



# **Rector's Directive No. 1/2021**

## **Issuance of Documents on Graduation and Rigorous Proceedings at the Silesian University in Opava**

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### **Article 1 Introductory Provisions**

This Directive establishes the binding content and formal form of documents on the completion of bachelor's, master's and doctoral study programmes and Rigorous Proceedings (hereinafter referred to as "programmes") carried out at the Silesian University in Opava (hereinafter referred to as "the University"), issued in accordance with the provision of the Sections 45 to 47 and section 57 of act no. 111/1998 Coll., on higher Education institutions and on the amendment and supplementation of other acts (the higher Education Act), as amended (hereinafter referred to as "the Act").

### **Article 2 Types of Documents**

- 1) Proof of completion of programmes in this Directive shall be deemed to be:
  - a) University Diploma (hereinafter referred to as "the diploma");
  - b) Diploma Supplement.
  
- 2) Diploma is a proof of graduation
  - a) of a study programme in the relevant field of study;
  - b) of a study programme,
  - c) of a study programme with a specialisation;
  - d) of a study programme with associated studies;
  - e) of a state rigorous examination in the relevant study programme, field of study;
  - f) of a state rigorous examination in the relevant study programme;
  - g) of a state rigorous examination in the relevant study program with specialization.
  
- 3) The Diploma Supplement is a bilingual Czech-English document that is issued as an appendix to the diplomas referred to in Article 2 (a) to (d) to all Graduates in bachelor's, master's and

doctoral study programmes who have completed their studies at the University after 1 January 2005. Upon a written request, this document may also be issued to Graduates with a graduation date from 1 January 1999 to 31 December 2004.

### **Article 3**

#### **Form of Execution and Liability**

- 1) Templates of documents issued in accordance with Article 2 of this Directive are set out in the Annex. Faculties and University Institute shall be required to use the template documents referred to in this Directive.
- 2) The Diploma Supplement must be both substantively and formally in accordance with the model proposed by the Council of Europe, the European Commission and UNESCO/CEPES.
- 3) The Head of the Study Department of the relevant faculty, the appropriate officer of the Study Department of the University Institute, or another authorized employee of the relevant department of the faculty or the University Institute, is responsible for the correctness of the selection and use of an adequate type of proof of completion of the program.
- 4) It is the responsibility of the relevant Study Officer, who administers the data on the study and on the completion of the state examination in the University Information System (hereinafter referred to as "IS SU"), to check the fulfilment and correctness of the variables on the documents on the completion of the study or the rigorous examination.
- 5) The staff referred to in paragraph 3 shall be responsible for handing over the documents on completion of studies or rigorous examinations together with their list signed by the Dean or Director of the University Institute (hereinafter referred to as the "Director") to the Rector of the University. The scan of the list of documents is also transmitted electronically via the IS SU office to the position of an authorized clerk of the Department for Study and Social Affairs of the Rectorate of the University.
- 6) Documents are issued by the University on special forms intended for this purpose. The forms are provided with basic security features – the watermark (a national emblem of the Czech Republic and linden leaves) and a registration number of the form.
- 7) The documents issued shall contain the following mandatory particulars and requisites:
  - a) Name of the University;
  - b) Serial number of the document;
  - c) Name and surname of the Graduate;
  - d) Date and place of birth (for foreigners, the state of birth);
  - e) Name of the study program (field, specialization, combined study) including codes according to valid code lists, or the name of the study program (field, specialization) in which the rigorous exam was taken;
  - f) Name of the institution which provided the study;
  - g) Academic degree awarded, including the abbreviation used;
  - h) Imprint of the round stamp of the University;
  - i) Names, surnames and titles of academic officials, including their signatures;
  - j) For graduates who have benefited with honours, an indication of this fact.
- 8) If the templates of documents on graduation are specified in the application for accreditation (prolongation, extension) of the study program, the documents will be issued in accordance with the valid accreditation.
- 9) Templates of the document of graduation issued in accordance with paragraph 8 shall be forwarded by the relevant Dean or a Director, in an electronic form, no later than 3 months after delivery of the decision on granting (prolongation, extension) accreditation through the IS SU office to the position of the Head of the Department for Study and Social Affairs of the Rectorate of the University.

## **Article 4**

### **Printing of Documents**

- 1) The source of the data on the documents is IS SU. The Vice-Dean for Study Affairs of the relevant faculty or the Deputy Director for Studies of the relevant Higher Institute is responsible for the completeness and correctness of the data processed in the IS SU, used for printing documents (including English translations).
- 2) The printing of documents is provided by the workplace ensuring the operation of the computer network of the relevant faculty or university institute of the University or other authorized workplace according to the decision of the Dean or Director (hereinafter referred to as "PVT").
- 3) The ordering, receipt and safe storage of special forms is the responsibility of the authorized employee of the relevant Study Department of the faculty, Study Department of the University Institute or other workplace that manages the relevant study agenda (hereinafter referred to as the "Study Department"), which also keeps records of the submitted documents, corrective prints and duplicates (duplicates).
- 4) Documents are usually handed over to graduates during the academic ceremonies. The Study Department ensures the management of related activities and agendas.

## **Article 5**

### **Issuance of the Second Copy**

- 1) Copies of documents are issued by an authorized PVT employee at the request of the Study Department.
- 2) The issuance of the Second Copy of the document is subject to a written application of the Graduate, an integral part of which is a certificate of reimbursement of costs related to the administrative act of issuing a copy according to the Rector's Directive on the payment of administrative acts at the university. The application is submitted to the Study Department.
- 3) The Second Copies of documents are printed outputs from the IS SU according to the current settings and are clearly marked with the word "Druhopolis" (Second Copy). The information given in the Second Copy is identical to the original of the document.
- 4) The Second Copies of the documents shall contain copies of the names of the academic officials at the time of issuing of the original. The Second Copy is not verified by original signatures, the abbreviation "v. r." (m. p., by own hand) is added after the copies of names.
- 5) The Second Copy is not marked with a stamp, the abbreviation "L. S." appears in the place of the original stamp.
- 6) The record of the issuing of the Second Copy shall appear at the end of the text, eventually on the back of the text, top left, in the following wording:

This Second Copy corresponds to the original of document No ....

