

Assessment of Foreign Higher Education within the Admission Proceedings to Palacký University Olomouc

➤ Applicants for Follow-up Master Study Programs Following Bachelor Study Programs, and for Doctoral Study Programs

Within the admission proceedings to Palacký University Olomouc (hereinafter “UP”) for the academic year 2020/2021, UP Faculties will assess accomplishment of the prerequisite of achieving Bachelor education in accordance with Section 48 (1) sentence No. 3 or the accomplishment of the prerequisite of achieving Master education in accordance with Section 48 (3) of the 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 achieved foreign higher education by graduating in a higher education program from a foreign higher education institution.

The applicant shall provide documents proving the accomplishment of the prerequisite of achieving higher education, an overview of submitted study applications, and possibly other documents within the term and to the address set by the particular Faculty.

In accordance with Section 48 (5) of the Higher Education Act, UP is authorized to request a **fee for assessment-related tasks** concerning the accomplishment 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 the electronic form via the Online Application Form.

Important notice:

In case **the abovementioned fee is not paid**, UP will not assess the accomplishment of the prerequisite of achieved higher education, and **will request submission of a certified copy of a document proving general acknowledgement of foreign education in the Czech Republic**, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.

[Attestation of the accomplishment of the prerequisite of achieved higher education in accordance with Section 48 \(1\) sentence No. 3 or Section 48 \(3\) of the Higher Education Act may be done in the following ways:](#)

a) A document proving general acknowledgement of foreign education in the Czech Republic, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.

The applicant shall submit:

- a certified copy¹ of a document proving acknowledgement of foreign education in the Czech Republic, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation. Upon submitting an application for this document, it is issued by a public higher education institution in the Czech Republic, or by the Ministry of Education, Youth and Sports of the Czech Republic. The fee shall be paid to the respective public higher education institution within the acknowledgement proceedings of foreign education and qualification.

¹ See Forms of Certification.

- For more information, see: <https://www.upol.cz/studenti/studium/nostrifikace-a-potvrzeni-o-studiu/>
- A fee for tasks related to the acknowledgement proceedings of foreign higher education and qualification, or an administrative fee, is collected by:
 - A public higher education institution, if the decision on the application is made by the public higher education institution;
 - Ministry of Education, Youth and Sports, Ministry of Defence, or Ministry of Interior, if the decision on the application is made by the respective Ministry; the fee is collected in accordance with the Act No. 634/2004 Coll. on Administrative Fees.
- If the application is submitted to the Ministry of Education, Youth and Sports, Ministry of Defence, or Ministry of Interior, and the respective Ministry decides on the application on its own, the applicant will receive a call for payment of the administrative fee with detailed information regarding the manner and term of payment.
- If the particular Ministry forwards the application for decision to the competent public higher education institution, the fee will be collected by this institution. Note: The fee does not apply to proceedings initiated before September 1, 2016.

b) A foreign document proving the achievement of foreign higher education equal in the Czech Republic in accordance with its international commitments without any further administrative proceedings

The applicant shall submit:

- A certified copy² of a foreign document proving the achievement of foreign higher education;
- No fee applies – it is an automatically acknowledged document;
- This only applies to countries having concluded a bilateral agreement with the Czech Republic – Slovakia, Germany, Slovenia, Hungary, and Poland.
- For more information, see: <http://www.msmt.cz/vzdelavani/vysoke-skolstvi/a-postup-podle-ekvivalencnich-dohod-madarsko-polsko>

c) A foreign document proving the achievement of foreign higher education acquired by graduating from study in a higher education program from a foreign higher education institution operating in accordance with the legislation of the foreign country

The applicant shall submit:

- A certified copy of a Diploma, a study certificate, or a similar document issued by the foreign higher education institution;
- A certified copy of a Diploma Supplement or an overview of completed exams issued by the foreign higher education institution.
- If needed, the applicant is requested by the Dean to supply the following documents:
 - a) Additional information regarding the content and extent of the foreign higher education;
 - b) A confirmation from a relevant foreign body that the particular foreign higher education institution is authorized to provide higher education in the particular country;

² See Forms of Certification.

- c) A confirmation stating the country in whose territory the study program completed by the applicant took place, issued by a higher education institution, in the case of a document proving the achievement of higher education issued by a Slovak higher education institution after March 28, 2015;
- d) other documents, if necessary (for instance the letter of authorization for an applicant's proxy, a certified copy of a document on a name change).
- THE ASSESSMENT PROCEDURE APPLIES – if the result is positive, the document is accepted; in case of the negative result of assessment, a document set in section a) is required (the general “nostrification”).
- A fee applies.

Important notice:

- In case **the abovementioned fee is not paid**, UP will not assess the accomplishment of the prerequisite of achieved higher education, and **will request submission of a certified copy of a document proving general acknowledgement of foreign education in the Czech Republic**, acquired in accordance with Sections 89 and 90 of the Higher Education Act, or in accordance with the preceding legislation.

Important information:

- For documents not originally issued in Czech, Slovak or English, a certified translation into either Czech or English is required.
- 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 to submit the documents within the required period, are requested by the Dean to remedy the deficiencies or to supply the documents.

Other documents

If necessary in the particular case, the applicant is requested to submit even the following documents:

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

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

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
Brunej 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 MacDonalldovy 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
Lichtenštejnsko	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

Requirements regarding the submission of appropriately certified documents will be fulfilled even in the case the applicant submits certified copies of documents verified by that of the above stated manners which applies to the documents submitted by him/her (for instance in the case of a diploma from Kenya, he/she submits a certified copy of documents which have undergone consular legalization).

Additional information about translations

For documents not originally issued in Czech, Slovak or English, a certified translation into either Czech or English is required. If the certified translation is not elaborated by a court interpreter, the sheets with translations must be attached to the certified copies of respective documents in such a manner that no subsequent replacement of the sheets containing the translations is possible. Translations attached to plain copies of documents shall not be accepted.