



Rector's Methodological Instruction No. 5/2025

**on the assessment of foreign education within the
admission procedure for study at Silesian
University in Opava**

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Article 1 Basic provisions

- 1) This methodological guideline of the Rector (hereinafter referred to as the "Guideline") is issued for the assessment of previous foreign education in accordance with Section 48 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), and regulates the rules for the assessment of foreign secondary and higher education within the admission procedure to study programmes implemented at Silesian University in Opava (hereinafter referred to as the "University").
- 2) The University's authority to independently assess the foreign secondary and higher education of applicants within the admission procedure for the purpose of admitting applicants to study pursuant to Section 48(4) and (5) of the Act derives from the provisions of Section 48(6) and (8) of the Act.

Article 2 Introductory provisions

- 1) The guideline sets out the rules for assessing previous education as fulfilling the conditions for admission to a study programme offered by the University or its faculties at for applicants who have completed foreign secondary or higher education, with the exception of paragraph 4.
- 2) Foreign secondary education is considered to be education that an applicant for study has obtained by completing a secondary education programme at a foreign secondary school, an international secondary school, a European school operating under the Convention on the Statute of European Schools, or a school in which the Ministry has authorised compulsory school attendance under the Education Act.
- 3) Foreign higher education is considered to be education that an applicant for study has obtained by completing a foreign higher education programme at a foreign higher education institution.
- 4) The guideline does not apply to applicants who provide evidence of foreign education:
 - a) a foreign document certifying foreign education pursuant to Section 48(4)(d) and (5)(b), if it is automatically equivalent in the Czech Republic pursuant to its international obligations without further official proceedings,
 - b) a document certifying the general recognition of the equivalence or validity of a foreign document pursuant to Section 48(4)(a) or (5)(a) of the Act,
 - c) a document certifying the award of the European Baccalaureate pursuant to Section 48(4)(b) of the Act.
 - d) a document certifying the award of the International Baccalaureate pursuant to Section 48(4)(c) of the Act.
- 5) Documents submitted by applicants in languages other than Czech, Slovak or English must be officially translated into Czech. An officially certified translation may only be performed by a person authorised by law, i.e. an interpreter registered in the list of experts and interpreters [here](#). The original or a certified copy of the translated document must be an integral part of the translation.
- 6) Documents proving the attainment of the equivalent of the Czech school-leaving examination in Germany (Zeugnis der Allgemeinen Hochschulreife) and the recognition of German higher education qualifications (diplomas), with the exception of basic study programmes with a standard duration of less than three years, are assessed for compliance with the condition of prior education in accordance with these methodological guidelines.
- 7) An e-application is considered submitted once its submission has been confirmed by sending a "Confirmation of Delivery of Data Message" to the applicant's contact email address.

Article 3

Submission of applications

- 1) An applicant who has submitted an application to study at the university may request an assessment of their foreign education. The current procedure for submitting an application is published on [the university's website](#).
- 2) At the same time as submitting the application in accordance with paragraph 1, the applicant is obliged to pay the fee in accordance with Article 8(1).
- 3) Applicants shall also submit the documents referred to in Article 4 or Article 5 in paper form to the following address:

Silesian University in Opava

Rector's Office – Department of Science and International Relations

Na Rybníčku 626/1

746 01 Opava

or in the form of electronic originals or paper documents converted into electronic form using authorised document conversion, in accordance with the procedure described [here](#).

- 4) The relevant study officer will forward the file for further processing to the responsible person at the Rector's Office from the Department of Science and Foreign Relations (hereinafter referred to as "OVZS").
- 5) If the application is incomplete or the applicant has not paid the fee pursuant to Article 8(1), the responsible person at OVZS shall invite the applicant to submit the missing information in electronic form to the e-mail address provided in the e-application and shall set a reasonable deadline for completing the application or paying the fee. If the applicant does not remedy the defects in the application or pay the fee in the specified form within the set deadline, the assessment of foreign education will be discontinued. The applicant must be informed of the consequences of not remedying the defects or paying the fee.

