

BRNO UNIVERSITY OF TECHNOLOGY

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GUIDELINE NO. 11/2019

ASSESSMENT OF FOREIGN EDUCATION OF APPLICANTS FOR STUDY AT BUT WITHIN THE ADMISSION PROCEDURE

PART ONE INTRODUCTORY PROVISIONS

Article 1 Subject matter

1. This guideline harmonises the procedure of the faculties and university institutes of BUT (hereinafter the "faculties") in verifying the required degree of foreign education of applicants for study at BUT.

Article 2 Legal basis

1. Pursuant to Section 48 (1) Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions), as amended (hereinafter the "Act"), successful completion of secondary education with a school-leaving examination (*maturita*) is a prerequisite for admission into a Bachelor's programme.
2. Pursuant to Section 48 (1) of the Act, successful completion of studies in any type of a programme is a prerequisite for admission into a Master's programme which follows up on a Bachelor's programme.
3. Pursuant to Section 48 (3) of the Act, successful completion of studies in a Master's programme is a prerequisite for admission into a Doctoral programme.
4. Pursuant to Section 48 (4) of the Act, the completion of secondary education can be verified by the following means:
 - a) a document on general recognition of equivalence or validity in the Czech Republic of a foreign certificate of the completion of secondary education;
 - b) European Baccalaureate certificate;
 - c) foreign certificate of secondary education with a school-leaving examination, if automatically equivalent in the Czech Republic without further official steps based on the Czech Republic's international obligations;
 - d) foreign certificate of secondary education obtained after completing studies in a secondary school educational programme at a foreign secondary school operating under the laws of a foreign country, which authorises its holder in said country to study

in a Bachelor's programme or a Master's programme that does not follow up on a Bachelor's programme.

5. Pursuant to Section 48 (5) of the Act, the completion of higher (university) education can be verified by the following means:
 - a) a document on general recognition in the Czech Republic of foreign higher education obtained under Section 89 and 90 or under former legal regulations;
 - b) foreign certificate of foreign higher education, if automatically equivalent in the Czech Republic without further official steps based on the Czech Republic's international obligations;
 - c) foreign certificate of foreign higher education obtained after completing studies in a higher education programme at a foreign higher education institution operating under the laws of a foreign country.
6. Pursuant to Section 48 (6), a higher education institution accredited in at least one area of education can accept the documents listed in Section 48 (4)(d) and (5)(c) if it has no doubts about the applicant's previous foreign education in terms of its level, scope and contents.
7. The higher education institution may also request submission of supplementing information on the contents and scope of foreign studies and a certificate issued by the relevant foreign school or a different competent foreign authority proving that the graduate of the relevant foreign school is eligible for admission into the relevant programme in said foreign country.
8. Pursuant to Section 48 (7), the higher education institution may charge a fee for the activities associated with the assessment of the prerequisites for admission for study pursuant to Section 48 (4)(d) and (5)(c); the fee must not exceed 20% of the base amount stipulated under Section 58 (2) of the Act.
9. Brno University of Technology, as a higher education institution accredited in at least one area of education, complies with the condition under Section 48 (6) of the Act and is authorised to assess foreign secondary and higher education of applicants within admission procedure pursuant to Section 48 (4)(d) and (5)(c) of the Act via all its faculties and university institutes.

Article 3

Decision-making with respect to accepting a certificate of previous education

1. Documents pursuant to Section 48 (4)(a) to (c) and (5)(a) and (b) of the Act are submitted by applicants for study within the admission procedure; no other proceedings are held on their admission within the ongoing admission procedure.
2. The decision concerning acceptance of documents under Section 48 (4)(d) and (5)(c) of the Act is taken by the dean of the respective faculty or the head of the respective university institute which carries out the admission procedure of the relevant applicant; the decision is taken in a manner described below.
3. Decision-making pursuant to paragraph 2 takes place within a specific admission procedure separately with respect to each submitted application for study. A decision made in one admission procedure does in no way affect the likelihood of the applicant's admission within a different admission procedure.

PART TWO

ASSESSMENT OF FOREIGN SECONDARY EDUCATION

Article 4

Assessment of foreign secondary education pursuant to Section 48 (4)(a) of the Act

1. The completion of secondary education can be verified based on a submitted decision on recognition in the Czech Republic of the validity of a foreign certificate together with a validation certificate (*nostrifikační doložka*) on recognition of the validity in the Czech Republic of the foreign education certificate, or a certificate of recognition in the Czech Republic of the equivalence of the foreign education certificate (this concerns countries with which the Czech Republic has a valid agreement on mutual recognition of equivalence of education certificates) issued by a regional authority (*krajský úřad*).

