

Ref. no.: OU-40533/90-2019

**ORDER ISSUED BY THE RECTOR**  
**no. 69/2019****Assessment of foreign secondary school education and foreign higher education for purposes of admissions procedures****Article 1**  
**Introductory provisions**

1. This Order issued by the Rector sets out the process applied at the University of Ostrava (hereunder also “the UO” or “the University”) when assessing whether applicants to study at the UO have completed their foreign secondary school education or foreign higher education, when this is a requirement for admission to study at the UO.
2. This Order issued by the Rector ensures that the University’s process is compliant with the provisions of Sections 89–90b and Section 106 of Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereunder also “the Act”), and that the process is likewise compliant with UO internal regulations and UO internal directives.
3. The provisions of Section 48, Subsection 6 of the Act place an obligation upon any higher education institution holding institutional accreditation for at least one field of education to assess whether applicants have completed their foreign secondary school education or foreign higher education, when this is a requirement for admission to study at the institution.
4. In its decision of 13 September 2018 (ref. no. NAU-60/2017-11, which entered into legal force on 13 September 2018), the National Accreditation Bureau for Higher Education awarded the UO institutional accreditation for seven fields of education, thus giving rise to the UO’s obligation as defined in Section 48, Subsection 6 of the Act.
5. The assessment of whether an applicant has completed their foreign secondary school education or foreign higher education, when this is a requirement for admission to study at the UO, is a process which exclusively serves the purposes of the admissions procedure; this process does not lead to the recognition of foreign higher education and qualifications.

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6. The provisions of Section 48, Subsection 7 of the Act entitle every higher education institution to set a fee for the procedure associated with the assessment of whether applicants have completed their foreign secondary school education or foreign higher education, when this is a requirement for admission to study at the institution.

## **Article 2**

### **Documentation necessary for the assessment**

1. All applicants to study at the UO who have completed their secondary education at a foreign secondary education institution (hereunder “applicants”/“the applicant”) must demonstrate to the UO that they have completed their secondary education (including their secondary-level school-leaving examination), when this is a requirement for admission to study at the UO; this Article sets out the applicable procedure.
2. All applicants to study at the UO who have completed a higher education degree programme at a foreign higher education institution (hereunder “applicants”/“the applicant”) must demonstrate to the UO that they have completed their higher education degree, when this is a requirement for admission to study at the UO; this Article sets out the applicable procedure.
3. The applicant must submit (send) to the UO at least the following documents (hereunder also “the main documents”):
  - a. an application for the recognition of foreign education; a sample application is given as Appendix no. 1 to this Order,
  - b. an original or officially certified copy of a certificate of completed foreign secondary education, or
  - c. an original or officially certified copy of a certificate of completed foreign higher education,
  - d. an original official translation into Czech, Slovak or English of each individual document submitted by the applicant to the UO.
4. The UO is entitled to instruct applicants to submit the main documents and any additional documents required (hereunder also “additional documents”), viz.:
  - a. an original or officially certified copy of a certificate issued by a foreign secondary or higher education institution or an appropriate foreign authority confirming the content and/or scope of the foreign secondary or higher education, or
  - b. an original or officially certified copy of a certificate issued by a foreign secondary or higher education institution or an appropriate foreign authority confirming that a person who has completed their secondary education at the particular foreign secondary education institution is entitled to apply for

