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Decree of the Rector No. 12/2021,

**on Verification in the AMU Admissions Process of Requirements
Concerning Prior Secondary or Higher Education Undertaken Abroad**

Article 1 Introductory Provisions

- (1) This Decree regulates the procedure for verifying the fulfilment of admissions requirements concerning prior education for applicants to the Academy of Performing Arts in Prague (hereinafter "AMU") who have completed prior secondary or higher education abroad.
- (2) AMU has institutional accreditation for the field of Arts Education and is thus entitled to assess an applicant's secondary and higher education undertaken abroad in the admissions process in accordance with Section 48(4-5) of Act No. 111/1998 Coll., on Higher Education Institutions (hereinafter the "Higher Education Act").

Article 2

Admission to Bachelor's Programmes and to Master's Programmes Which Do Not Follow On from a Bachelor's Programme

- (1) An admission requirement for **Bachelor's programmes**, and for **Master's programmes which do not follow on from a Bachelor's programme**, is completion of a secondary education with a matura examination. Applicants with a higher vocational education at a conservatory can also be admitted in the field of Arts.
- (2) An applicant who has obtained a secondary education abroad by completing a secondary education curriculum at a foreign secondary school, an international secondary school, a European School operating under the Convention Defining the Statute of the European Schools, or a school authorised by the Czech Ministry of Education, Youth and Sports to provide compulsory education under the Education Act, shall demonstrate fulfilment of the requirement of completion of a secondary education with a matura examination in one of the following ways:
 - a) with a certificate of general recognition of the equivalency or validity in the Czech Republic of a foreign certificate of completion of a secondary education, obtained pursuant to Act No. 561/2004 Coll., the Education Act (hereinafter the "Education Act"), or pursuant to previous legislation;
 - b) with a European Baccalaureate diploma;
 - c) with a foreign certificate of completion of a secondary education undertaken abroad with a matura examination, provided it is automatically equivalent in the Czech Republic under its international obligations without further administrative procedure; or
 - d) with a foreign certificate of completion of a secondary education obtained by completing a secondary education curriculum at a secondary school operating abroad in accordance with the legislation of a foreign country and which entitles its holder to access a Bachelor's programme (or a Master's programme which does not follow on from Bachelor's programme) in that foreign country (hereinafter "certification").
- (3) Within the scope of certification, AMU shall verify:
 - a) the foreign certificate of completion of a secondary education undertaken abroad, and whether it was obtained by completing a secondary school curriculum at a foreign secondary school operating in accordance with the legislation of that foreign country (i.e. accreditation of the foreign school);
 - b) furthermore, that in the foreign country in question the certificate of completion entitles its holder to access a Bachelor's programme (or a Master's programme which does not follow on from a Bachelor's programme); and
 - c) information on the contents and scope of the foreign secondary school curriculum (an overview of subjects).

- (4) For the purpose stated in the preceding paragraph, AMU may further require:
- a) a confirmation by the relevant foreign secondary school or other relevant foreign body (e.g. the foreign country's Ministry of Education or equivalent) that a graduate of the foreign secondary school in question is entitled to apply for admission to a Bachelor's programme (or to a Master's programme which does not follow on from a Bachelor's programme) in the foreign country in question; and
 - b) supplementary information documenting that the curriculum was implemented by an institution authorised under the foreign country's legislation to provide education comparable to a secondary education in the Czech Republic under the Education Act.

Article 3

Admission to Master's Programmes Which Follow On from a Bachelor's Programme, and to Doctoral Programmes

- (1) An additional requirement for admission to a **Master's programme which follows on from a Bachelor's programme**, and for conferral of the relevant academic degree, pursuant to the provisions of Section 48(1) of the Higher Education Act, is the due completion of any type of higher education programme of study. A requirement for admission to a **doctoral programme** is the due completion of a Master's programme and conferral of the relevant academic degree.
- (2) An applicant who has obtained a university education abroad by completing a programme of study at a foreign university shall demonstrate fulfilment of this requirement in one of the following ways:
- a) with a certificate of general recognition of foreign higher education in the Czech Republic, obtained pursuant to Sections 89 and 90 of the Higher Education Act or pursuant to previous legal regulations;
 - b) with a foreign certificate of completion of higher education undertaken abroad which is equivalent in the Czech Republic under its international obligations without further administrative procedure; or
 - c) with a foreign certificate of completion of a university education obtained by completing a programme of study at a foreign university operating in accordance with the legislation of a foreign country (certification).
- (3) Within the scope of certification, AMU shall verify:
- a) the foreign certificate of completion of a university education, and whether it was obtained by completing a programme of study at a foreign university operating in accordance with the legislation of that foreign country (i.e. accreditation of the foreign university);
 - b) furthermore, that in the foreign country in question the certificate of completion entitles its holder to access a Master's programme which follows on from a Bachelor's programme, or a doctoral programme; and
 - c) information on the contents and scope of programme of study undertaken at the foreign university (a so-called Diploma Supplement or Transcript).
- (4) For the purpose stated in the preceding paragraph, AMU may further require:
- a) additional information on the contents and scope of the programme of study undertaken at the foreign university; and
 - b) a confirmation from a competent foreign authority that the foreign university in question is authorised to provide higher education in that country.