Article 5

Assessment of foreign secondary education pursuant to Section 48 (4)(b) of the Act

1. The completion of secondary education can be verified on the basis of submission of a European Baccalaureate certificate (i.e. European secondary school-leaving certificate).

Article 6

Assessment of foreign secondary education pursuant to Section 48 (4)(c) of the Act

1. The Czech Republic is bound by bilateral agreements on mutual recognition of equivalence of education certificates with Slovakia, Poland, Slovenia, Hungary and Germany.
2. Applicants document secondary education completed in countries listed in paragraph 1 by means of the certificate of secondary education indicated in the relevant agreement. The documents are as follows:
 - (a) education completed in Slovakia is documented by the certificate of completion of secondary education at a secondary school;
 - (b) education completed in Poland is documented by the certificate of completion of secondary education with a school-leaving examination (*świadectwo dojrzałości*);
 - (c) education completed in Slovenia is documented by the certificate of completion of studies issued by a secondary school or a vocational secondary school; the relevant agreement does not indicate the specific name of the certificate;
 - (d) education completed in Hungary is documented by the school-leaving certificate (*érettségi bizonyítvány*);
 - (e) education completed in Germany is documented by a certificate of general readiness for higher education (*Zeugnis der Allgemeinen Hochschulreife*).
3. A certificate pursuant to paragraph 2 is valid in the Czech Republic without the need of further validation pursuant to Part Four and the certificate does not need further assessment in terms of contents.

Article 7
Assessment of foreign secondary education
pursuant to Section 48 (4)(d) of the Act

1. Applicants may document secondary education directly by a certificate on completion of secondary education issued in countries not listed in Article 6. The certificate must include authentication of signatures and seals/stamps pursuant to Part Four.
2. Alongside the certificate pursuant to paragraph 1, the applicant shall submit the application using the form attached as Annex 1 to this Guideline.
3. Other documents may be requested to verify education pursuant paragraph 1, including:
 - (a) certified translation of the certificate;
 - (b) supplementary information on the contents and scope of studies;
 - (c) certificate issued by the relevant foreign secondary school or a different competent foreign authority proving that the graduate is eligible for admission into a Bachelor's programme in said foreign country;
 - (d) certificate of the relevant foreign authority that the relevant secondary school is authorised to provide secondary education in said foreign country.

PART THREE
ASSESSMENT OF FOREIGN HIGHER EDUCATION

Article 8
Assessment of foreign higher education
pursuant to Section 48 (5)(a) of the Act

1. Verification of the completion of the required degree of education can be carried out based on a certificate of recognition in the Czech Republic of foreign higher education and qualifications issued by a Czech public higher education institution or the Ministry of Education, Youth and Sports.

Article 9
Assessment of higher education
pursuant to Section 48 (5)(b) of the Act

1. The Czech Republic is bound by bilateral agreements on mutual recognition of equivalence of education certificates with Slovakia, Poland, Slovenia, Hungary and Germany.
2. Applicants document higher education completed in countries listed in paragraph 1 by means of the certificate of higher education indicated in the relevant agreement. The documents are as follows:
 - (a) education completed in Slovakia is documented by a certificate on the completion of the relevant degree of education;
 - (b) education completed in Poland is documented by receiving the academic title of "licencjat" or "inżynier" in Poland; the certificate documenting the completion of studies in a Master's programme consists in receiving the academic title of "magister" or "lekarz" in Poland;
 - (c) education completed in Slovenia is documented by a certificate of the completion of a Master's degree study (the agreement does not cover Bachelor's degree education, which is subject the procedure pursuant to Section 48 (5)(a) or (c));

(d) education completed in Hungary is documented by a certificate of the completion of a Bachelor's or Master's degree;

(d) education completed in Germany is documented by a certificate of the completion of a Bachelor's or Master's degree.

Article 10
Assessment of foreign higher education
pursuant to Section 48 (5)(c) of the Act

1. Applicants may document higher education directly by a certificate on completion of higher education (diploma) issued in countries not listed in Article 9. The certificate must include authentication of signatures and seals/stamps pursuant to Part Four.
2. Alongside the certificate pursuant to paragraph 1, the applicant shall submit the application using the form attached as Annex 1 to this Guideline.
3. Other documents may be requested to verify education pursuant paragraph 1, including:
 - (a) certified translation of the diploma;
 - (b) supplementary information on the contents and scope of studies;
 - (c) certificate issued by the relevant foreign higher education institution or a different competent foreign authority proving that the graduate is eligible for admission into a follow-up Master's programme or a Doctoral programme in said foreign country;
 - (d) certificate of the relevant foreign authority that the relevant higher education institution is authorised to provide higher education in said foreign country.
4. In case of doubt concerning the degree of completed higher education, the Study Affairs Department of BUT Rectorate shall provide its opinion to the individual faculties and component parts.

