



RECTOR'S METHODOLOGICAL INSTRUCTION

7/2026

**Assessment of Foreign Secondary and Higher Education Qualifications
For the Purposes of the Admission Procedure**

Intended for: faculties, university institute, university-wide and rectorate departments

Ref. No.: UM/12874/2026-1

Owner of the regulation: Vice-Rector for Educational Affairs

Author of the Regulation: Head of the Department for Education

Valid from: 29 July 2026

Effective from: 13 August 2026

Invalidated on:

Preamble

The Rector's Methodological Instruction sets out the rules for a uniform procedure to be followed by the University and its units when recognising the fulfilment of the requirement for prior foreign education for the purposes of the admission procedure pursuant to 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").

PART ONE VERIFICATION AND ASSESSMENT OF EDUCATION QUALIFICATIONS

Article 1

Proof of Having Met the Requirement of Completed Secondary Education With a School-Leaving Examination For Admission to a Bachelor's Degree Programme

- (1) An applicant who has obtained a foreign secondary education by completing a study programme at a foreign secondary school, at an international secondary school, at a European School operating under the Convention defining the Statutes of the European Schools, or at a school for which the Ministry of Education, Youth and Sport (hereinafter referred to as "the Ministry") has granted authorisation pursuant to Act No. 561/2004 Coll., on Pre-school, Primary, Secondary, Tertiary Professional and Other Education (the Education Act), as amended, and which has been authorised by the Ministry to provide compulsory schooling, shall demonstrate fulfilment of the condition of completed secondary education with a school-leaving examination through
 - a) a decision recognising the validity of a foreign education certificate in the Czech Republic, together with a recognition clause confirming the validity of a foreign qualification in the Czech Republic or a certificate of recognition of equivalence of a foreign document of completed education in the Czech Republic, issued by regional authorities or the Ministry,
 - b) a European Baccalaureate certificate,
 - c) a certificate of award of the International Baccalaureate, issued by an International Baccalaureate World School authorised by the Swiss International Baccalaureate Foundation or affiliated with an International Baccalaureate World School association recognised by the Swiss International Baccalaureate Foundation,
 - d) a foreign certificate of secondary education with a school-leaving examination, provided that it is automatically recognised as equivalent in the Czech Republic in accordance with the country's international obligations, without the need for any further official procedure; this applies only to countries with which the Czech Republic has concluded a bilateral agreement on the recognition of educational documents and qualifications, i.e. as at the date of entry into force of this regulation, Slovakia, Germany, Slovenia, Hungary and Poland, or
 - e) a foreign certificate of secondary education, which was obtained by completing a secondary education programme at a foreign secondary school operating in accordance with the applicable legislation of a foreign country and which, in that foreign country, entitles the holder to access studies in a bachelor's degree programme or a master's degree programme which is not a follow-up of a bachelor's degree programme.
- (2) If an applicant fails to demonstrate that they meet the condition by submitting the document referred to in paragraph 1, they will not be admitted to the study on the grounds of failing to demonstrate that they meet the conditions for admission to the study in accordance with Section 48(4) of the Act.
- (3) Where an applicant proves the fulfilment of the requirement by means of a document under paragraph (1)(a) to (d), they shall submit such document in the form specified in Article 10(1) to (2). Depending on the circumstances of the case, the applicant shall also provide the documents specified in Article 7.
- (4) Where an applicant proves compliance with the condition by means of a document referred to in paragraph 1(e), the faculty shall assess the applicant's qualifications in accordance with Article 2.

