
COMPLETE WORDING of RECTOR'S DIRECTIVE

No. 5/2016 as amended by Amendment No. 3/2017



Recognition of foreign university education and qualification (nostrification)

Clause 1

Introductory provisions

- (1) The present Directive is valid for the Czech University of Life Sciences Prague (hereinafter as the "CULS") and sets forth the rules for recognition of foreign university education and qualification (nostrification) at the Czech University of Life Sciences Prague.
- (2) This Directive has been developed in compliance with the following in particular:
 - a. Act No. 500/2004 Coll., Administrative Procedure Rules, as amended by later regulations, hereinafter also as the "APR",
 - b. Act No. 111/1998 Coll., on Higher Education Institutions and on Amending and Supplementing Other Acts, as amended by later regulations (hereinafter as the "Act on Higher Education Institutions"), and
 - c. international treaties on recognition of equivalence of qualifications and on legal assistance that are binding on the Czech Republic.

Clause 2

Application for recognition of foreign university education

- (1) A foreign university graduate (hereinafter as the "Applicant") may lodge an application for recognition of foreign university education and qualification with the respective Department of the CULS Rector's Office; the application must be submitted in written form, even if delivered in person.
- (2) The competent authority for nostrification of education completed in Bachelor's or Master's study programmes is the Department of Studies, attached to the CULS Rector's Office. In the case of nostrification of a Doctoral programme of study, the competent authority is the Department of Science and Research, attached to the CULS Rector's Office.
- (3) A written application must include the following data as a minimum:
 - Applicant's name and surname,
 - Applicant's day, month, year and place of birth,
 - Applicant's citizenship,
 - Applicant's permanent residence address,
 - address to which the decision should be sent,
 - name of the university from which the Applicant graduated, the seat of the university (city/town, state),
 - date of commencement and completion of study,

- name of the programme of study completed, in the Czech language,
- name of the completed field of study or major in the Czech language (where the programme of study is divided into fields of study or majors),
- information regarding the degree (Bachelor's, Master's, Doctoral) the recognition of which is sought,
- date of filing and signature (if the application is filed by the Applicant's representative, the application must be accompanied by a power of attorney with the Applicant's authenticated signature),
- purpose of the application for recognition (e.g. further study, practice of a profession in the Czech Republic, etc.).

(4) The following documents must be provided together with the application:

a) For recognition of Bachelor's or Master's degrees

- original or a certified copy of a Diploma, Certificate or a similar document attesting to due completion of study, issued by a foreign university,
- original or a certified copy of a Diploma Supplement or Transcript of Examinations,
- original or a certified copy of a Marriage Certificate or a Judgment of Divorce or another document in case of a change of the name indicated on the Diploma,
- document attesting to the fact that the programme of study was effectuated by an institution authorized to provide education comparable with university education under the Act on Higher Education Institutions, with a note of description of the foreign university course (e.g. a certificate of the university accreditation, certificate/licence regarding the accreditation of the programme/field of study, etc.),
- certified translations of all documents to Czech or English (where the original documents are not issued in Czech or English).

b) For recognition of Doctoral degrees

- original or a certified copy of a Diploma, Certificate or a similar document attesting to due completion of study, issued by a foreign university,
- original or a certified copy of a Diploma Supplement or Transcript of Examinations,
- original or a certified copy of the doctoral thesis and outline of the doctoral thesis (if an outline of the doctoral thesis is available),
- original or a certified copy of a Marriage Certificate or a Judgment of Divorce or another document in case of a change of the name indicated on the Diploma,
- document attesting to the fact that the programme of study was effectuated by an institution authorized to provide education comparable with university education under the Act on Higher Education Institutions, with a note of description of the foreign university course (e.g. a certificate of the university accreditation, certificate/licence regarding the accreditation of the programme/field of study, etc.),
- certified translations of all documents to Czech or English (where the original documents are not issued in Czech or English).
- in exceptional cases and where duly justified, the Applicant may apply for an exception from the requirement for a certified translation of the doctoral thesis which has been prepared in other than the Czech and English languages. In these cases, the application should be submitted to the Rector for approval, with a written opinion by the Dean of the Faculty that provides the fields of study/programme of study the recognition of which is sought by the Applicant.