- admission to study at a higher education institution in the country in question,  
or
- c. an original or officially certified copy of a certificate issued by a foreign secondary or higher education institution or an appropriate foreign authority confirming that the particular foreign higher education institution is entitled to provide higher education in the country in question (a certificate of official authorization, consent, or accreditation), or
  - d. an original official certificate providing proof of the authenticity of the documents submitted by the applicant to the UO, or of the authenticity of the signatures and/or stamps on these documents (examples of such official certifications of authenticity are an apostille or higher authentication, i.e. superlegalization), or
  - e. an original or officially certified copy of a certificate proving that the applicant has been granted international protection (asylum, additional protection), together with a sworn declaration in lieu of other documents certifying the applicant's completion of the foreign education.
  - f. an original official translation into Czech, Slovak or English of each individual document submitted by the applicant to the UO.
5. The UO is entitled to instruct the applicant to present other documents besides the main documents, or to present additional documents.
  6. The applicant is entitled to submit to the UO either an original or an officially certified copy of any additional document at any time before receiving an instruction from the UO.
  7. The applicant is entitled to submit to the UO either an original or an officially certified copy of any other necessary document (besides the main documents and additional documents) at any time before receiving an instruction from the UO.
  8. The applicant is not obliged to submit to the UO an official translation of a document whose original version is in Czech, Slovak or English.
  9. The applicant is obliged to submit documents to the UO once, regardless of the total number of degree programmes (degree subjects) for which the applicant is applying in the same academic year, with the exception of applications as per Paragraph 3 a) of this Article, which are submitted to each Faculty at which the degree programme is provided in the academic year in question.

### **Article 3**

#### **Assessment of compliance with requirements**

1. The Vice-Rector for Studies and Lifelong Learning is tasked with conducting all acts (procedures) which are necessary in order to assess whether a particular

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applicant to study at the UO has completed their foreign secondary school education or foreign higher education, when this is a requirement for admission to study at the UO.

2. The Dean of a Faculty of the UO is entitled to submit the applicant's application for the assessment of foreign education (including all documents submitted to the Faculty by the applicant) to the Vice-Rector for Studies and Lifelong Learning for the purpose of assessing whether the particular applicant to study at the UO has completed their foreign secondary school education or foreign higher education, when this is a requirement for admission to study at the UO.
3. The Vice-Rector for Studies and Lifelong Learning is entitled to conduct all necessary communication with the applicant, particularly by instructing the applicant to comply with obligations, throughout the duration of the assessment process.
4. The Vice-Rector for Studies and Lifelong Learning is entitled to create and maintain records of all individual cases assessed in accordance with this Order issued by the Rector; these records may contain at least copies of the documents necessary for the assessment of compliance with the requirement for admission.
5. The Vice-Rector for Studies and Lifelong Learning completes the assessment of compliance with the requirement for admission by issuing a statement. The content of this statement is stipulated in Appendix no. 1 and Appendix no. 2 to this Order.
6. The Vice-Rector for Studies and Lifelong Learning must submit the above statement (including all relevant documents) to the Dean of the relevant UO Faculty without undue delay after elaborating the statement, and no later than 60 days after the Dean of the Faculty forwarded the application to the Vice-Rector for Studies and Lifelong Learning.
7. The Vice-Rector for Studies and Lifelong Learning is entitled to instruct the applicant to provide proof of their foreign education in the form of a general document certifying the recognition of this foreign education, particularly a certificate issued by a public authority (e.g. the Rector of a higher education institution or a regional authority).
8. All UO employees assigned to work for the Office of the Vice-Rector for Studies and Lifelong Learning and entrusted with conducting such activities are entitled to elaborate (compile) a statement and to conduct all necessary communication with the applicant.
9. The Dean of a UO Faculty is entitled to use the statement issued by the Vice-Rector for Studies and Lifelong Learning as the basis for a decision on whether or not to admit the applicant.

**Article 4**  
**Final provisions**

1. This Order becomes valid and effective on the date of its issue.
2. The interpretation of the individual provisions of this Order, and the monitoring of compliance with this Order, is entrusted to the Vice-Rector for Studies and Lifelong Learning.

