

## **RECTOR'S DECREE No. 4/25**

### **on Internal Recognition of Foreign Education Documents Valid for Applicants for the Academic Year 2025/2026**

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#### **Article I – Introductory Provisions**

This decree sets out the conditions and procedure for the internal assessment of foreign secondary or higher education (so-called “internal recognition”) for the purpose of the admission procedure to degree programmes offered by the University of Creative Communication in the academic year 2025/2026.

#### **Article II – Scope of Internal Recognition**

Internal recognition applies to applicants who:

- a) have obtained a foreign secondary or higher education diploma, regardless of whether the studies were completed abroad or at a foreign secondary or higher education institution operating under the laws of a foreign country,
- b) submit proof of completed education in order to apply for admission to the University of Creative Communication,
- c) request an internal assessment of this document as part of the admission procedure.

Internal recognition serves exclusively for the purposes of the admission process and does not replace the official recognition of foreign education pursuant to Sections 89 et seq. of Act No. 111/1998 Coll., on Higher Education Institutions, as amended.

#### **Article III – Procedure**

The applicant shall submit:

- a) a certified copy of the foreign education certificate,
- b) an official translation into Czech or English (if the document is not issued in one of these languages),
- c) additional documents required by the faculty (e.g., transcript of records, overview of contact hours, etc.).

The decision on the assessment of the document is made by the Rector in cooperation with the guarantor of the respective study program.

The result of the assessment is communicated to the applicant in writing and recorded in the admission documentation.

#### **Article IV – Fee**

A fee of EUR 100 is charged for internal recognition.

The fee is non-refundable and payable before the assessment begins.

Proof of payment must be included in the application.

#### **Article V – Final Provisions**

This decree comes into effect on the day of its signing.

It applies to all applicants for bachelor's degree programs in the academic year 2025/2026 who submit a foreign education certificate.

This decree may be amended or supplemented according to current legislation or internal needs of the university.

In Prague, 3 June 2025

**Ing. Dana Janovská**

Rector

Vysoká škola kreativní komunikace