

## Information for Applicants

### Assessment of Foreign Secondary-School Education within the Admission Proceedings to Palacký University Olomouc

#### ➤ Applicants for Bachelor Study Programs and Master Study Programs Not Following a Bachelor Study Program

Within the admission proceedings to Palacký University Olomouc (hereinafter “UP”) for the academic year 2020/2021, UP Faculties will **assess the attainment of the prerequisite of achieving secondary education with a school-leaving exam** in accordance with Section 48 (4) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendment to Other Acts (the Higher Education Act), hereinafter the Higher Education Act. This prerequisite applies to applicants who have received a foreign secondary education by graduating in a secondary education program from a European school operating in accordance with the Convention defining the Statute of European Schools, or a school where the performance of compulsory school attendance has been approved by the respective Ministry in accordance with the Education Act.

**The applicant shall provide documents proving the attainment of the prerequisite of achieving secondary education with a school-leaving exam, an overview of the submitted study applications, and possibly other documents within the term and to the address set by the particular Faculty.**

In accordance with Section 48 (4) of the Higher Education Act, UP is authorized to request a **fee for assessment-related tasks** concerning the attainment of the prerequisite for admission to study. More detailed information regarding the payment of this fee is included in a call the applicant receives **in an electronic form via the Online Application Form.**

#### **Important notice:**

If **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of the achieved secondary education with a school-leaving exam, and **will request** submission of a certified copy<sup>1</sup> of a **document demonstrating the general acknowledgement of equality or validity of a foreign certificate of achieved secondary education in the Czech Republic**, acquired in accordance with Act No. 561/2004 Coll. on Pre-School, Primary, Secondary, Tertiary and Other Education (the Education Act), as amended, or in accordance with the preceding legislation.

Attestation of the attainment of the prerequisite of the achieved secondary education with a school-leaving exam in accordance with Section 48 (4) of the Higher Education Act may be done in the following ways:

- a) **A document proving general acknowledgement of equality or validity of a foreign certificate of achieved secondary education in the Czech Republic, acquired in accordance with the Education Act, or in accordance with the preceding legislation (the so-called “nostrification”)**

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<sup>1</sup> See Forms of Certification.

The applicant shall submit:

- A certified copy<sup>2</sup> of a document demonstrating general acknowledgement of equality or validity of a foreign certificate of achieved secondary education in the Czech Republic, acquired in accordance with Act No. 561/2004 Coll. on Pre-School, Primary, Secondary, Tertiary and Other Education (the Education Act), as amended, or in accordance with the preceding legislation. This document will be issued by the competent Regional Office according to the applicant's place of residence in the Czech Republic upon submitting an application for it. The fee shall be paid to the Regional Office within the acknowledgement proceedings of equality or validity of foreign secondary education.
- For more information, see: <https://www.kr-olomoucky.cz/uznavani-zahranicniho-vzdelani-cl-506.html>

**Note:** The Ministry of Education, Youth and Sports:

- Issues certificates on acknowledgement of equality of foreign study to graduates from a European School in accordance with the Convention defining the Statute of European Schools;
- Decides on acknowledgement of validity of a foreign study certificate issued by the Dijon Lyceum, Nîmes Lyceum, or the Friedrich Schiller Gymnasium Pirna;
- Is the appellate administrative body in case of rejection of the application on acknowledgement of foreign education by a regional authority.

**b) A document proving the applicant has been granted the European baccalaureate**

The applicant shall submit:

- A certified copy<sup>3</sup> of the European Baccalaureate;
- No fee applies – it is an automatically acknowledged document;
- Note: This does not apply in the case of the **International Baccalaureate**, which is considered a document pursuant to Section 48 (4) (d) of the Higher Education Act, and as such is treated in accordance with subparagraph d). For students who have passed the school-leaving exam in Czech language and literature in the common part of the school-leaving examination, if the International Baccalaureate Diploma is an integral part of the certificate of the school-leaving exam, they shall submit a certified copy of the school-leaving examination certificate within the admission proceedings.<sup>4</sup>

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<sup>2</sup> See Forms of Certification.

<sup>3</sup> See Forms of Certification.

