Internal regulation
of the University of Ss. Cyril and Methodius in Trnava
7/2022

Directive on the recognition of the documents on education at the University of Ss. Cyril and Methodius in Trnava

§ 1
General Provisions

1. Directive on the recognition of educational documents at the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as the “directive” is issued by Act no. 422/2015 Coll. on the recognition of educational documents and the recognition of professional qualifications and on the amendment of certain laws as amended (hereinafter referred to as the "the Act").
2. The directive is issued according to § 15 par. 1 letter m) of Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as “the Act”), § 48 par. 2 of the Statute of the University of Ss. Cyril and Methodius in Trnava and 15 par. 1 letter c) Organizational Rules of the University of Ss. Cyril and Methodius in Trnava.
3. This directive defines the principles and regulates the rules for the recognition of educational documents at the University of Ss. Cyril and Methodius in Trnava (hereinafter referred to as “UCM”).
4. Recognition of educational documents for academic purposes is the recognition of educational documents issued by a foreign university or other authority authorized to do so according to the legislation of the relevant state (hereinafter referred to as “education document issued by a foreign university”) to meet the basic conditions for admission to university studies according to § 56 par. 2 and 3 of the Act on Universities.
5. The recognition of educational documents issued by a university located outside the territory of the Slovak Republic or by another authority authorized to do so according to the legislation of the relevant state is a procedure in which it is assessed whether the conditions for issuing an educational document to be recognized are equivalent to the conditions for issuing documents on education according to this law. A special regulation applies to the recognition of educational documents as documents of professional qualifications to perform a profession[1].
6. The recognition of educational documents to exercise a regulated profession in the Slovak Republic is the responsibility of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MŠVVaŠ SR"), the Centre for the Recognition of Educational Documents and is implemented by the EP Directive and Council no. 2005/36/EC and special regulation[1].
7. Recognized higher education institution means a foreign higher education institution or another foreign educational institution established according to the legislation of a member state or a third country, which is recognized by a member state or a third country as an educational institution authorized to provide higher education.
8. The recognition of a document on higher education means the recognition of a document on education issued by a recognized foreign educational institution of a member state or a third country as equivalent to a document on education issued by a recognized educational institution in the Slovak Republic.

[1] Act No. 422/2015 Coll. on the recognition of educational documents and on the recognition of professional qualifications and on the amendment of certain laws as amended

9. Recognition of education documents for other purposes according to § 30 of the Act on Recognition, namely for issuing the European Union Blue Card[2] and to assess the level of education achieved, is carried out according to § 33 to § 39 of the Act on Recognition. If for the purpose of assessing the education achieved, recognition of education documents in the relevant field of study is required, the procedure is by § 33 of the Recognition Act.

§ 2
Recognition of education documents

1. On the recognition of a document of education in the relevant field of study, which is a university diploma, certificate of state examinations, and proof of awarded academic degrees, scientific-pedagogical degrees, and art-pedagogical degrees, issued by a recognized university in another member state or a third country, at the purpose of continuing studies is decided by:

   a recognized university in the Slovak Republic that offers study programs in the same or related fields of study as indicated on the education document, or b) MŠVVaŠ SR, if there is no higher education institution in the Slovak Republic a school that offers study programs in the same fields of study or in related fields of study as indicated on the educational document.

2. UCM only recognizes documents of higher education in the relevant field of study to continue studies, if it carries out study programs in the same fields of study or related fields of study, as indicated on the document of education, documents of education for performance and inclusion in functional the position of docent and professor, documents on education for the use of a foreign degree (its abbreviation) by § 56 par. 5 of the Act on recognition, documents on education for the performance of an unregulated profession.

3. UCM does not recognize documents on the level of education achieved or on education based on international agreements. According to § 39 of the Act on Recognition, the recognition of educational documents based on international agreements and contracts is within the competence of MŠVVaŠ SR, the Centre for the Recognition of Educational Documents. Education documents issued in countries with bilateral agreements on the recognition of education documents and those issued in European Higher Education Area states are subject to this procedure. MŠVVaŠ SR recognizes education documents without comparing the content and scope of education.

