

Technical University of Liberec

Procedure of approving foreign university education and qualification at Technical University of Liberec

The object of approval is university education gained by absolving study program accomplished by foreign university, according to § 89, 90 a 106 of the law nr. 111/1998 Sb., about university education and about change of other laws (universities law).

The rector of TUL is the only one to decide about approval of foreign university education.

Process of approval

The approval is started by written application of absolvent of foreign university, or person who formerly studied on foreign university (applicant) delivered to TUL's chancellor's office.

Application (sample in attachment) must contain:

- a) name and surname of the applicant, date and place of birth,
- b) adress for delivery of rector's decision,
- c) name and adress of foreign university, name of the study program
- d) original or officially authorised copy of diploma
- e) original or officially authorised copy of the list of taken exams, or so called "Diploma Supplement",
- f) official translations into czech language (by official enterpreneur) of the documents according to point d) and e),
- g) on university's request also supplementary information that the study program was realised by institution allowed to offer university education or paper about the subject of university studies.

All the papers must be legalised, that means that all the stamps and signatures muset be proven legal by ministry of foreign affairs of the state, where the foreign university giving the papers is situated and also by aproprate representative bureau od Czech Republic, unless international agreement does not say otherwise. International agreement can urge verification by so called Apostila (Haag treaty) or without verification (about legal aid). More information can be found on website of Ministry of justice (www.iustice.cz) or Ministry of foreign affairs (www.mzv.cz).

During the process of approval of foreign university education, the contents and range of studies are compared to acredited study program committed by TUL or it's faculties.

In case that the results of this comparation show essential differences or in case that the diploma was issued by an institution not recognized as university in the country where it has it's headquarters, the application would be disapproved.

The rector of TUL approves foreign university education on basis of the resolution of the dean of the faculty realising a study program of similar contents.

If the rector of TUL approves the application, the applicant receives a resolution about approval of foreign university education with certificate confirming equality with study

provided by according type of study program on TUL, eventually a certificate about a right to use approved **foreign** title.

Regulations about administrative processes are applied on this process.

The applicant has a right to revoke to TUL's rector's office in 15 day's time.

The rector of TUL can decide about revocation (in case that the revocation is approved), or the whole case would be advanced to the Ministry of education and sports as an organ of revocation. Ministry's result is final (cannot be revoked).

Related legal regulations:

- Law nr. 111/1998 Sb., about university education and about change of other laws (universities law)
- Law nr. 500/2004 Sb., administrative regulation
- International agreements alternating mutual approval of education documents
- International agreements alternating approval of public documents