<sup>4</sup> School-leaving examination certificate issued by schools that have been granted the approval of the Ministry of Education, Youth and Sports, with a different manner of study completion with a school-leaving exam in the education field 79-41-K/610 Gymnázium – selected subjects in a foreign language (Section 81 (9) of the Education Act for the period from 1 September 2014 to 31 August 2020). IB Diploma is an integral part of the certificate of the school-leaving exam for students who have passed the school-leaving exam in Czech language and literature in the common part of the school-leaving examination. This applies to the following schools: The English College in Prague, Anglické gymnázium, o.p.s., PORG - gymnázium a základní škola, o. p. s., OPEN GATE - gymnázium a ZŠ, s. r. o., 1st International School of Ostrava - mezinárodní gymnázium, s. r. o. Graduates of these secondary

**Note:** The certificate of the European Baccalaureate is automatically considered a document equal to the Czech school-leaving examination certificate. In order to use it in the Czech Republic, the graduate of a European School does not need any special act to be executed by any administrative authority of the Czech Republic. Education in the higher tier of the secondary level of European Schools (i.e. the 5th-7th year of secondary level of European Schools) is acknowledged in the Czech Republic as education in the education field 79-41-K/410 Gymnázium (see Government Regulation No. 689/2004 Coll. on the System of Education Fields in Primary, Secondary, and Higher Vocational Education, as amended by Government Regulation No. 18/2006 Coll.). For information on European Schools, see: <http://www.msmt.cz/mezinarodni-vztahy/zakladni-informace-o-evropskych-skolach>

**c) A document demonstrating the attainment of foreign secondary education that is equal to a document demonstrating the attainment of education issued in the Czech Republic without any further official proceedings in accordance with the Czech Republic's international commitments**

The applicant shall submit:

- A certified copy<sup>5</sup> of a foreign study certificate or a similar document demonstrating foreign secondary education acquired upon graduation in a secondary education program from a foreign secondary school operating in accordance with the legislation of the respective foreign country:
- These are documents demonstrating the achievement of the equivalent to the Czech "maturita" exam in Slovakia, Poland, Hungary and Slovenia:
  - Slovakia - Vysvedčenie o maturitnej skúške (Secondary Grammar School, Conservatory, Secondary Technical School, and Secondary Vocational School)
  - Poland - Swiadectwo Dojrzalosci
  - Hungary - Gimnáziumi Érettségi Bizonyítvány, Szakközépiskolai Érettségi-Képesítő Bizonyítvány, Érettségi Szakiskolai Bizonyítvány
  - Slovenia - Splošna Matura, Poklicna Matura
- No fee applies.

**d) A foreign document demonstrating foreign secondary education acquired upon graduation in an education program from a foreign secondary school operating in accordance with the legislation of the respective foreign country, authorizing its holder to access study in the respective foreign country**

The applicant shall submit:

- A certified copy<sup>6</sup> of a foreign study certificate or a similar document on foreign secondary study acquired upon graduation in a secondary education program from a foreign secondary school operating in accordance with the legislation of the respective foreign country;

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schools submit a certified copy of the school-leaving examination certificate within the admission proceedings.

<sup>5</sup> See Forms of Certification.

<sup>6</sup> See Forms of Certification.

- If needed, the Faculty will also ask the applicant to submit originals or certified copies of the following documents:
  - Additional information regarding the content and extent of the foreign secondary study;
  - Additional information attesting that the particular study program was conducted by an institution authorized to provide education comparable to secondary education in accordance with the Education Act;
  - Confirmation from the respective foreign secondary school or other relevant foreign body (e.g. the Ministry of Education) stating that the graduate in a secondary education program from the particular foreign secondary school is entitled to apply for study in a Bachelor study program or a Master study program not following a Bachelor study program in the respective foreign country.
- **THE ASSESSMENT PROCEDURE APPLIES** – if the result is positive, the document is accepted; **in case of a negative assessment result, the document established in section a) is required (the general “nostrification”)**.
- A fee applies.

**Important notice:**

- In case **the above-mentioned fee is not paid**, UP will not assess the attainment of the prerequisite of the achieved secondary education with a school-leaving exam, and **will request** submission of a certified copy<sup>7</sup> of a **document demonstrating general acknowledgement of equality or the validity of a foreign certificate of attained secondary education in the Czech Republic**, acquired in accordance with Act No. 561/2004 Coll. on Pre-School, Primary, Secondary, Tertiary and Other Education (the Education Act), as amended, or in accordance with the preceding legislation.

**Important information:**

- Documents not originally issued in Czech, Slovak or English must be officially translated into either Czech or English.
- Documents must be submitted either in paper form or as PDF files resulting from authorized conversion. Documents in other forms than those mentioned above shall not be accepted.
- Dates and other specific details regarding the submission of documents are set by the Dean.
- Applicants who fail to submit all required documents or their translations, or who fail to submit the documents within the required period, are required by the Dean to remedy the deficiencies or supply the documents.

