

Regulation No. 7/2020	Internal standard of the Institute of Technology and Business in České Budějovice				
RECOGNITION OF FOREIGN UNIVERSITY STUDIES AND QUALIFICATIONS					
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Article 1

General provisions

- (1) The Institute of Technology and Business in České Budějovice (hereinafter referred to as “ITB”) in accordance with the Act No. 111/1998 Coll. on Higher Education Institutions and amendments of other Acts (Higher Education Act) and in accordance with other internal ITB regulations defines the conditions of the recognition of foreign university studies and qualifications at the ITB.
- (2) The ITB recognizes university studies of accredited and similar Bachelor’s and Master’s study programmes. Only such foreign university studies which substantially correspond with some of the accredited study programmes offered by the ITB can be recognized.

Article 2

Specification of terms

- (1) Nostrification or recognition refers to the process of recognizing foreign university education (or its part) and qualifications as equivalent to education obtained in the Czech Republic. The subject of nostrification is foreign university education as well as proof of its completion (a diploma).
- (2) In the case the applicant applies for the recognition of more foreign university diplomas, it is necessary to submit an individual application for each diploma and pay fee for each application (see Article 4, Section 5). The subject of each application can be only one foreign university diploma, and thus one type of university studies.

Article 3

Authorities deciding on recognition of foreign university studies and qualifications

- (1) On the basis of submitted application, public university issues a certificate on recognizing university education or its part in the case the school offers an accredited study programme with a similar content as a given foreign university. The given public university can be found e.g. [in the list of accredited study programmes of the Ministry of Education, Youth and Sports in the CR. The list of public universities in the CR](#) is available on websites of the Ministry of Education, Youth and Sports of the CR.
- (2) Upon request, the Ministry of Education, Youth and Sports of the CR (hereinafter referred to as MEYS CR”) issues the certificate on recognizing university studies or their part if the Czech Republic is bound by an international agreement with the country in which the university is established and recognized and the Ministry is authorised to recognize the studies on the basis of this agreement.
- (3) In the case of doubt related to the recognition of foreign university studies and qualifications, the MEYS CR determines the relevance of public university for recognition of the diploma or may decide itself on the recognition. It is also an appellate body I the case of rejecting the request.

- (4) The MEYS CR keeps a complex register of applications for recognition of foreign university studies and qualifications, which is an information system of public administration. The register contains the following information:
- a) information about the applicant (name and surname, date of birth, permanent address; sex (if the applicant is a foreigner, sex, address in the Czech Republic, citizenship),
 - b) designation of foreign certificate on education (diploma) including the name and address of the relevant foreign university and the state according to which legislation the certificate was issued,
 - c) the result of the application procedure including the specification of the authority that decided about the application, case number under which the procedure was conducted, file number, date of preparation and issue of decision.
- (5) An authorized employee of the rector's office (hereinafter referred to as "authorized employee of the RO") administers the complex register of applications for recognition of foreign university studies and qualifications.

Article 4

Conditions and procedure of assessment of recognition

- (1) The application can be submitted at the ITB in the case it applies for the recognition of a diploma in a programme which has a similar content as any of the study programmes accredited at the ITB. In the case that none of the study programmes accredited at the ITB has a similar content, it is necessary to find a corresponding programme at other public university in the CR (see Article 3 Authorities deciding on recognition of foreign university studies and qualifications). In the case that the application for recognizing a study programme with a completely different content is submitted at the ITB, it shall be referred for decision to the MEYS CR in accordance with Section 89 2) of the Act No. 111/1998 Coll., on Higher Education Institutions.
- (2) In accordance with the Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016, General Data Protection Regulation, the ITB as an administrator of personal data is authorized to administer the personal data provided by the applicant for the purpose of the recognition (nostrification) procedure. Other information about the rights and obligations of the applicant as a data subject is available on www.vstecb.cz/Informace-o-zpracovani-a-ochrane-osobnich-udaju-na-VSTE-1694.htm.
- (3) A graduate from a foreign university (applicant) sends a written application for recognizing foreign university studies and qualifications to the ITB. In accordance with the provisions in Section 90 of the Act No. 111/1998 Coll., on Higher Education Institutions, the application shall include the following information and annexes:
- a) the applicant's name and surname or his/her representation on the basis of submitted officially certified power of attorney,
 - b) the applicant's date of birth,
 - c) the applicant's permanent address,