PART FOUR
AUTHENTICATION OF SIGNATURES AND SEALS/STAMPS

Article 11
Acceptance of documents without the need for authentication

1. If a bilateral agreement on legal aid has been entered into between the Czech Republic and the relevant country, documents issued by said country can be accepted without further authentication of signatures and seals/stamps.
2. For documents issued by other countries, the required authentication pursuant to Articles 12 and 13 is required.

Article 12
Apostille

1. This form of authentication of signatures and seals/stamps is sufficient for documents issued by countries that are signatories of the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (Hague Convention).
2. Authentication via an apostille is a one-step process for authentication of seals/stamps and signatures on a document.
3. An apostille is issued by the authorised body of the country where the school which issued the certificate is based ("apostille authority").

Article 13
Superlegalisation

1. Authentication via superlegalisation is necessary for documents issued in countries not covered by Articles 11 and 12.
2. Superlegalisation is a two-step process of authentication of signatures and seals/stamps.
3. The first step consists in authentication by the Ministry of Foreign Affairs of the country where the foreign school is based.
4. The second step consists in authentication by the Czech diplomatic mission in the country where the foreign school is based.

PART FIVE
COMMON PROVISIONS

Article 14
Form of the submitted documents on completed education

1. The applicant documents his/her education pursuant to this Guideline by means of an authenticated copy of the original counterpart of the relevant certificate. These authenticated copies of certificates constitute a part of the applicant's or student's file.
2. The list of countries for which authentication of signatures and seals/stamps is required pursuant to Part Four is provided in Annex 2 to this Guideline.

Article 15
Procedure for acceptance of documents pursuant to Articles 7 and 10

1. If the applicant fails to submit with the application all the necessary documents on previous education pursuant to Articles 7 and 10, the authorised employee of the faculty or university institute shall invite the applicant to supplement the application within a reasonable deadline. If the applicant fails to supplement the application within said deadline, he/she is deemed to have failed to submit the document on the required degree of education.
2. If the submitted document on completed education is accepted within the admission procedure, the applicant is notified of the acceptance by written notice. The notice is sent to the applicant via the BUT electronic information system, provided the applicant consented to this manner of delivery of the decision on admission to study in his/her application. In other cases, the notice is delivered in person or by means of postal service.

Article 16
Procedure in case of doubt about a foreign certificate

1. If there are doubts whether the submitted foreign document pursuant to Articles 7 and 10 certifies the degree of education required for admission for study, BUT may request that the applicant document his/her completed education by means of certificates pursuant to Articles 4 or 8.
2. The applicant is informed of this fact by written notice where the applicant is given a deadline for submission of the required document. The notice is sent to the applicant via the BUT electronic information system, provided the applicant consented to this manner of delivery of the decision

on admission to study in his/her application. In other cases, the notice is delivered in person or by means of postal service.

3. Simultaneously, the notice sets a deadline for the applicant to submit a certificate of completed education pursuant to Articles 4 or 8. If the applicant fails to submit a certificate documenting a sufficient degree of education within the set deadline, he/she is deemed to have failed to document the required degree of education.

Article 17

Fee

1. In each academic year, the Rector of BUT stipulates fees charged for the activities associated with the assessment of the prerequisites for admission for study pursuant to Article 7 and Article 10.
2. The applicant is required to submit a proof that he/she has paid the fee at the same time when he/she submits the application for assessment of the education certificate.
3. If the applicant fails to pay the fee, the authorised employee of the faculty or university institute shall invite the applicant to pay the fee and sets a reasonable deadline for this purpose. If the applicant fails to pay the fee within said deadline, his/her application will not be assessed and he/she will be deemed to have failed to document the required degree of education.

Article 18

Discontinuation of admission procedure

1. In the case the applicant for admission for study fails to document the completion of the statutorily required degree of previous education or the submitted education certificate is rejected, the procedure for admission of the applicant for study at BUT is discontinued.

PART SIX FINAL PROVISIONS

Article 19

Final provisions

1. This internal rule shall enter into effect on the day specified in the heading hereof.

prof. RNDr. Ing. Petr Štěpánek, CSc., dr. h. c.
Rector