Article 2

Assessment of an Applicant's Foreign Secondary Education Qualifications For Study in a Bachelor's Degree Programme

- (1) An applicant seeking an assessment of their foreign secondary education qualifications as part of the admission procedure must submit the following to the faculty:
 - a) application for the assessment of education qualifications; the application must be submitted via the contact centre in the University Information System (hereinafter referred to as the "UIS") or in paper form; the application must be written in Czech, Slovak or English,
 - b) a certificate of foreign secondary education in the form specified in Article 10(1) to (3),
 - c) information on the place where the education was provided, i.e. the place of study; the applicant may provide this information in the application or separately in the form of a statutory declaration,
 - d) and, where applicable, the documents referred to in Article 7.
- (2) The Faculty shall verify that
 - a) the foreign certificate of secondary education from the relevant foreign country entitles the holder to access studies in a bachelor's degree programme, i.e. the applicant's academic rights,
 - b) the foreign secondary school operates in accordance with the applicable legislation of a foreign country, i.e. the accreditation of the foreign secondary school; in the event that the education was provided in a country other than that in which the foreign secondary school is based, the faculty shall also verify whether the secondary school operates in accordance with the applicable legislation of that country.
- (3) To this end, the faculty may also require the submission of
 - a) documents containing supplementary information on the content and scope of foreign secondary education, in the form specified in Article 10(1) to (2),
 - b) a certificate from the relevant foreign secondary school or other relevant foreign authority confirming that the graduate is eligible to apply for admission to study in the foreign country in question in a bachelor's degree programme, submitted in the form specified in Article 10(1) to (2),
 - c) a certificate from the relevant foreign authority confirming that the foreign secondary school in question is authorised to provide secondary education in the foreign country in question, submitted in the form specified in Article 10(1) to (2).
- (4) The faculty shall set a deadline for the submission of the documents referred to in paragraph 1 and, where applicable, any supplementary documents referred to in paragraph 3, in such a way as to allow itself sufficient time to verify the requirements set out in paragraph 2 and, at the same time, to allow applicants reasonable time to obtain and submit them.
- (5) If the faculty has doubts as to the adequacy of the standard, scope or content of an applicant's prior foreign education, as evidenced by a foreign secondary education certificate in accordance with Article 1(1)(e), it shall send a notice to the applicant, referring to Section 48(6) of the Act and shall request the applicant to demonstrate fulfilment of the condition for admission to study by means of the document referred to in Article 1(1)(a).
- (6) If the faculty has no doubts as to the adequacy of the standard, scope or content of the applicant's prior foreign education, as evidenced by a foreign secondary education certificate in accordance with Article 1(1)(e), it shall send a notice to the applicant confirming that the condition of completed secondary education for admission to the study has been met in the admission procedure.
- (7) The faculty shall make a record in the admission procedure file regarding the outcome of the assessment of the applicant's previous foreign education, in accordance with the template in the Annex.

Article 3

Proof of Fulfilment of the Higher Education Requirement For Admission to a Subsequent Master's Degree Programme

- (1) An applicant who has obtained a foreign higher education qualification by completing a degree programme at a foreign higher education institution must demonstrate that they have completed any

type of degree programme in order to be admitted to a subsequent master's degree programme that is a follow-up of a bachelor's degree programme through

- a) a certificate of recognition of a foreign higher education and qualification in the Czech Republic and, where applicable, a decision on the recognition of a foreign higher education and qualification in the Czech Republic, provided that the certificate forms an Annex to that decision, issued by a Czech public higher education institution or by the Ministry, the Ministry of Defence or the Ministry of the Interior,
 - b) a foreign certificate of higher education qualification which, in accordance with international obligations of the Czech Republic, is recognised as equivalent in the Czech Republic without the need for any further administrative procedure; which applies only to countries with which the Czech Republic has concluded a bilateral agreement on the recognition of education documents and qualifications, i.e. as at the date of entry into force of this regulation Slovakia, Germany, Slovenia, Hungary and Poland, or
 - c) a foreign certificate of higher education obtained by completing a degree programme at a foreign higher education institution operating in accordance with the applicable legislation of a foreign country, together with a transcript of completed courses, i.e. a diploma supplement or equivalent document.
- (2) If an applicant fails to demonstrate that they meet the condition by submitting the document referred to in paragraph 1, they will not be admitted to the study on the grounds of failing to demonstrate that they meet the conditions for admission to the study in accordance with Section 48(5) of the Act.
 - (3) Where an applicant proves compliance with the condition by means of a document referred to in paragraph 1(a) to (b), they shall submit that document in the form specified in Article 10(1) to (2). Depending on the circumstances of the case, the applicant shall also provide the documents specified in Article 7.
 - (4) Where an applicant proves compliance with the condition by means of a document referred to in paragraph 1(c), the faculty shall assess the applicant's qualifications in accordance with Article 4.