**Other documents**

If necessary in the particular case, the applicant is also required to submit the following documents:

- a. The letter of authorization, if a proxy acts on behalf of the applicant in order to demonstrate the attainment of the prerequisite for admission in accordance with Section 48 (4 and 5) of the Higher Education Act.

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<sup>7</sup> See Forms of Certification.

- b. In case of a name change of the applicant, a certified copy of a document proving this fact (for instance a marriage certificate).
- c. A certified copy of the decision on granting international protection, if the assessment is applied for by a person listed in Section 90 (4) of the Higher Education Act, and if this person intends to use the opportunity to replace some of the documents with an affidavit

## Forms of Certification

### Požadované ověření podkladů- členěno podle států, v nichž bylo vzdělání získáno a vydán doklad

Specification of legalization of documents - the verification procedure follows the following patterns based on the country of origin and valid international agreements

#### Vysvětlivky/ Explanation:

**B – úředně ověřená kopie (notář, Czech Point), existuje smlouva o právní pomoci**

**B** – a verified copy is required (made by Czech of foreign notary or made by CzechPoint), for countries that signed multilateral convention on judicial assistance

**A– ověření dokladu Apostilou dle Haagské úmluvy, apostilní úřady: [http://hcch.e-vision.nl/index\\_en.php?act=conventions.authorities&cid=41](http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41)**

**A–** countries that signed multilateral convention on simplified verification of foreign public documents (the Hague Convention): a uniform procedure of verification is set – the Apostille, issued by a relevant institution of the country of diploma origin- see [http://hcch.e-vision.nl/index\\_en.php?act=conventions.authorities&cid=41](http://hcch.e-vision.nl/index_en.php?act=conventions.authorities&cid=41)

**A/ B+ potvrzení-** ověření dokladu Apostilou/superlegalizací lze nahradit úředně ověřenou kopií a dodatečným potvrzením od zahraniční univerzity

**A/B+ confirmation-** the Apostille/ superlegalization can be replaced by verified copy and additional confirmation from foreign university

**L – ověření dokladu superlegalizací (tj. cizozemským úřadem nebo Ministerstvem zahraničí cizího státu a zastupitelským úřadem ČR)**

**L** – superlegalization: documents proving the completion of studies must be verified: a) by the Foreign Office of the country of origin of the university/college issuing the document; AND b) by the relevant embassy of the Czech Republic

Stát, v němž byl diplom vydán	Ověření diplomu
Afghánistán	B
Albánie	B
Alžírsko	B
Americká Samoa	A
Americké Panenské ostrovy	A
Andorra	A
Angola – Portugalsko	A
Anguilla - Velká Británie	A
Antarktida	L
Antigua a Barbuda	A
Argentina	A

Arménie	A
Aruba – Nizozemí	A
Austrálie	A/ B+ potvrzení
Ázerbájdžán	A
Bahamy	A
Bahrajn	A
Bailiwick of Guernsey - Velká Británie	A
Bangladéš	L
Barbados	A
Belgie	B
Belize	A
Bělorusko	B
Benin	L
Bermudy - Velká Británie	A
Bhútán	L
Bolivie	A
Bosna a Hercegovina	B
Botswana	A
Bouvetův ostrov	L
Brazílie	A
British Antarctic Territory - Velká Británie	A
Britské Panenské ostrovy - Velká Británie	A
Britské Šalamounovy ostrovy - Velká Británie	A
Brunei Darussalam	A
Bulharsko	B
Burkina Faso	L
Burundi	A
Ceuta	L
Cookovy ostrovy	A
Čad	L
Černá Hora	B
Čína- Hongkong a Macao	A
Čína	L
Dánsko	A/ B+ potvrzení
Dominika	A
Dominikánská republika	A
Džibutsko	L
Egypt	L
Ekvádor	A
Eritrea	L
Estonsko	A/ B+ potvrzení
Etiopie	L
Faerské ostrovy	L
Falklandské ostrovy - Velká Británie	A
Fidži	A