Ostrava, date: May 13, 2019

Prof. MUDr. Jan Lata, CSc., in his own hand  
Rector

**Originator:** prof. PhDr. Aleš Zářický, Ph.D., Vice-Rector for Studies and Lifelong Learning

**Author:** Mgr. Bc. Jan Humpolík

**Cc:** University of Ostrava Portal

**Appendices:**

Appendix no. 1 – Sample application for the recognition of foreign education for the purposes of the admissions procedure

Appendix no. 2 – Sample statement by the Rector for Studies and Lifelong Learning following assessment of foreign secondary education

Appendix no. 3 – Sample statement by the Rector for Studies and Lifelong Learning following assessment of foreign higher education

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**Appendix no. 1 to Order no. 69/2019 issued by the Rector – Sample application for the recognition of foreign education for the purposes of the admissions procedure**

Jméno: (Name)	
Příjmení: (Surname)	
Datum narození: (Date of birth)	
Adresa místa trvalého pobytu: (Address of permanent residence)	
E-mailová adresa: (E-mail address)	
Telefonní číslo: (Telephone number)	
Seznam všech studijních programů (nebo oborů, či konkrétních specializací), které uskutečňují fakulty Ostravské univerzity a na které si uchazeč podal přihlášku ke studiu v tomto akademickém roce: (List of all the degree programmes (or degree subjects, or specializations) offered by Faculties of the University of Ostrava for which the applicant has applied for this academic year)	

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**Appendix no. 2 to Order no. ....../2019 issued by the Rector – Sample statement by the Rector for Studies and Lifelong Learning following assessment of foreign secondary education****Operative part:**

Regarding the admissions procedure for the applicant XXXXXXXX, who has applied for admission to study in the degree programme XXXXXXXX (code XXXXXXXX), which is provided at the Faculty of XXXXXXXX of the University of Ostrava, for the academic year XXXX/XXXX (hereunder “the applicant”),

in accordance with the provisions of Section 48, Subsection 6 and Subsection 4 d) of Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereunder also “the Act”), and in accordance with the provisions of Order no. xx/2019 issued by the Rector of the University of Ostrava, I issue the following

**statement:**

- I. The applicant **meets / fails to meet** the following requirement for admission: the completion of secondary education (including the secondary-level school-leaving examination), i.e. the completion of the secondary educational programme XXXXXXXX at the foreign secondary education institution XXXXXXXX.
- II. Compliance/Non-compliance with the requirement as per Paragraph 1 of this statement applies to admission to study in each degree programme (degree subject) provided by the University of Ostrava (or any of its Faculties) solely for the academic year XXXX/XXXX.

**Grounds:**

On XXXXXXXX (*date*), the University of Ostrava (hereunder also “the University” or “UO”), specifically its Faculty of XXXXXXXX, received the applicant’s application to study in the degree programme (degree subject) XXXXXXXX (code XXXXXXXX), which is provided at the Faculty of XXXXXXXX of the University of Ostrava, for the academic year XXXX/XXXX.

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The application includes information to the effect that the applicant has completed their secondary education (including the secondary-level school-leaving examination), i.e. the applicant has completed the secondary educational programme XXXXXXXXX at the foreign secondary education institution XXXXXXXXX.

*XXXXXXXXX (Here the statement should give further details of the individual case – a listing and brief characterization of the content of the documents submitted, details of how any objections were dealt with, statements by the applicant, and any other facts necessary to support the logical argumentation presented in the statement.)*

The provisions of Section 48, Subsection 4 d) of the Act place an obligation upon any higher education institution holding institutional accreditation for at least one field of education to assess whether applicants have completed their foreign secondary school education (including their secondary-level school-leaving examination), i.e. whether applicants have completed a secondary educational programme at a foreign secondary education institution, when this is a requirement for admission to study at the higher education institution in question.

In its decision of 13 September 2018 (ref. no. NAU-60/2017-11, which entered into legal force on 13 September 2018), the National Accreditation Bureau for Higher Education awarded the UO institutional accreditation for seven fields of education, thus giving rise to the UO's obligation as defined in Section 48, Subsection 6 and Subsection 4 d) of the Act.