Article 4

Assessment of an Applicant's Foreign Higher Education Qualifications For Study in a Subsequent Master's Degree Programme

- (1) An applicant who is applying for the assessment of a foreign higher education qualification as part of the admission procedure shall submit to the faculty:
 - a) an application for the assessment of education qualifications; the application must be submitted via the contact centre in the UIS system or in paper form; the application must be written in Czech, Slovak or English,
 - b) proof of a foreign higher education qualification, i.e. a diploma, in the form specified in Article 10(1) to (3),
 - c) a diploma supplement or equivalent document containing a list of courses completed in the form specified in Article 10(1) to (3),
 - d) information regarding the place where the education was provided, i.e. the place of study; the applicant may provide this information in the application or separately in the form of a statutory declaration,
 - e) and, where applicable, the documents referred to in Article 7.
- (2) The Faculty shall verify that
 - a) the foreign higher education qualification certificate from the relevant foreign country submitted entitles the holder to access studies in a subsequent master's degree programme that is a follow-up of a bachelor's degree programme, i.e. the applicant's academic rights,
 - b) the foreign higher education institution operates in accordance with the applicable legislation of a foreign country, i.e. the accreditation of the foreign higher education institution; where the education was provided in a country other than that in which the foreign higher education institution is based, the faculty shall also verify whether the higher education institution operates in accordance with the applicable legislation of that country.

- (3) To this end, the faculty may also require the submission of
 - a) documents containing supplementary information on the content and scope of the foreign higher education, submitted in the form specified in Article 10(1) and (2),
 - b) a certificate from the relevant foreign higher education institution or other competent foreign authority, confirming that the graduate is entitled, in the foreign country in question, to apply for admission to a subsequent master's degree programme that is a follow-up of a bachelor's degree programme, submitted in the form specified in Article 10(1) to (2),
 - c) a certificate from the relevant foreign authority confirming that the foreign higher education institution in question is authorised to provide higher education in the foreign country in question, submitted in the form specified in Article 10(1) to (2).
- (4) The faculty shall set a deadline for the submission of the documents referred to in paragraph 1 and, where applicable, any supplementary documents referred to in paragraph 3, in such a way as to allow itself sufficient time to verify the requirements set out in paragraph 2 and, at the same time, to allow applicants reasonable time to obtain and submit them.
- (5) If the faculty has doubts as to the adequacy of the standard, scope or content of an applicant's prior foreign education, as evidenced by a foreign higher education certificate in accordance with Article 3(1)(c), it shall send to the applicant a notice referring to Section 48(6) of the Act and shall request the applicant to demonstrate fulfilment of the condition for admission to study by means of the document referred to in Article 3(1)(a).
- (6) If the faculty has no doubts as to the adequacy of the standard, scope or content of the applicant's prior foreign education, as evidenced by a foreign higher education certificate, it shall send a notice to the applicant confirming that the condition of completed higher education for admission to the study has been met in the admission procedure.
- (7) The faculty shall make a record in the admission procedure file regarding the outcome of the assessment of the applicant's previous foreign education, in accordance with the template in the Annex.

