montserrat	A	N		
Mozambique	A	N		
Myanmar	L	N		
Namibia	A	N		
Nauru	L	N		
Germany	A	E*		
Nepal	L	N		
Niger	L	N		
Nigeria	L	N		
Nicaragua	L	N		
Niue	A	N		
Netherlands	A	NZ		
Netherland Antilles	A	N		
Norfolk	L	N		
Norway	A	NZ		
New Caledonia	A	N		
New Zealand	A	NZ		
Oman	L	N		



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Country	Authent ication	N/E	Art.	Publication
Isle of Man	A	N		
Pakistan	L	N		
Palau	L	N		
Panama	A	N		
Papua New Guinea	L	N		
Paraguay	L	N		
Peru	L	N		
Pitcaim	L	N		
Ivory Coast	L	N		
Poland	B	E	15	42/1989 Sb. + 206/1989 Sb.
Portugal	A	NZ		
Puerto Rico	A	N		
Austria	B	NZ	21	9/1963 Sb.
Réunion	A	N		
Equatorial Guinea	L	N		
Romania	B	NZ	23	1/1996 Sb.
Russian Federation	B	NZ		95/1983 Sb.
Rwanda	L	N		
Greece	B	N	14	102/1983 Sb.
Saint Pierre and Miquelon	L	N		
Salvador	A	N		
Samoa	A	N		
San Marino	A	N		
Saudi Arabia	L	N		
Senegal	L	N		
Northern Mariana Islands	A	N		
Seychelles	A	N		
Sierra Leone	L	N		
Singapore	L	N		
Slovakia	B	E**	4	209/1993 Sb. + 23/2015 Sb. m. s.
Slovenia	B	E	15	207/1964 Sb. + 52/2000 Sb. m. s.
Somalia	L	N		
United Arab Emirates	L	N		
Serbia	B	NZ	15	207/1964 Sb. + 99/2002 Sb. m. s.
Sri Lanka	L	N		
Central African	L	N		

Country	Authent ication	N/E	Art.	Publication
Republic				
Sudan	L	N		
Surinam	A	N		
Saint Helena	A	N		
Saint Lucia	A	N		
Saint Christopher and Nevis	A	N		
Saint Thomas	L	N		
Saint Vincent and the Grenadines	A	N		
Swaziland	A	N		
Syria	B	N	19	8/1986 Sb.
Solomon Islands	L	N		
Spain	B	NZ	11	6/1989 Sb.
Sweden	A	NZ		
Switzerland	B	NZ	6	9/1928 Sb.
Tajikistan	L	N		
Tanzania	L	N		
Thailand	L	N		
Taiwan	L	N		
Togo	L	N		
Tokelau	L	N		
Tonga	A	N		
Trinidad and Tobago	A	N		
Tunisia	L	N		
Turkey	A	NZ		
Turkmenistan	L	N		
Turks and Caicos	L	N		
Tuvalu	L	N		
Uganda	L	N		
Ukraine	B	NZ	18	123/2002 Sb. m. s.
Uruguay	L	N		
USA	A	N		
Uzbekistan	B	N	13	133/2003 Sb. m. s.
Christmas Island	L	N		
Vanuatu	L	N		
Vatican	L	NZ		
Great Britain	A	NZ		
Venezuela	A	N		
Vietnam	B	N	13	98/1984 Sb.
East Timor	L	N		
Wallis and Futuna	A	N		
Zambia	L	N		
Zimbabwe	L	N		

\* German higher qualifications (i.e. diplomas) certifying the graduation of an accredited degree programme of a specific higher education degree for the purposes of continued studies, and the relevant parts of studies and individual examinations are recognized on the basis of an application. The holders of higher qualification (and/or documents about a part of studies or individual examinations) apply to VVS where a degree programme with similar content is instructed. If the application meets all elements, VVS shall grant the application and issue a recognition certificate. Holders of higher qualifications issued by German higher education institutions not covered by the treaty published under No. 60/2008 Sb. m.s. (recognition other than for the purposes of continued studies) may apply for the recognition of foreign (German) higher education and qualification in the CR according to the general provisions of sections 89 and 90 of the Higher Education Act.

\*\* Not applied to Slovak documents about higher education obtained at Slovak higher education institutions through passing the Bachelor's, Master's, Engineering, or Doctoral degree programmes held outside the Slovak territory. As to the individuals who obtain the Slovak higher education through passing their studies at a branch of a Slovak higher education institution in the Czech Republic in the period of the treaty validity, i.e. since 28 March 2015, their Slovak education and higher qualification will be subject to common recognition procedures under the Higher Education Act because the automatic equality is not applied to them. The place where the education was provided has become substantial for deciding the recognition of a foreign (Slovak) higher education and qualification. This is not applied to the individuals who obtained their Slovak higher education through studies completed at a branch of a Slovak higher education institution in the Czech Republic after the division of the Czech and Slovak Federal Republic in the period from 1 January 1993 till 27 March 2015. The Slovak higher education documents obtained in the given period of time shall be, in the Czech Republic, considered automatically equivalent to the Czech higher education diplomas issued in the Czech Republic at that time. The same shall apply to the titles awarded at that time.

