

Proof of Previous Education Attained

for Admission to Study at the University of Hradec Králové

I. Proof of education for **bachelor's and non-consecutive master's degree programmes** shall consist of an officially certified copy of the secondary school leaving certificate (Maturita). In the case of foreign secondary education, the required document is the original or an officially certified copy pursuant to Section 48(4) of the Higher Education Act (Act No. 111/1998 Coll.):

- a) **a document on the general recognition of equivalence or validity of a foreign secondary education certificate in the Czech Republic (so-called nostrification)**, obtained under Act No. 561/2004 Coll., on Pre-school, Primary, Secondary, Tertiary Professional and Other Education (Education Act), as amended, or under previous legislation.

This document is issued by regional authorities, the Prague City Hall, or the Ministry of Education, Youth and Sports;

- b) **a document confirming the award of the European Baccalaureate;**

- c) **a document confirming the award of the International Baccalaureate;**

- d) **a foreign secondary education certificate with a school-leaving examination** that is automatically equivalent in the Czech Republic without further administrative procedure under the Czech Republic's international obligations (secondary school leaving certificates from Slovakia, Poland, Hungary, Slovenia, or Germany),

- e) **a foreign secondary education certificate** obtained by completing a secondary education programme at a foreign secondary school operating under the legal regulations of a foreign state, which entitles its holder in that state to apply for admission to a bachelor's degree programme.

The applicant shall also submit the original or an officially certified copy of a **document specifying the content and scope of education completed at the foreign secondary school** (a list of subjects including the number of teaching hours for individual years of study).

If necessary, the faculty may request the applicant to submit the following additional documents:

- supplementary information on the content and scope of the foreign secondary education,
- supplementary information confirming that the study programme was provided by an institution authorised to offer education comparable to secondary education under the Education Act,
- confirmation issued by the relevant foreign secondary school or another competent foreign authority (e.g. Ministry of Education) stating that graduates of the given secondary education programme are, in the respective foreign state, entitled to apply for admission to bachelor's degree programmes.

II. Proof of education for **consecutive master's and doctoral degree programmes** shall consist of an officially certified copy of a university diploma. In the case of foreign higher education, the required document is the **original or an officially certified copy** pursuant to Section 48(5) of the Higher Education Act (Act No. 111/1998 Coll.):

a) **a document on the general recognition of foreign higher education** in the Czech Republic (so-called nostrification), obtained under Sections 89 and 90 of the Higher Education Act or under previous legislation.

This document is issued by public higher education institutions, the Ministry of Education, Youth and Sports, or the Ministry of the Interior or the Ministry of Defence;

b) **a foreign higher education document** that is automatically **equivalent** in the Czech Republic **without further administrative procedure** (documents from Slovakia – except for diplomas issued by foreign branches of Slovak universities after 28 March 2015, which are assessed under letter c), Poland, Hungary, Slovenia, or Germany).

The following documents must be submitted:

a diploma, certificate, or a similar document (e.g. a certificate of completion of studies) issued by a foreign higher education institution,

a Diploma Supplement or Transcript of Records.

In the case of a higher education document issued by a Slovak higher education institution after 28 March 2015, confirmation issued by the foreign higher education institution stating the country in which the completed study programme was delivered must also be submitted.

c) **a foreign higher education document** obtained by completing a higher education programme at a foreign higher education institution operating under the legal regulations of a foreign state.

The following documents must be submitted:

a diploma, certificate, or a similar document (e.g. a certificate of completion of studies) issued by a foreign higher education institution,

a Diploma Supplement or Transcript of Records.

If necessary, the faculty may request the applicant to submit the following additional documents:

- supplementary information on the content and scope of the foreign higher education,
- confirmation from the relevant foreign authority that the foreign higher education institution is authorised to provide higher education in the given foreign state (proof of accreditation),
- in the case of a higher education document issued by a Slovak higher education institution after 28 March 2015, confirmation issued by the foreign higher education institution stating the country in which the completed study programme was delivered.

Translations

Documents not originally issued in Czech, English, or Slovak must be officially translated into Czech or English.

IV. Common Provisions

In cases pursuant to Section II(c), no separate decision on the recognition of foreign higher education and qualifications in the Czech Republic is issued. The faculty shall make a record in the admission procedure file confirming the fulfilment of the condition of proper completion of studies in the relevant type of study programme or of proper completion of a master's degree programme pursuant to Section II(c).

The faculty shall also make a record in the admission procedure file confirming the fulfilment of the condition of completion of secondary education with a school-leaving examination pursuant to Section I(e).

In procedures pursuant to Section 48(8), last sentence, and Section 90(4) of the Higher Education Act (in particular the substitution of documents for applicants granted temporary protection), the applicant's statutory declaration must contain:

- justification as to why the required documents cannot be submitted,
- all available information concerning the documents and completed education that the applicant is able to provide,
- an authentic statement by the applicant (not a pre-printed form),
- if the applicant possesses at least one document, photocopies or other available materials, these must also be submitted.

Foreign applicants applying for study programmes taught in the Czech language are required to prove Czech language proficiency at a minimum level of B1 (CEFR). This requirement does not apply to applicants from the Slovak Republic.