Article 5

Proof of Fulfilment of the Higher Education Requirement For Admission to a Doctoral Degree Programme

- (1) An applicant who has obtained a foreign higher education qualification by completing a degree programme at a foreign higher education institution shall demonstrate that they meet the higher education requirement for admission to a doctoral degree programme through
 - a) a certificate of recognition of a foreign higher education qualification in the Czech Republic and, where applicable, a decision on the recognition of a foreign higher education qualification in the Czech Republic, provided that the certificate forms an annex to that decision, issued by a Czech public higher education institution or by the Ministry, the Ministry of Defence or the Ministry of the Interior,
 - b) a foreign certificate of higher education which, in accordance with international obligations of the Czech Republic, is recognised as equivalent in the Czech Republic without the need for any further administrative procedure; this applies only to countries with which the Czech Republic has concluded a bilateral agreement on the recognition of education documents and qualifications, i.e. as at the date of entry into force of this regulation Slovakia, Germany, Slovenia, Hungary and Poland, or
 - c) a foreign certificate of higher education obtained by completing a degree programme at a foreign higher education institution operating in accordance with the applicable legislation of a foreign country, together with a transcript of courses completed, i.e. a diploma supplement or equivalent document.
- (2) If an applicant fails to demonstrate that they meet the condition by submitting the document referred to in paragraph 1, they will not be admitted to the study on the grounds of failing to demonstrate that they meet the conditions for admission to the study in accordance with Section 48(5) of the Act.
- (3) Where an applicant proves compliance with the condition by means of a document referred to in paragraph 1(a) to (b), they shall submit that document in the form specified in Article 10(1) to (2). Depending on the circumstances of the case, the applicant shall also provide the documents specified

in Article 7.

- (4) Where an applicant demonstrates compliance with the condition by means of a document referred to in paragraph 1(c), the Rectorate Department for Education shall assess the applicant's qualifications in accordance with Article 6.

Article 6

Assessment of an Applicant's Foreign Higher Education Qualifications For Study in a Doctoral Degree Programme

- (1) An applicant for a doctoral degree programme who wishes to have their foreign higher education qualifications assessed as part of the admission procedure shall submit the following to the Rectorate Department for Education (hereinafter referred to as "the Rectorate Department"):
- a) application for the assessment of education; applications must be submitted via the contact centre in the UIS system or in paper form; applications must have a counterpart in Czech, Slovak or English,
 - b) proof of a foreign higher education qualification, i.e. a diploma, in the form specified in Article 10(1) to (3),
 - c) a diploma supplement or equivalent document containing a transcript of courses completed, submitted in the form specified in Article 10(1) to (3),
 - d) information regarding the place where the education was provided, i.e. the place of study; the applicant may provide this information in the application or separately in the form of a statutory declaration,
 - e) and, where applicable, the documents referred to in Article 7.
- (2) In case the applicant sends any of the documents listed in Article 1 to the faculty, the faculty shall forward these documents to the Rectorate Department.
- (3) The Rectorate Department shall verify that
- a) the foreign higher education qualification certificate from the relevant foreign country submitted entitles the holder to access studies in a doctoral degree programme that is a follow-up of a master's degree programme, i.e. the applicant's academic rights,
 - b) a foreign higher education institution operates in accordance with the applicable legislation of a foreign country, i.e. the accreditation of the foreign higher education institution; where the education was provided in a country other than that in which the foreign higher education institution is based, the Rectorate Department shall also verify whether the higher education institution operates in accordance with the applicable legislation of that country.
- (4) To this end, the Rectorate Department may also require the submission of
- a) documents containing supplementary information on the content and scope of the foreign higher education, submitted in the form specified in Article 10(1) and (2),
 - b) a certificate from the relevant foreign higher education institution or other competent foreign authority, confirming that the graduate is entitled, in the foreign country in question, to apply for admission to a doctoral degree programme that is a follow-up of a master's degree programme, submitted in the form specified in Article 10(1) to (2),
 - c) a certificate from the relevant foreign authority confirming that the foreign higher education institution in question is authorised to provide higher education in the foreign country in question, submitted in the form specified in Article 10(1) to (2).
- (5) The Rectorate Department shall set for the applicant a deadline for the submission of the documents referred to in paragraph 1 and, where applicable, any supplementary documents referred to in paragraph 4, in such a way as to allow itself sufficient time to verify the requirements set out in paragraph 3 and, at the same time, to allow applicants reasonable time to obtain and submit them.
- (6) Where necessary, the Rectorate Department may request cooperation from the faculty delivering the degree programme to which the applicant has applied in assessing the foreign higher education.
- (7) If the Rectorate Department has doubts as to the adequacy of the standard, scope or content of an applicant's prior foreign education, as evidenced by a foreign higher education certificate in accordance