According to the provisions of Section 48, Subsection 6 of the Act, the higher education institution assesses this requirement for admission to study as having been met if the institution has no doubt as to the sufficient level, scope or content of the applicant's previous foreign education as attested by a document issued in a foreign country.

*XXXXXXXXX (Here the statement should give more details pertaining to the specific case – an assessment of the documents submitted and the reasoning underlying the legal conclusions expressed in the operative part of the statement.)*

Ostrava, date: XXXXXXXXX

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XXXXXXXXX,

Vice-Rector for Studies and Lifelong Learning, University of Ostrava



Certified as accurate by: XXXXXXXX, job position: XXXXXXXX

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**Appendix no. 3 to Order no. ....../2019 issued by the Rector – Sample statement by the Rector for Studies and Lifelong Learning following assessment of foreign higher education**

**Operative part:**

Regarding the admissions procedure for the applicant XXXXXXXX, who has applied for admission to study in the degree programme XXXXXXXX (code XXXXXXXX), which is provided at the Faculty of XXXXXXXX of the University of Ostrava, for the academic year XXXX/XXXX (hereunder “the applicant”),

in accordance with the provisions of Section 48, Subsection 6 and Subsection 5 c) of Act no. 111/1998 Sb. on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereunder also “the Act”), and in accordance with the provisions of Order no. xx/2019 issued by the Rector of the University of Ostrava, I issue the following

**statement:**

- I. The applicant **meets / fails to meet** the following requirement for admission: the completion of studies in a higher education degree programme at a foreign higher education institution, i.e. the completion of the higher education degree programme XXXXXXXX at the foreign higher education institution XXXXXXXX.
- II. Compliance/Non-compliance with the requirement as per Paragraph 1 of this statement applies to admission to study in each degree programme (degree subject) provided by the University of Ostrava (or any of its Faculties) solely for the academic year XXXX/XXXX.

**Grounds:**

On XXXXXXXX (*date*), the University of Ostrava (hereunder also “the University” or “UO”), specifically its Faculty of XXXXXXXX, received the applicant’s application to study in the degree programme (degree subject) XXXXXXXX (code XXXXXXXX), which is provided at the Faculty of XXXXXXXX of the University of Ostrava, for the academic year XXXX/XXXX.

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The application includes information to the effect that the applicant has completed their studies in a higher education degree programme at a foreign higher education institution, i.e. the applicant has completed the higher education degree programme XXXXXXXX at the foreign higher education institution XXXXXXXX.

*XXXXXXXX (Here the statement should give further details of the individual case – a listing and brief characterization of the content of the documents submitted, details of how any objections were dealt with, statements by the applicant, and any other facts necessary to support the logical argumentation presented in the statement.)*

The provisions of Section 48, Subsection 6 and Subsection 5 c) of the Act place an obligation upon any higher education institution holding institutional accreditation for at least one field of education to assess whether applicants have completed their studies in a higher education degree programme at a foreign higher education institution, when this is a requirement for admission to study at the higher education institution in question.

In its decision of 13 September 2018 (ref. no. NAU-60/2017-11, which entered into legal force on 13 September 2018), the National Accreditation Bureau for Higher Education awarded the UO institutional accreditation for seven fields of education, thus giving rise to the UO's obligation as defined in Section 48, Subsection 6 and Subsection 5 c) of the Act.

According to the provisions of Section 48, Subsection 6 of the Act, the higher education institution assesses this requirement for admission to study as having been met if the institution has no doubt as to the sufficient level, scope or content of the applicant's previous foreign education as attested by a document issued in a foreign country.

*XXXXXXXX (Here the statement should give more details pertaining to the specific case – an assessment of the documents submitted and the reasoning underlying the legal conclusions expressed in the operative part of the statement.)*

Ostrava, date: XXXXXXXX

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XXXXXXXX,

Vice-Rector for Studies and Lifelong Learning, University of Ostrava

Certified as accurate by: XXXXXXXX, job position: XXXXXXXX