(1) The Applicant is obliged to submit all annexes in two copies, whereas one of the two copies will suffice as a plain copy.

Clause 3

Processing of applications

- (1) Applications shall be registered, assigned reference numbers and checked in terms of formal aspects by the respective department of the CULS Rector's Office, which shall also verify whether all documents required have been submitted. In case of incomplete documents, the procedure is discontinued and the Applicant is asked to provide the missing documents.
- (2) Subsequently, the respective department of the CULS Rector's Office sends a request for opinion of recognition of foreign education under the Act on Higher Education Institutions to the Faculty or University's Institute (hereinafter as the "Institute") that provides a programme/field of study thematically closest to that the recognition of which is sought by the Applicant. The request for opinion must be sent immediately, but no later than within 5 days of commencement of the procedure for recognition of foreign education.
- (3) Having compared the documents submitted with programmes of study provided by the Faculty/Institute, the Faculty/Institute gives its opinion whether the programme/field of study completed by the Applicant corresponds to any of the programmes/fields of study guaranteed by the Faculty/Institute, including the name of the given programme/field of study. The opinion must be delivered by the Faculty/Institute to the respective department of the CULS Rector's Office within 15 days of receipt of the request at the latest.
- (4) In the scope of the evaluation procedure, the relevant departments of the CULS Rector's Office and the Faculty/Institute, utilizing their capabilities (e.g. from publicly available sources - the Internet) shall at all times verify the authenticity of the documents delivered as well as the existence of the programme/field of study indicated in the documents and the issuing institution (university or faculty). Information regarding the verification process of authenticity or suspicions of any false documents delivered as well as any other information ascertained must be included in the opinion issued by the Faculty/Institute as to the application for recognition of foreign education.
- (5) Following the receipt of the opinion by the Faculty/Institute, the relevant department of the CULS Rector's Office is obliged to issue its decision within 5 days (including a certificate in case of an affirmative opinion).
- (6) The Applicant has a right to lodge an appeal with the Ministry of Education, Youth and Sports of the Czech Republic within 15 days of delivery of the decision. The appeal may be resolved by the Rector if the appeal is allowed in full by the Rector. Otherwise, the appeal, together with any annexes, shall be forwarded by the Rector to the Ministry of Education, Youth and Sports of the Czech Republic within no later than 30 days of the day when the appeal is delivered.

Clause 4

Fees for activities related to the procedure as to the application for recognition of foreign university education and qualification

- (1) The fee for activities related to the procedure conducted as to the application for recognition of foreign university education and qualification amounts to CZK 3,000.00. The Applicant is obliged to pay the fee upon lodging the application, using one of the following forms of payment:
 - a. payment to the account of CULS, account number: 500022222/0800
 - b. payment in cash at the CULS Cash Office,
 - c. by payment card,
 - d. by postal order through the Czech Postal Service.

Variable symbol of the fee:

- 998206204: for nostrification of education in Bachelor's or Master's study programmes
- 998306204: for nostrification of education in Doctoral study programmes

Specific symbol of the fee:

- the Applicant's birth registration number or date of birth in YYYYMMDD format.

- (2) The Applicant must attach a receipt of the payment to the application.
- (3) In the event it is resolved by the CULS that the CULS is not competent to decide on the application, the Applicant will be refunded the fee.
- (4) The fee paid shall be recorded in the accounts of office 99820 Department for Studies, the Rector's Office, or 99830 Department of Science and Research, the Rector's Office. The respective department of the Rector's Office is responsible for payment and proper recognition of the fee in accounting within the system IS Magion.
- (5) On a quarterly basis, 50% of the fee paid shall be forwarded to accounts of the Faculty/Institute that issued an opinion of the given application. This procedure is subject to timely provision of the opinion to the respective department of the CULS Rector's Office (i.e. within the 15-day period of receipt of a request for opinion).

Clause 5

Register of procedures as to applications for recognition of foreign education and qualification

- (1) The respective department of the CULS Rector's Office is under the obligation to ensure that applications are duly recorded in the register of procedures conducted as to applications for recognition of foreign education and qualification.

Clause 6

Final provisions

- (1) This Directive becomes valid and effective on the day of its publication.