with Article 5(1)(c), it shall send to the applicant a notice referring to Section 48(6) of the Act and shall request the applicant to demonstrate fulfilment of the condition for admission to study by means of the document referred to in Article 5(1)(a).

- (8) If the Rectorate Department has no doubts as to the adequacy of the standard, scope or content of an applicant's prior foreign education, as evidenced by a foreign higher education certificate, it shall send a notice to the applicant confirming that they have met the requirement of having completed higher education for admission to the degree programme in the admission procedure.
- (9) The Rectorate Department shall make a record in the admission procedure file regarding the outcome of the assessment of the applicant's previous foreign education, in accordance with the template in the Annex. The Rectorate Department shall forward all documentation relating to the assessment of education to the faculty for inclusion in the admission procedure file.

PART TWO GENERAL AND CONCLUDING PROVISIONS

Article 7 Further Supporting Documents

Depending on the circumstances of the case, the applicant shall also provide the following supporting documents:

- a) Power of Attorney, if the applicant acts through a representative in order to demonstrate compliance with the conditions for admission under Section 48(4) and (5) of the Act; in the form of an original or a simple copy (scan), in accordance with Article 10(2); signatures on the Power of Attorney need not be officially certified,
- b) in the event of a change in the applicant's name, a document proving the name change, e.g., a marriage certificate, in the form specified in Article 10(1) to (2); in case of doubts as to the authenticity of the document, the applicant may be asked to provide a document in the form specified in Article 10(1) to (3),
- c) a decision on the granting of international protection, if the assessment is requested by a person specified in Section 90(4) of the Act and if such person wishes to use the option to replace any of the supporting documents with a statutory declaration, submitted in the form specified in Article 10(1) to (2); in case of doubts as to the authenticity of the document, the applicant may be requested to submit the document in the form specified in Article 10(1) to (3).

Article 8 Validity of the Assessment of Foreign Education Qualifications

No separate decision is issued to confirm that the prior education requirement under Section 48 of the Act has been met. An assessment carried out in accordance with Section 48(4)(d) and (5)(c) of the Act is valid only within the context of the specific admission procedure and does not constitute a declaration that a foreign degree programme is equivalent to any of the degree programmes offered at Mendel University in Brno.

Article 9 Fee For the Assessment of Foreign Education Qualifications

- (1) A fee for the assessment of foreign education qualifications (hereinafter referred to as "the fee") is required when a faculty assesses foreign education qualifications in accordance with Article 2 and Article 4, regardless of the outcome of the assessment. The fee is revenue for the faculty.
- (2) A fee is required when the Rectorate Department assesses foreign education qualifications in accordance with Article 6, regardless of the outcome of the assessment. The fee constitutes revenue for University-wide and Rectorate units.