Filipíny	L
Finsko	A/ B+ potvrzení
Francie	B
Francouzské území Affars a Issas	A
Francouzská jižní území	L
Francouzská Polynésie	A
Gabon	L
Gambie	L
Ghana	L
Gibraltar - Velká Británie	A
Grenada	A
Grónsko	L
Gruzie	B
Guam – USA	A
Guatemala	A
Guinea	L
Guinea-Bissau	L
Guadelupe – Francie	A
Guyana – Francie	A
Haiti	L
Heardův ostrov a MacDonaldivy ostrovy	L
Honduras	A
Chille	A
Chorvatsko	B
Indie	A
Indonésie	L
Irák	L
Irán	L
Irsko	A/ B+ potvrzení
Island	A
Itálie	A/ B+ potvrzení
Izrael	A
Jamajka	L
Japonsko	A
Jemen	B
Jersey- Velká Británie	A
Jihoafrická republika	A
Jižní Georgie	L
Jižní Jiřího a Jižní Sendvičův ostrovy - Velká Británie	A
Jordánsko	L
Kajmanské ostrovy - Velká Británie	A
Kambodža	L
Kamerun	L
Kanada	L/ B+ potvrzení
Kapverdy	L

Katar	L
Kazachstán	A
Keňa	L
Kiribati	L
Kolumbie	A
Komorské ostrovy	A
Kongo	L
Kongo, demokratická republika	L
Korejská republika (=Jižní Korea)	A
Korea lidově demokratická republika (=Severní K.)	B
Kosovo	A
Kostarika	A
Kréta	B
Kuba	B
Kuvajt	L
Kypr	B
Kyrgyzstán	B
Laos	L
Lesotho	A
Libanon	L
Libérie	A
Libye	L
Lichtenštějsko	A
Litva	A/ B+ potvrzení
Lotyšsko	A/ B+ potvrzení
Lucembursko	A/ B+ potvrzení
Macao	L
Madagaskar	L
Maďarsko	B
Makedonie	B
Malajsie	L
Malawi	A
Maledivy	L
Mali	L
Malta	A
Maroko	A
Maršallový ostrovy	A
Martinik- Francie	A
Mauritius	A
Mauretánie	L
Mayotte	L
Melilla	L
Menší odlehlé ostrovy USA	L
Mexiko	A
Mikronésie	L



Moldávie	B
Monako	A
Mongolsko	B
Montserrat - Velká Británie	A
Mosambik – Portugalsko	A
Myanmar	L
Namibie	A
Nauru	L
Německo	A/ B+ potvrzení
Nepál	L
Niger	L
Nigérie	L
Nikaragua	A
Niue	A
Nizozemské Antily	A
Nizozemí	A/ B+ potvrzení
Norfolk	L
Norsko	A/ B+ potvrzení
Nová Kaledonie – Francie	A
Nový Zéland	A/ B+ potvrzení
Omán	A
Ostrov Man - Velká Británie	A
Pákistán	L
Palau	L
Panama	A
Papua Nová Guinea	L
Paraguay	A
Peru	A
Pitcaim	L
Pobřeží slonoviny	L
Polsko	B
Portugalsko	A/ B+ potvrzení
Puerto Rico – USA	A
Rakousko	B
Réunion – Francie	A
Rovníková Guinea	L
Rumunsko	B
Ruská federace	B
Rwanda	L
Řecko	B
Salvador	A
Samoa	A
San Marino	A
Saúdská Arábie	L
Senegal	L

Severní Mariany – USA	A
Seychely	A
Sierra Leone	L
Singapur	L
Slovensko	B
Slovinsko	B
Somálsko	L
Spojené arabské emiráty	L
Srbsko	B
Srí Lanka	L
Středoafriická republika	L
Súdán	L
Suriname	A
Svatá Helena - Velká Británie	A
Svatá Lucie	A
Svatý Kryštof a Nevis – Francie	A
Svatý Pierre a Miguelon – Francie	A
Svatý Tomáš	A
Svatý Vincenc a Grenadiny	A
Svazijsko	A
Sýrie	B
Španělsko	B
Švédsko	A/ B+ potvrzení
Švýcarsko	B
Tádžikistán	A
Tanzanie	L
Thajsko	L
Tchaj-wan	L
Togo	L
Tokelau	L
Tonga	A
Trinidad a Tobago	A
Tunisko	L
Turecko	A
Turkmenistán	L
Turks a Caicos Island - Velká Británie	A
Tuvalu	L
Uganda	L
Ukrajina	B
USA	A/ B+ potvrzení
Uruguay	A
Uzbekistán	B
Vánoční ostrov	L
Vanuatu	A
Vatikán	L

Velká Británie	A/ B+ potvrzení
Venezuela	A
Vietnam	B
Východní Timor	L
Wallis a Futuna – Francie	A
Zambie	L
Zimbabwe	L