



II. Amendments

Rector's Directive No. 1/2021

**Issuing documents of graduation
and rigorous proceedings
at the Silesian University in Opava**

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Issuing documents of graduation and rigorous proceedings at the Silesian University in Opava

Article 1

1. In the Rector's Directive No.1/2021 Issuance of documents of completion of studies and rigorous proceedings at the Silesian University in Opava of 1 February 2021, as amended by Amendment I of 16 May 2022, a new Article 5 is inserted after Article 4, which reads as follows:

"Article 5

Electronic version of documents of graduation

- 1) The electronic version of the diplomas issued in accordance with Article 2 of this Directive is created independently of the paper diploma after the paper diploma has been signed by both the Dean/Director and the Rector.
- 2) The authorised employee referred to in Article 4, paragraph 3 of the Directive or another responsible person according to the decision of the Dean or the Director issues the diploma electronically in the relevant IS SU application and then files the relevant files in the IS SU Office agenda "Diplomas - Study Department" or "Diplomas - Doctoral Studies" or "Diplomas - Rigorous Proceedings" by displaying them in pdf format. By performing the relevant actions in the given agenda, the electronic version of the diploma is forwarded for signature to the same persons who signed the diploma in paper form. Once both persons have signed, the diploma can be made available to the graduates.

3) After the electronic version of the diploma has been made available in the IS SU, the graduate can download the electronically signed document in the IS SU application "E-statements" or via the "Student" tile further to the "Conclusion of studies" section on "Diploma". When the diploma is collected, a qualified electronic seal with a qualified time stamp is automatically added to the diploma. If the withdrawal is repeated after more than 30 days, a new file is generated with a new seal and a new timestamp.

4) Paragraphs 2 and 3 shall be followed by analogy when issuing an electronic supplement to the diploma.

5) An electronic version of the documents of graduation signed by the same persons listed on the original document in paper form has the same legal effect as the paper form of the documents."

The former Articles 5 to 11 shall be renamed Articles 6 to 12.

2. In Article 6, a new paragraph 7 is added to read as follows:

"7) The counterpart of the diploma supplement shall bear the bilingual Czech-English designation "(Counterpart/Druhopolis)" and the record of the issue of the counterpart shall be bilingual (Czech-English) as follows:

This duplicate copy corresponds to the original

Date of execution:

For Correctness/For Correctness:

Rector/Rector:"

Article 2

Final provisions

- 1) Electronic versions of graduation documents are automatically issued to graduates with a regular graduation date retroactively, starting from 1 January 2024.
- 2) These amendments and additions shall enter into force and effect on the date of their publication,

In Opava on

doc. Mgr. Tomáš Gongol, Ph.D.
Rector

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