Process for Other Programmes

Written application

Attached documents

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- Officially authenticated copy of a diploma or equivalent document issued by the foreign higher education institution;
- Officially authenticated transcript of examinations taken, or of the diploma supplement;
- Officially authenticated translations of both documents into Czech (the translations are not required if the original documents are in English);
- Decision to grant refugee status, if applicable, where recognition of qualifications is requested by a person to whom such status has been granted;
- Power of Attorney, where the applicant is represented by an authorized person (model power of attorney);
- Charles University faculties may also ask for additional information to be provided, e.g. whether the degree programme was run by an institution authorized to provide higher education, or for an official document certifying the content of the higher education courses or curricula.

In order to fully assess the equality of study programs, some faculties require, pursuant to §90 sec. 2 of the College Education Act, additional information on the content of foreign college/university education in addition to the standard required documents (diploma, diploma supplement).

Special requirements of the Faculty of Mathematics and Physics, Charles University:
To assess whether the foreign study program fully corresponds to a study program realized at the Faculty of Mathematics and Physics, synopses of the core courses (mathematics, physics, computer science), included in the diploma supplement are requested.
The synopses of completed courses must be presented as a certificate with the university stamp, or as an affidavit with the applicant’s signature. Each course related to mathematics, physics, or computer science must be described in 5-10 sentences, specifying the content and extent of the course. The synopses may be submitted in Czech or English, no certified translation is necessary.

Special requirements of the Faculty of Science, Charles University:
To assess whether the foreign study program fully corresponds to a study program realized at the Faculty of Science, the final thesis is required and it’s abstract in Czech or English (no certified translation is necessary). The thesis may be supplied in the electronic form.
If the thesis (and its defense) wasn’t part of the foreign study of the applicant, or it cannot be supplied for any reason, this fact must be explained by an affidavit.

Special requirements of the Faculty of Arts, Charles University:
According to the kind of the study program (mostly linguistic), detailed abstracts of completed courses are sometimes required, as stated in the diploma supplement, or a thesis.
If the additional documents are required for the assessment of the application, the applicant will be asked to submit these documents during the proceedings.

Start and course of proceedings
The proceedings start based on a written application of a graduate from a foreign university/college (hereinafter “the applicant”), submitted via Charles University Rectorate (Ovocný trh 5/560, 116 36 Praha 1). If the applicant submits the application to one of the faculties at Charles University, major delay of the proceedings may occur. Applications submitted via the Rectorate will be passed to the relevant faculty for comments. The faculty will assess the application and presented documents (based on the extent of knowledge and skills verified by the college qualification, or based on the known level of the foreign university) and submits the comment to the Rectorate. In the proceedings, the content and extent of the foreign study is always compared to the corresponding study programs realized at Charles University.

The rector is only entitled to decide on the requests to recognize the foreign college education if this education was provided by an institution that’s a valid and recognized part of the college/university system in the country of origin. The rector will discontinue any proceedings relevant to the applications submitted by the graduates from institutions that don’t comply with these criteria.
If major differences are found in the compared study programs, this is a reason to reject the application. In this case, the rector issues a rejecting statement.

If the foreign college/university education is recognized, Charles University rector will issue a certificate of recognition of the education and of its equality with the education provided by Charles University.

Alongside the college/university education, the academic degree granted by the foreign university is also recognized. The holder of the foreign diploma is therefore only entitled to use the degree or title as stated in his/her diploma.

The statement and certificate will be sent by a recorded delivery mail to the applicant, or his/her proxy. The applicant or his/her proxy can also receive the documents in person at Charles University Rectorate.

The deadlines for the proceedings are set by the general rules of administration procedures, i.e. 30 days since the delivery. In complex cases, the deadline can be extended by 30 more days.

Within 15 days since the delivery, the applicant can appeal against the statement to the Ministry of Education, Youth and Sports (hereinafter “Ministry of Education”). The appeal is submitted by the applicant via the rector of Charles University (Charles University Rectorate).

The rector may decide on the appeal on his own if he fully complies with the applicant’s objections. Otherwise, he submits the appeal to the Ministry of Education within 30 days.

Legalization of documents
If a verified copy or certified translation is required, the verification procedure follows the following patterns based on the country of origin and valid international agreements:

1. For countries that signed multilateral convention on judicial assistance – the documents are valid on the territory of signatory countries without any further verification. A verified diploma copy is required, together with a certified translation to Czech.

2. For countries that signed multilateral convention on simplified verification of foreign public documents (the Hague Convention): A uniform procedure of verification is set – the apostille, issued by a relevant institution of the country of diploma origin.

3. Other states – documents proving the completion of studies must be verified:
   a) by the Foreign Office of the country of origin of the university/college issuing the document;
   b) by the relevant embassy of the Czech Republic.

Requirements for authentication of submitted documents
The table contains a list of countries and required verification of college/university diplomas. The issues related to the legalization and super-legalization of diplomas and certificates of studies completed abroad can be consulted with the Foreign Office of the Czech Republic, Department of Document Legalization, address: Hradčanské náměstí 5, 125 10 Prague 1, tel. 224 182 153. The addresses of Czech embassies abroad and foreign embassies in the Czech Republic are available at the website of the Czech Ministry of Foreign Affairs website.

Important contacts
Rectorate, Charles University
Ovocný trh č. 5, 116 36 Prague 1, Czech Republic

Map area (click to enlarge)
Consultations in opening hours only (Monday 10:00-12:00 and 13:00-16:00, Wednesday 10:00-12:00 and 13:00-16:00) other days by appointment only.

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