#### **Explanations**

B – No higher diploma authentication is required; a treaty on legal assistance has been made

A – The higher education diploma shall be authenticated by an apostille according to the Hague Convention

L – The higher education diploma shall be authenticated according to section 90 (3) of the Higher Education Act (i.e. by a foreign authority or a foreign Ministry of Foreign Affairs and the Czech embassy)

E – Equivalence, can be recognized without any other conditions

N – A recognition procedure shall be held (NZ – a recognition procedure according to the Lisbon Convention, 60/2000 Sb. m. s. shall be held)

O – Recognition of the military higher education diplomas shall be decided by the Ministry of Defence; recognition of the security higher education diplomas shall be decided by the Ministry of Interior

## **Annex 2: Application for the recognition of foreign higher education and qualification**

<b>Jméno a příjmení žadatele/Name and surname of applicant:</b>
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<b>Státní příslušnost/Citizenship:</b>	<b>Datum a místo narození/Date and place of birth:</b>
<b>Pohlaví/Gender:</b>	

<b>Adresa trvalého pobytu/Permanent residence address</b>	
<b>Ulice a číslo popisné/Street and No.:</b>	
<b>Město/City:</b>	<b>PSČ/Postalcode:</b>
<b>Stát/Country/State:</b>	
<b>E-mail:</b>	

<b>Název absolvované vysoké školy/Higher education institution of graduation:</b>	
<b>Název absolvované fakulty/Faculty of graduation:</b>	
<b>Adresa VŠ/University address:</b>	<b>Website:</b>
<b>Datum zahájení studia/Date of study commencement:</b>	<b>Datum ukončení studia/Date of study completion:</b>
<b>Název studijního programu/oboru/Study programme/Field of study:</b>	

Žádám o uznání vysokoškolského vzdělání v programu /I am requesting recognition of higher education in a degree programme:

**Bakalář/Bachelor\***

**Magistr/Master\***

**Doktor/Doctor\***

\*) Hodící se variantu označte křížkem/Tick the selected option

<b>Korespondenční adresa/Delivery Address</b>
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Číslo bankovního účtu, ze kterého byl poplatek Kč 3000,- zaplacen:  
*Bank account number from which the fee CZK 3,000 was paid:*

O uznání zahraničního VŠ vzdělání a kvalifikace žádám z těchto důvodů: \*)  
*I am requesting recognition of foreign higher education and qualification for the following reasons: \*)*

Za účelem dalšího studia v ČR (uveďte název VŠ v České republice)

*For continuing studies in the Czech Republic (give the name of the higher education institution in the CR)*

Za účelem výkonu zaměstnání v ČR  
*For the purpose of employment in the CR*

Za jiným účelem (uveďte)  
*For other purposes (please specify)*

**Datum podání žádosti/Date of application:**

**Podpis žadatele/Applicant's signature:**

**K žádosti přiložte všechny níže uvedené doklady/Required attachments:**

1. Originál nebo úředně ověřenou kopii diplomu/*Original or an authenticated copy of the diploma;*
2. Originál nebo úředně ověřenou kopii dodatku k diplomu, nebo originál (úředně ověřenou kopii) výpisu vykonaných zkoušek/*Original or an authenticated copy of the Diploma Supplement, or the original (authenticated copy) of the list of exams passed;*
3. Úřední překlady obou dokumentů do češtiny nebo do angličtiny/*Official translations of both documents into Czech or English. Dokumenty z některých zemí vyžadují apostilu nebo superlegalizační doložku/Documents from some countries require an apostille or superlegalization clause.*

**Bankovní detaily pro úhradu poplatku 3 000 Kč/Bank Details for payment of CZK 3,000:**

1. Bankovní spojení/*Bank connection:* Ceska Sporitelna HK
2. IBAN: CZ 65 0800 0000 0000 0273 3582, BIC (SWIFT) code: GIBACZPX  
Do poznámky pro příjemce prosím napište „Nostrifikace + jméno a příjmení žadatele“/*Write „Recognition + Your Name and Surname“ stated in your passport in „the note for recipient“ when paying the fee.*

**Annex 3: Opinion of the relevant UHK faculty to the submitted Application for Recognition of Foreign HE or Its Part and Qualification in the CR**

<b>Re: Recognition of a foreign education diploma</b>		
<b>PART A – shall be completed by the International Office</b>		
Applicant's name and surname:	Date of birth:	
Residential address:		
Authentication of a HE diploma, certificate or similar document, or a copy of the diploma supplement:		
B	A	L
Scheme of foreign HE education and qualification recognition:		
E	N	NZ
<p><i>B – no higher diploma authentication is required; a treaty on legal assistance has been made</i></p> <p><i>A – the higher education diploma shall be authenticated by an apostille according to the Hague Convention</i></p> <p><i>L – the higher education diploma shall be authenticated according to section 90 (3) of the Higher Education Act (i.e. by a foreign authority or the foreign Ministry of Foreign Affairs and the Czech embassy)</i></p> <p><i>E – equivalence, can be recognized without any other further conditions</i></p> <p><i>N – recognition proceedings shall be held</i></p> <p><i>NZ – recognition proceedings according to the Lisbon Convention, 60/2000 Sb. m. s. shall be held</i></p>		
Foreign higher education and qualification that applicant obtained and requests its recognition:		
The foreign institution is a higher education institution providing higher education in the given field:		
YES	X	NO
<b>PART B – shall be completed by department head, institute director, or degree programme guarantor (in N and NZ scheme only)</b>		
Name of the faculty, department:		
Title and code of the degree programme with similar content:		
<b>Shall be completed for NZ scheme only (checked by the International Office in Part A):</b>		
Is there substantial difference in the content of the study programme* between the foreign higher education or qualification which is applied for and the corresponding higher education or qualification provided within the given degree programme at the UHK (if YES, please justify)?		
YES	X	NO
<p><i>* Significant difference means mainly the fact that the applicant's content of studies or the foreign higher education or qualification do not fall within the content of a similar degree programme, or that the topic of the thesis, if it forms a part of the completed studies, does not correspond to the given degree programme. The absence of a state examination shall not be considered substantial difference.</i></p>		