Article 4

Documents required for the assessment of foreign secondary education

- 1) An applicant who requests the assessment of foreign secondary education shall submit an officially certified copy of the foreign document certifying the completion of foreign secondary education.
- 2) If necessary, the university may ask applicants who request the assessment of foreign secondary education to also submit the following documents:
 - a) confirmation from the relevant foreign secondary school or other relevant foreign authority that graduates of the secondary education programme of the foreign secondary school are eligible to apply for admission to a bachelor's degree programme or a master's degree programme that does not follow on from a bachelor's degree programme in the foreign country concerned,

- b) confirmation from the relevant foreign authority that the foreign secondary school was authorised to provide secondary education in the foreign country at the time of the applicant's studies,
 - c) additional information on the content and/or scope of foreign secondary education.
- 3) The following cannot be recognised as fulfilling the condition of secondary education with a school-leaving examination in the university admission procedure
 - a) education obtained abroad by participating in short-term courses,
 - b) education obtained by the applicant at a school established in the Czech Republic without being entered in the school register¹,

Article 5

Documents required for the assessment of foreign higher education

- 1) Applicants for study who request the assessment of foreign higher education shall submit
 - a) an officially certified copy of their diploma or similar document certifying completion of studies issued by a foreign higher education institution,
 - b) a diploma supplement or other similar document.
- 2) If necessary, the university may ask applicants requesting the assessment of foreign higher education to also submit the following documents:
 - a) additional information on the content and scope of foreign higher education studies,
 - b) confirmation from the relevant foreign authority that the foreign university is or was at the time authorised to provide higher education in the foreign country (confirmation of accreditation).

Article 6

Assessment process and outcome

- 1) The assessment of foreign secondary and higher education within the admission procedure is administered by the responsible person at OVZS.
- 2) No later than 30 days after the submission of documents pursuant to Article 4 or Article 5 and payment of the fee pursuant to Article 8(1), the OVZS shall inform the applicant of the result of the assessment of foreign education electronically to the e-mail address provided in the e-application. The result of the assessment of foreign education shall be noted in the file and the file shall be returned to the relevant study officer. No appeal may be lodged against a decision that is only noted in the file.
- 3) A positive assessment is valid within the admission procedure at the Silesian University in Opava for all parts of the university.

¹ See Section 141 of Act No. 561/2004 Coll., the Education Act.

- 4) A positive result of the assessment of foreign higher education does not mean that the foreign higher education programme is recognised as equivalent to any of the study programmes offered by the university or faculty.
- 5) If the university has doubts about the applicant's previous foreign education documented by a foreign certificate, or if the applicant has not submitted the required documents by the set deadline, the result of the assessment is negative and the applicant is obliged to prove their education in the manner specified in Section 48(4)(a) or (5)(a) of the Act.

Article 7

Other possible documents

- 1) In the case of a power of attorney, the applicant may be represented by an authorised representative when submitting documents. The power of attorney must contain the signatures of both the principal and the authorised representative. Official certification is not required.
- 2) The applicant may be asked to provide official proof of a change of name if the name on the document issued by a foreign university does not correspond to their current name (change of first name, surname, etc.). It is necessary to submit an officially certified copy of the document proving this change.
- 3) If the applicant is studying under international protection, they are required to provide an officially certified copy of a document proving this.

Article 8

Fee for the assessment of foreign education

- 1) The university charges a fee for the assessment of foreign education in accordance with the Rector's Directive on the reimbursement of costs for administrative tasks at the university. This fee is non-refundable regardless of the outcome of the assessment.
- 2) Applicants for study are required to pay the fee specified in paragraph 1 at the same time as submitting their application for the assessment of foreign education, via the IS SU Business Centre.

Article 9

Final provisions

- 1) Documents sent by the applicant in paper form are part of the relevant admission file in which the application for assessment of foreign education was submitted. They shall be archived in accordance with Act No. 499/2004 Coll., on archiving and record keeping and on amendments to certain acts, as amended, and in accordance with the University's File Management Rules, as amended. In exceptional cases, they may be returned at the request of the applicant after the completion of the relevant admission procedure. The applicant is required to state the address for delivery of the documents in the application and to pay the fee for sending the requested documents in paper form via a postal service provider specified by the Rector's Directive.
- 2) This instruction shall enter into force and effect on 1 September 2025.

In Opava on ...

doc. Mgr. Tomáš Gongol, Ph.D.
Rector

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