- (3) If an applicant submits an application to study on degree programmes run by different faculties, each faculty charges the fee separately. If an applicant for study applies to enrol in more than one degree programme at the same faculty within the same period, the faculty shall charge the fee only once and shall not require the applicant to submit more than one counterpart of the relevant documents.
- (4) Where the assessment of foreign education under Article 6 is carried out by the Rectorate Department, the following applies:
 - a) if an applicant applies for study on more than one degree programme at the same faculty within the same period, the Rectorate Department shall charge the fee only once and shall not require the applicant to submit more than one counterpart of the relevant documents,
 - b) if an applicant applies for study on more than one degree programme at different faculties within the same period, the Rectorate Department shall charge a fee for each faculty separately; the applicant is required to submit the necessary documents in the number of counterparts corresponding to the number of faculties to which they are applying.
- (5) If an applicant fails to pay the fee referred to in paragraph 1 properly and in time, the faculty shall require proof of the applicant's previous foreign education in accordance with Article 1(1)(a) or, where applicable, Article 3(1)(a). If an applicant fails to pay the fee referred to in paragraph 2 properly and in time, the Rectorate Department shall require proof of the shall enter into force on the date of its signature's previous foreign education in accordance with Article 5(1)(a).
- (6) The fee for the assessment of foreign education qualifications is set out in the Rector's Order on fees associated with studies.
- (7) The fee is to be paid by the applicant in accordance with the payment instructions, via the FlyWire payment gateway, by bank transfer or in cash at the Rectorate cash desk. In the case of a fee under paragraph 1, the payment instruction is issued by the faculty; in the case of a fee under paragraph 2, it is issued by the Rectorate Department.

Article 10 General Provisions

- (1) Unless otherwise stated, the applicant must submit all supporting documents in the form of originals, officially certified copies or authorised conversions.
- (2) All supporting documents must be submitted with a certified translation into Czech or English; translations into Czech or English are not required for documents issued in Slovak or English.
- (3) The authenticity of signatures and stamp impressions on the documents with which the applicant proves their foreign secondary or higher education qualifications in accordance with Article 1(1)(e), Article 3(1)(c) and Article 5(1)(c), must be certified in accordance with international obligations of the Czech Republic. The authentication methods are published on the University's website at: <https://mendelu.cz/posouzenivzdel/>.
- (4) If, in justified cases, the applicant submits the documents pursuant to Article 1(1), Article 3(1) and Article 5(1) in original paper form, a copy of this document supplemented by a record of its verification by a competent person from the original of the document, or an authorized conversion of the document performed by the Central Filing Office or a branch filing office, shall be included in the admission procedure file. The relevant department shall return the original of the submitted document to the applicant either at the end of the admission procedure or immediately after a copy has been made for the file or an authorised conversion has been carried out.
- (5) In the event of any uncertainty regarding the assessment of prior foreign education at faculty level, the Rectorate Department shall provide methodological support.
- (6) In the case of studies not delivered by the faculties, the Institute for Lifelong Learning carries out the faculties' responsibilities in accordance with this regulation.

Article 11 Final Provisions

- (1) The Rector's Methodological Instruction shall enter into force on the date of its promulgation and shall take effect on the fifteenth day after its entry into force.

(2) Annexes:

Annex – Template for a file record

doc. Ing. Martin Klimánek, Ph.D., m.p.
Rector

Annex
Template for a File Record

RECORD

to the file, file number: xxxxxxxxxxxxxxxx

Ref. No. xxxxxxxxxxxxxxxx

on the recognition of foreign education qualifications pursuant to Section 48(6) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), made in accordance with the provisions of Section 48(8) of the aforementioned Act.

Re:

Recognition of the secondary / higher education qualifications of the applicant xxxxxxxxxxxxxxxxxxxx, obtained upon completion of secondary / higher education study at xxxxxxxxxxxxxxxxxxxx, which operates in accordance with the applicable legislation of xxxxxxxxxxxx.

record description:

The education stated entitles / does not entitle the applicant, as its holder, to access to the bachelor's / subsequent master's / doctoral degree programme xxxxxxxxxxxxxxxxxxxx offered by the xxxxxxxx Faculty of Mendel University in Brno.

reason:

In Brno on.....

Recorded by: *authorised official / official*

name, surname, position and signature