



Univerzita Palackého  
v Olomouci

**MAIN REGULATION OF UP**

B1-17/1-HN

**Recognition Proceedings Code  
of Palacký University Olomouc**

**Contents:** This Code is issued in accordance with the applicable provisions of the Higher Education Act and in line with international treaties to ensure fair proceedings to have university education or qualifications recognized and to issue the respective decision and the certificate.

**Responsibility:** Vice-Rector for Study

**Distribution list:** Rector, Vice-Rectors, Bursar, Head of the Rector's Office, Deans and Secretaries of Faculties, Managers of the Computer Centre, Library, University Press, Project Service, Science and Technological Campus, Academic Sports Centre, Accommodation and Dining Facilities, Centre for Students with Special Needs, Confucius Institute, Managers of the Economic and Technical-administrative, Development and Construction, Operational, Research and International Affairs Offices of the Rector's Office, Department for Operation Programs, Archives of UP, University Legal Office, Internal Audit and Inspection Office of UP, Strategic Development Office of UP.

## **Recognition Proceedings Code of Palacký University Olomouc**

In accordance with the applicable provisions of Act No. 111/1998 Sb., on higher education institutions and the amendment and modification of other acts (the Higher Education Act), as amended (hereinafter the “Act”), Sections 89 and 90 of the Act, and in line with international treaties, to have university education or qualifications recognized and to issue the respective decision and the certificate, I hereby adopt the following<sup>1</sup>

### **Recognition Proceedings Code of Palacký University Olomouc**

#### **Article 1**

1. For the purposes of this Code, recognition means recognizing foreign university education or a part thereof, and university qualifications by Palacký University Olomouc (hereinafter “UP”).
2. The recognition proceedings are commenced upon an application by a person who graduated from a foreign university (hereinafter the “Applicant”), provided that UP is competent to do so under the Act<sup>2</sup> or if the application is referred to UP by an administrative body.

#### **Article 2 Application**

1. An application for recognition (hereinafter the “Application”) is filed with the Rector of Palacký University.
2. The details in the application include, but are not limited to, the following:
  - a) first name and surname of the Applicant, academic degree, scientific degree;
  - b) date and place (country) of birth;
  - c) valid identification card number or valid passport number;
  - d) place of permanent residence, or mailing address, e-mail address, or as the case may be, phone number;
  - e) name and full address of the foreign university;
  - f) name of the program or field of study from which the Applicant graduated;
  - g) date of commencement and completion of studies at foreign university;
  - h) a statutory declaration of the Applicant to the effect that the application for recognition has not been granted before by another university registered in the Czech Republic and that, together with the application to the Rector of Palacký University, recognition is not applied for with another university registered in the Czech Republic;
  - i) date and signature of the Applicant.

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<sup>1</sup>

<sup>2</sup> Section 89(1)(b) of the Act

3. Obligatory Annexes to the Application include:
  - a) an original copy or an authenticated copy of the university diploma issued by the foreign university;
  - b) an original copy or an authenticated copy of the diploma supplement, or as the case may be, an original copy or an authenticated copy of a list of courses completed at the university, including course time demands and the Applicant's grade.
4. UP may also require that the Applicant provide
  - a) additional information to the effect that the program of study was implemented by an institution authorized to implement educational programs equivalent to university education under the Act, as well as information on the content of the foreign university study;<sup>3</sup>
  - b) syllabi of the courses completed, including the load and structure of lectures, seminars and practical seminars.
5. The documents attached to the Application must be submitted in the original language, and if this is not Czech, Slovak or English, then a certified translation into one of these languages must be attached to the Application.
6. Under Section 90a(1)(a) of the Act and Section 90a(2) of the Act, the Applicant must also pay a fee to cover the costs related to the recognition proceedings in the amount of CZK 3,000. The Applicant must pay the fee by the deadline set by UP in a notice to pay the fee.

### **Article 3 Defective Application**

1. If the Application lacks any of the details or annexes required under Article 2(2) and (3), or as the case may be under Article 2(4) if required by UP, the Applicant is invited to remedy the situation and be provided with reasonable time to do so. The time limit may be extended more than once.
2. UP will also send a notice under Paragraph 1, with necessary modifications, to the Applicant if the Applicant fails to perform the obligations under Article 2(5) and (6).
3. Failure to remedy the defects under Paragraphs 1 and 2 constitutes a failure to remedy material defects of the Application which makes it impossible to continue the proceedings, and accordingly the Rector of UP will stay the proceedings in accordance with Section 66(1)(c) of Act No. 500/2004 Sb., Administrative Procedure Code, as amended (hereinafter the "Administrative Procedure Code").

### **Article 4 Suspension of Proceedings**

1. When issuing the notice under Article 3(1) and (2), the Rector may suspend the proceedings for a necessary period of time.
2. The Rector may also suspend the proceedings if informed by the Dean of the respective faculty of UP that the Dean is unable to comply with the time limit under Article 5(1) hereof for objective reasons beyond the control of the faculty.
3. During the period of suspension, Section 65(1) and (2) of the Administrative Procedure Code applies.

### **Article 5**

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<sup>3</sup> Section 90(2) of the Act

## **Decision on the Merits**

1. Unless the situation foreseen by Article 3 occurs, the Rector, having received all information, annexes and documents under Article 2 hereof, asks the Dean of the respective faculty of UP to determine to what extent the content and scope of the foreign study is comparable with a program of study accredited at UP and implemented by the respective faculty of UP. Based on the Rector's request, the Dean of the respective faculty of UP will assess the Application not later than within 14 days after having received the request.
2. If the Dean of the respective faculty finds no significant differences between the content and scope of the foreign study whose recognition is applied for and the corresponding program of study accredited at UP and implemented at the respective faculty of UP, the Dean recommends that the Rector recognize the foreign study or a part thereof. Otherwise, the Dean recommends that the Rector dismiss the Application.
3. If the Dean recommends that the Rector dismiss the Application, then such a recommendation must include a detailed description of the differences between the content and scope of the foreign study whose recognition is applied for and the corresponding program of study accredited at UP and implemented at the respective faculty of UP.
4. On the basis of the recommendation of the Dean of the respective faculty of UP and after having considered all evidence and applied all applicable legislation and international treaties, the Rector:
  - a) grants the Application and issues a certificate recognizing foreign university education and qualifications; or
  - b) grants the Application in part and issues a certificate recognizing foreign university education and qualifications in the extent recommended by the Dean of the respective faculty of UP to recognize part of the foreign university education and qualification, and dismisses the rest of the Application; or
  - c) dismisses the Application.

## **Article 6 Temporary and Final Provisions**

1. This Code will apply to recognition proceedings which have not been finally terminated before this Code came into effect and which were commenced before 1 September 2016 with the exception of the provision governing the fee for the recognition proceedings. This Code will also apply to recognition proceedings which have not been finally terminated before this Code came into effect and which were commenced after 1 September 2016.
2. In the absence of express provisions herein, the applicable provisions of the Act and the Administrative Procedure Code will apply.

## **Article 7 Repealing Provision**

This Code repeals the Recognition Proceedings Code of Palacký University Olomouc No. B1-07/1-HN.

## **Article 8 Force and Effect**

This Recognition Proceedings Code comes into force upon its publication and comes into effect on the seventh day following its publication.

In Olomouc on 22 March 2017

Prof. Mgr. Jaroslav Miller, M.A., Ph.D.  
Rector of UP