- d) address for service of documents,
 - e) graduated university,
 - f) an officially certified copy (or original) of a diploma or a similar document proving the completion of the studies, Diploma Supplement, Appendix to Diploma, "Transcript of Academic records", etc.),
 - g) additional information proving that the study programme was offered by an institution authorized to provide university education and the description of graduate profile in the form of competencies acquired on the basis of the studies completed,
 - h) official translation of the documentation, if they are not originally in Czech or English language. The translation shall be carried out by a sworn translator (the list of sworn translators is available on the website of the Ministry of Justice on <http://www.justice.cz> – experts and translators and interpreters) or Czech embassy in a given country,
 - i) date and handwritten signature of the applicant or his/her representative on the basis of officially verified power of attorney.
- (4) All information contained in the submitted documents must be clear and understandable, that is, the information which is not in Czech or English language shall be officially translated to Czech or English language (including notarisation, translator's clause, verification of signatures and stamps, etc.).
- (5) In accordance with the provisions of Section 90a of the Act No. 111/1998 Coll. on Higher Education Institutions, the applicant for recognition (nostrification) is obliged to pay a nostrification fee of CZK 3,000 by transfer to the ITB bank account no. 2111190117/2700.
- (6) The application submitted is registered at the ITB filing office in file diary. Subsequently, it is handed over to the rector's office where it is checked by an authorized employee of the RO.
- (7) The application submitted is considered complete after the delivery of all required documentation in accordance with Section 3 of this Article and after paying the fee pursuant to Section 5 of this Article. Shall the application be incomplete, an authorized employee of RO invites the applicant to complete the required particulars in accordance with Section 37 3) of the Act No. 500/2004 Coll., Code of Administrative Procedure. If the applicant fails to do so by the set deadline, the application procedure shall be terminated pursuant to provisions of Section 66 1c) of the Act No. 500/2004 Coll., Code of Administrative Procedure.
- (8) During the procedure, other documentation may be requested relevant for assessing the recognition of a foreign university diploma (e.g. syllables of the courses completed, institutional accreditation of a relevant foreign university, or accreditation of the completed study programme, etc.).
- (9) An authorised employee of the RO hands over the complete application (including appendices) to the guarantor of a relevant study programme (hereinafter referred to as a "SP guarantor").

(10) The SP guarantor assesses the compliance of the following particulars:

- a) the structure of the courses within the graduated foreign studies with a relevant ITB study programme,
- b) the learning outcomes of the courses completed within the foreign study with the learning outcomes of the courses at the ITB in a relevant study programme in a recommended study plan,
- c) study load of the completed courses and the courses in a relevant study programme at the ITB,
- d) the method of the completion and the conditions of grading of the courses completed at a given foreign university with the courses in a recommended study plan of a relevant ITB study programme,
- e) method of completion of the study programme,
- f) overall compliance with the Czech system and the graduate profile in a relevant ITB study programme.

(11) The guarantor of a relevant study programme sends an authorized employee of RO a decision on the compliance/non-compliance of the study programmes and recommends the approval or rejection of the recognition (nostrification).

(12) The ITB does not automatically send back the documentation required for application for the recognition of foreign university studies and qualifications. In the event the nostrification is rejected, the applicant may request their recovery.

Article 5 Decision on nostrification

- (1) The decision shall be issued within 30 days from the delivery of a complete application or from the date of its completion. In complicated cases, the period may be extended by 30 days.
- (2) In case there is compliance between the completed foreign university studies and some of the ITB study programmes in terms of their content, the Rector shall issue the Certificate of the Recognition of Foreign University Education and Qualifications with unlimited validity for the Czech Republic.
- (3) In case there is no compliance between the completed foreign university studies and some of the ITB study programmes in terms of their content, the Rector shall issue the decision on rejecting the application for recognition. The applicant is not entitled to require the refund of the nostrification fee.

Article 6 Appeal

- (1) The applicant is entitled to appeal against the decision on rejecting the application for recognition (nostrification) within 15 days of its delivery. The appeal shall be delivered to the ITB Rector.
- (2) The appeal shall contain the following information:

- a) The applicant's name and surname or the name and surname of his/her representative on the basis of officially verified power of attorney,
 - b) The applicant's date of birth,
 - c) The applicant's permanent address,
 - d) The address for service of documents,
 - e) File number and the date of issue of the contested document,
 - f) The grounds of the appeal, i.e. the extent to which the applicant challenges the decision and where the conflict with the legislation or incorrectness of the decision or the procedure is,
 - g) Date and a handwritten signature of the applicant or his/her representative on the basis of officially verified power of attorney.
- (3) All the information stated in the appeal need to be documented. The documentation proving the information shall be submitted in the form of originals or officially certified copies with an official translation into Czech or English language (translation is not required in the case of documentation issued in English language).
- (4) The appeal is registered at the ITB filing office in the file diary. Subsequently, the appeal is handed over to the Rector's Office. The Rector reviews the challenged decision and shall either uphold the appeal in full or the appeal is referred for decision to the MEYS CR as an appellate body within 30 days.
- (5) In the case that the appeal is referred for decision to the appellate body, the decision is either confirmed or cancelled and returned to the university for a new procedure.

Annexes:

[Annex 1 – Application for recognizing foreign university studies and qualifications](#)

[Annex 2 – Statement of SP guarantor](#)

[Annex 3 – Algorithm of recognition \(nostrification\) process](#)