Article 4

Instructions for Applicants

- (1) The applicant is required to submit documents together with the application for admission (**originals or certified copies** – in particular the diploma, certificate or similar document issued by the foreign university, the diploma supplement or transcript, and a confirmation that the programme of study was implemented by an institution authorised to do so).
- (2) In the case of documents that were not originally issued in Czech, English or Slovak, **certified translations (“úředně ověřené překlady”) into Czech or English** must be provided. (In the case of a certified translation prepared abroad, the translation sheets must be attached to the certified copies of the documents to which they relate in such a way as to preclude subsequent substitution or replacement of sheets containing a translation. If the documents were issued in a bilingual format and one of the languages is English, then they do not need to be translated.)
- (3) **The authenticity of signatures and stamps on all documents submitted by the applicant must be duly verified in accordance with the relevant international agreements.** The forms of verification pursuant to the relevant international agreements, as well as a list of agreements regulating the automatic equivalency of education certificates, are provided on the AMU website.

In exceptional cases for documents from EU member states, Norway, the United States of America, Canada, Australia or New Zealand, it is possible to substitute an apostille (in the case of Canada the super-legalisation) with a certified copy of the relevant document (analogous to the procedure for states which have concluded an agreement on legal assistance with the Czech Republic), if one of the following conditions is concurrently met:

- a) the foreign school, at the request of the applicant, confirms in an e-mail sent to the AMU Rectorate that the applicant is a graduate of that foreign school; or
 - b) the official website of the foreign school enables AMU to verify free of charge that the applicant is a graduate (e.g. the option to download the applicant’s transcript from the official website of the foreign university after entering a password).
- (4) A certification fee (for acts connected with assessing fulfilment of the admission requirement of completed prior education pursuant to the provisions of Sections 48(4d) and 48(5c) of the Higher Education Act and to the provisions of Articles 2(2d) and 3(2c) of this Decree) shall be payable upon the faculty’s request. The faculty shall call upon the applicant, without undue delay after being informed by the applicant that he/she is interested in an assessment of prior education undertaken abroad within the scope of the AMU admissions process (certification), to pay a fee for acts connected with such assessment, and shall send him/her the necessary payment instructions.

Article 5 Verification Process

- (1) If the applicant has fulfilled the other admission requirements, the faculty will send the documents demonstrating fulfilment of the requirement of prior foreign secondary or higher education to the Department of Academic Affairs (“Studijní oddělení”) of the AMU Rectorate.
- (2) Verification of fulfilment of the admission requirement pursuant to Section 48(1 and 3) of the Higher Education Act by means of prior foreign secondary or higher education shall be performed by the Department of Academic Affairs (“Studijní oddělení”) of the AMU Rectorate within the scope of the admissions process.
- (3) The result of the assessment of fulfilment of the admission requirement of prior education shall be entered by the Department of Academic Affairs (“Studijní oddělení”) of the AMU Rectorate into the file in the form of a Verification (“Ověření”). The original Verification shall be sent to the faculty and a copy shall be deposited at the Rectorate.
- (4) The faculty shall issue a decision on admission only after verification of all admission

requirements, including verification of prior education pursuant to this Decree. (In exceptional cases, applicants without a completed secondary education or a higher vocational education at a conservatory may also be admitted in the field of Arts.)

- (5) For visa applicants and in other justified cases, faculties may issue a Certificate of Successful Fulfilment of the Aptitude and Theoretical Requirements of the Entrance Examination (“Osvědčení o úspěšném splnění talentových a teoretických podmínek přijímací zkoušky”) prior to issuing the decision on admission.
- (6) In the event that:
 - a) AMU has doubts as to the sufficiency of the level, scope or contents of the applicant’s prior education undertaken abroad as documented by a foreign certificate of education undertaken abroad within the certification process;
 - b) the applicant does not provide a foreign certificate of education undertaken abroad in the prescribed form within the scope of certification; or
 - c) the applicant does not pay the fee for certification (assessment of fulfilment of the admission requirement of prior education pursuant to the provisions of Section 48(4d) and 48(5c) of the Higher Education Act);

then AMU shall call upon the applicant either to eliminate this defect (defects) or to demonstrate fulfilment of this admission requirement by submitting a certificate specified in Article 2(2a) or 3(2a) of this Decree.

- (7) If the result of the assessment is negative, in particular because the submitted foreign certificate of education undertaken abroad or the foreign secondary school or higher education institution in question does not meet the requirements stipulated by the Higher Education Act, then the admission requirements pursuant to the provisions of Section 48(1-3) shall not be deemed fulfilled; the applicant will not be admitted due to failure to demonstrate fulfilment of admission requirements pursuant to Section 48(4) of the Higher Education Act.

Article 6 Validity of the Verification

- (1) If an applicant applies for admission to more than one programme of study at AMU (even at different faculties) within one academic year, then he/she shall submit a certificate pursuant to Article 2(2) or 3(2) of this Decree only once.
- (2) If the applicant submits multiple applications for admission to AMU within one academic year, then he/she shall pay the fee for certification (assessment performed pursuant to Section 48(4d) or 48(5c) of the Higher Education Act) only once.
- (3) Verification of the requirement of prior education in the admissions process shall be valid for the AMU admissions process for a period of 4 years from the date of the initial Verification. This provision shall apply to Verifications made after the effective date of this Decree.
- (4) The applicant is required to immediately inform the faculty of circumstances stipulated in paragraphs 1 to 3 above (applications to multiple programmes of study or previous Verification).
- (5) Certification (assessment pursuant to Section 48(4d) or 48(5c) of the Higher Education Act) is valid only within the scope of the AMU admissions process and does not constitute a declaration of equivalency of the programme of study undertaken abroad with any programme of study implemented by AMU.

Article 7 Final Provisions

- 1) In the event that an applicant is admitted without having obtained a secondary education with a matura examination, or a higher vocational education at a conservatory, on the basis of an artistic exception pursuant to Section 48(2) of the Higher Education Act, then this Decree shall apply proportionately to subsequent verification of prior secondary education undertaken abroad within the scope of his/her studies at AMU.
- 2) This Decree shall become valid upon its signature and effective on 3 November 2021.

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Rector