Date of issue:

For the correctness:

Rector:

A round stamp with a small national emblem

## **Article 6**

### **Issuing a New Document when Changing Gender Identity**

- 1) New documents are issued by an authorized PVT employee at the request of the Study Department.
- 2) The issuance of a new document is subject to a written application to which the Applicant is obliged to submit the following attachments:
  - a) the decision of the competent administrative authority to authorise the change of name (s) and surname or an officially certified copy thereof;
  - b) the original of the document;
  - c) an affidavit of the shredding of existing copies of the document;
  - d) a certificate stating the social security number allocated to the Applicant;
  - e) confirmation of reimbursement of costs associated with the administrative act of issuing a new document when changing gender identity according to the Rector's Directive on the reimbursement of administrative acts at the university.

The application is submitted to the Study Department.

- 3) New documents are printed outputs from IS SU according to current settings.
- 4) The information given in the new document is identical to the original document. If it is not possible to secure signatures of the academic officials at the time of issuing of the original, the abbreviation v. r. (m.p., by own hand) is added after the copies of the names.

## **Article 7**

### **Issuance of a New Document due to Incorrect Data Given by the Graduate**

- 1) New documents are issued by an authorized PVT employee at the request of the Study Department.
- 2) The issuance of a new document is subject to a written application to which the Applicant is obliged to submit the following attachments:
  - a) the original of the document;
  - b) an affidavit of the shredding of existing copies of the document;
  - c) confirmation of reimbursement of costs associated with the administrative act of issuing a new document for reasons of incorrect data provided by the Graduate according to the Rector's Directive on the reimbursement of administrative acts at the university.

The application is submitted to the Study Department.

- 3) New documents are printed outputs from IS SU according to the current settings.
- 4) If it is not possible to secure signatures of the academic officials at the time of issuing of the original, the abbreviation v. r. (m.p., by own hand) is added after the copies of the names.

## **Article 8**

### **Incorrectly Printed Documents**

- 1) The incorrectly printed documents shall be cancelled by the authorised officer referred to in Article 4 (3) of the Directive by crossing them out and stating this fact in the numerical records of the forms used.
- 2) Any shredding may take place in a special shredding procedure based on a shredding proposal submitted by the relevant department for the study of the University Archives.
- 3) The physical shredding is subject to the consent of the University Archive with the destruction of documents and is carried out in the presence of representatives of the relevant Study Departments, the University Archive, or other persons.
- 4) A report on the destruction of documents is made with the signatures of all those present.

## **Article 9**

### **Record of Forms and Issued Documents**

- 1) Forms for the issued documents are safely kept in the relevant Study Department and secured so that they are not lost or misused. Similar measures apply to the storage of printed documents before they are handed over to the authorized PVT employee and before they are handed over to Graduates.
- 2) The employee of the Study Department keeps records of the used and consumed forms.
- 3) The handover of printed documents is carried out against the signature on the Transfer Protocol.
- 4) The Study Department will keep a copy of the issued documents in the study file for the period specified by the archiving period in accordance with the relevant legislation.
- 5) All records must be secured against loss, alteration, or unauthorised access.

## **Article 10**

### **Common Provisions**

- 1) The general text in the templates of the document of graduation set out in the Annexes to this Directive shall be replaced by the specific information on the Graduate when printed.
- 2) Where the text “Dean” is included in the template of the document of graduation annexed to this Directive, the text shall be replaced by „Director” for Graduates in study programmes carried out by the University together with the University Institute.
- 3) If the degree awarded is different from the template of the document of graduation or rigorous examination in the Annex to this Directive, it is stated in accordance with applicable legislation (e.g., Bachelor of Arts in abbreviated form BcA., Engineer in abbreviated form Ing., Master of Arts in abbreviated form MgA., Doctor of Philosophy in abbreviated form PhDr.).
- 4) If it is possible to submit an application for a Second Copy of the document or for a new document electronically within the IS SU, this application is equivalent to a written application. The original documents must be delivered in person or by post to the Study Department.
- 5) Shredding proceedings in the case of erroneously printed documents take place in accordance with the University Rules of Procedure, as amended.

## **Article 11**

### **Final Provisions**

- 1) Rector's Directive No. 6/2015 of 13 April 2015 on the rules for the issuance of documents on graduation from university is repealed.
- 2) This Directive shall enter into force on the day of its publication.

In Opava, date:

doc. Ing. Pavel Tuleja, Ph.D.  
Rector

**Enclosures:**

- No.1: Form templates (A4 landscape, A4 portrait, A3 format)
- No. 2: Bachelor's diploma template
- No. 3: Bachelor's diploma template (implemented in cooperation with VOŠ)
- No. 4: Engineer's diploma template
- No. 5: Master's diploma template
- No. 6: Doctor's diploma template
- No. 7: Bachelor of Arts diploma without BcA degree template
- No. 8: Bachelor of Arts diploma after graduation with the BcA degree template
- No. 9: Example of diploma after graduation in English
- No. 10: Bachelor's diploma with honours (also valid for other types of studies) template
- No. 11: Diploma Supplement template
- No. 12: Sample text on the university system in the Czech Republic
- No. 13: Diploma on a rigorous examination – in a field of study template
- No. 14: Diploma on a rigorous exam – with specialization template.

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