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## **PART ONE**

### **Article 1 Basic provisions**

- (1) This Rector's Directive governs the conditions for the recognition of higher education and qualifications acquired abroad (hereinafter referred to as "recognition of HEQAA") at Tomas Bata University in Zlín (hereinafter referred to as "TBU") in accordance with § 87 Paragraph 1 Letter n), § 89 to 90b of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (hereinafter referred to as the "Higher Education Act").
- (2) The procedure for the recognition of HEQAA is governed by Act No. 500/2004 Coll., the Administrative Procedure Code (hereinafter referred to as the "Administrative Code").
- (3) Other legal regulations governing the recognition of HEQAA in the Czech Republic include international treaties on the mutual recognition of education documents (bilateral treaties: concluded with Hungary, Poland, Slovenia, Federal Republic of Germany, and Slovakia; and multilateral treaties: the Lisbon Recognition Convention), as well as international treaties governing the verification of public documents (bilateral treaties on legal assistance and the Hague Convention).
- (4) The validity of higher education degree certificates issued in the Slovak Republic is determined by Article 17 of the Treaty between the Czech Republic and the Slovak Republic on the Mutual Recognition of Equivalence of Documents on Education Issued in the Czech Republic and the Slovak Republic (Collection of International Treaties No. 23/2015). Higher education degree certificates issued in the Slovak Republic are automatically valid in the territory of the Czech

Republic without further official verification (recognition); in such cases, no decision or certificate of equivalence is issued.

- (5) Based on equivalence agreements concluded with Hungary, the Republic of Poland, and the Republic of Slovenia, for the purpose of the admission procedure to higher education institutions in the Czech Republic, no certificate of equivalence is required for Hungarian, Polish, or Slovenian degree certificates with those issued by higher education institutions in the Czech Republic.
- (6) Specialist courses completed abroad are not subject to recognition, as they do not declare the level of education attained.

## **Article 2**

### **Jurisdiction of TBU for decisions on the recognition of HEQAA**

- (1) TBU issues decisions on applications for the recognition of HEQAA in the Czech Republic in the following cases:
  - a) when it provides, or is authorised to provide, a degree programme in at least one of the fields of study to which the foreign higher education degree programme belongs, in accordance with § 89 Paragraph 1 Letter b); the classification of foreign higher education degree programmes into fields of study shall be appropriately governed by § 44 Paragraph 8 and § 44a of the Higher Education Act; or
  - b) when the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter referred to as the “MEYS”) designates TBU as the competent authority for the decision, in accordance with § 89 Paragraph 2 of the Higher Education Act.
- (2) At TBU, decisions on the recognition of HEQAA are made by the Rector in accordance with § 90 Paragraph 1 of the Higher Education Act.

## **Article 3**

### **Conditions for the recognition of HEQAA**

- (1) Administrative proceedings concerning the issuance of a decision on the recognition of HEQAA are initiated on the basis of an application submitted by a graduate of a foreign higher education institution (hereinafter referred to as “the applicant”) using the form available on the TBU website (<https://www.utb.cz/en/university/official-board/miscellaneous/recognition-of-higher-education-and-qualifications-acquired-abroad>).
- (2) The applicant is required to attach either the original or an officially certified copy of the foreign higher education qualification document, and the original or an officially certified copy of the diploma supplement or an equivalent document, as well as any additional documents requested during the administrative proceedings by TBU.
- (3) Documents must be verified in accordance with § 90 Paragraph 3 and Paragraph 4 of the Higher Education Act. All documents are kept in the applicant’s file.

- (4) TBU evaluates the higher education qualification based on the submitted documents by expert comparison and assesses the formal criteria set out in the Higher Education Act. The assessment of the content of the education – in terms of the specific curriculum of the foreign degree programme – is relevant for determining the field of study into which the foreign qualification should be categorised upon recognition. In cases where the education has been obtained through a degree programme overlapping several fields of study, the foreign qualification may be recognised under multiple fields in the decision.
- (5) If no substantial differences are found between the foreign and domestic degree programme, the qualification shall be recognised by issuing an administrative decision on the recognition of HEQAA.
- (6) The decision shall be issued within 30 days from the date the application is received; in more complex cases, the period is 60 days from the date the application is received.
- (7) With the recognition of HEQAA, the academic degree awarded to the graduate by the foreign higher education institution and stated in the degree certificate is also recognised. The holder of the foreign degree certificate is entitled to use the academic degree or other designation of a higher education graduate as stated in their degree certificate.
- (8) The recognition of HEQAA is valid from the date on which the decision comes into legal force.

#### **Article 4**

##### **Refusal of recognition of HEQAA and appeal procedure**

- (1) If substantial differences are identified between the foreign and domestic degree programmes, the qualification will not be recognised. In such cases, TBU shall issue a decision rejecting the application, including a justification for the decision and instructions on legal remedies available in accordance with the Administrative Code.
- (2) The applicant may lodge an appeal with the Ministry of Education, Youth and Sports (MEYS) through the Rector of TBU, within 15 days of the date of notification of the decision. During the appeal period, the documentation submitted with the application pursuant to Article 3 Paragraph 2 shall remain filed in the applicant's case file at TBU.
- (3) The Rector of TBU may decide on an appeal in accordance with § 87 of the Administrative Code, provided that the appeal is fully upheld and that no harm is caused to any of the parties (self-remedy). An appeal may be lodged against this decision.
- (4) If the Rector does not uphold the appeal within the self-remedy procedure, the appeal, along with the applicant's complete case file, shall be forwarded to the MEYS no later than 30 days from the date the appeal was received.
- (5) The MEYS may decide the matter or annul the decision and return the case to TBU for reconsideration. In this instance, TBU shall proceed in accordance with this Rector's Directive, taking into account any new facts and the conclusions stated in the MEYS decision.

## Article 5

### Fees for actions related to the HEQAA recognition procedure

- (1) When submitting an application for recognition of HEQAA, the applicant is required to pay a fee of CZK 3,000 for the actions related to the recognition procedure, in accordance with § 90a Paragraph 2 of the Higher Education Act. Details regarding the payment are available on the TBU website: (<https://www.utb.cz/en/university/official-board/miscellaneous/recognition-of-higher-education-and-qualifications-acquired-abroad>).

## PART THREE FINAL PROVISIONS

- (1) This Directive replaces Rector's Directive No. SR/13/2017.

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