4. Documents on education in the relevant field of study recognized by UCM to continue studies, documents on education for performance and placement in the position of associate professor and professor, documents on education for the use of a foreign degree (its abbreviation) by § 56 par. 5 of the Act on Recognition, documents on education for the performance of an unregulated profession are a university diploma, a certificate of state examinations, an addendum to the diploma, or a statement of completed courses and completed exams issued by a recognized university in another member state or a third country.

[2] § 38 of Act no. 404/2011 Coll. on the residence of foreigners and on the amendment of certain laws, as amended

5. The procedure for recognition of a document of education in the relevant field of study begins from the date of delivery of the application to UCM.
6. An applicant whose education document has been recognized is entitled to use the academic title and its abbreviation on the territory of the Slovak Republic as they were granted according to the national legislation of the country from which the document originates, in the language of that country. If the academic degree or its abbreviation were interchangeable with degrees awarded according to the law, which require the fulfilment of other conditions for obtaining professional competence, as was the case in the state from which the educational document originates, the MŠVVaŠ SR will decide on the use of an appropriate academic degree.
7. The authenticity of the signatures and the imprint of the school stamp on the originals of the documents referred to in § 2 par. 2 of this directive must be certified by a state authority competent for its certification or by a notary in the relevant state with an imprint of the stamp of the representative office of the Slovak Republic in that state unless an international treaty provides otherwise.
8. In the event that a foreign certificate of completed education was issued in a state that is not a member state within the framework of the Convention on the Abolition of the Requirement of Higher Verification of Foreign Public Documents of October 5, 1961[3], in addition to the apostille, the so-called super legalization of a foreign education document, i.e. a foreign certificate of completed education, provided with an apostille, must also be verified by:
    a) the Ministry of Foreign Affairs of the country in which the foreign certificate of completed education was issued, and
    b) the representative office (embassy or consulate) of the Slovak Republic in the country in which the foreigner was the certificate of completed education issued.
9. UCM decides on the recognition of educational documents of study programs in the same or related fields of study that it has accredited.
10. In the case of recognition of documents on the education of docents and professors for the filling of a position, the functional classification of the docent and professor is taken into account, which is assessed by the relevant faculty/institute at which the respective docent or professor is to hold the position of docent or professor. For the recognition of documents on the education of docents and professors for the performance of the position of docent or professor, the application in Annex 5 of this directive is used.

[3] Member States: Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belgium, Belize, Belarus, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei, Bulgaria, Burundi, Cook Islands, Cyprus, Czech Republic, Montenegro, Chile, PRC - Macao and Hong Kong, Denmark, Dominica, Dominican Republic, Ecuador, Estonia, Eswatini (former Swaziland), Fiji, Philippines, Finland, France, Greece, Granada, Georgia, Guatemala, Guyana , the Netherlands and the Netherlands Antilles, Honduras, Croatia, India, Ireland, Iceland, Israel, Jamaica (from 3.7.2021), Japan, the Republic of South Africa, South Korea, Cape Verde, Kazakhstan, Kyrgyzstan, Colombia, Costa Rica, Lesotho, Liberia, Liechtenstein, Lithuania, Latvia, Luxembourg, Hungary, Malawi, Malta, Marshall Islands, Morocco, Mauritius, Mexico, Moldova, Monaco, Mongolia, Namibia, Germany, Nicaragua, Niue, Norway, New Zealand (not applicable to Tokelau), Oman, Palau, Panama , Paraguay, Peru, Poland, Portugal, R Austria, Romania, Russia, El Salvador, Samoa, San Marino, North Macedonia, Seychelles, Singapore (from 16.9.2021), Slovakia, Slovenia, United Kingdom of Great Britain and Northern Ireland, United States of America, Serbia, Suriname, Saint Lucia, Saint Christopher and Nevis, Saint Thomas and Princes, Saint Vincent and the Grenadines, Spain, Switzerland, Sweden, Tajikistan, Italy, Tonga, Trinidad and Tobago, Tunisia, Turkey, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela.

11. If the UCM does not offer a study program in the same or a related field of study as stated in the submitted foreign document of completed education, the UCM will recommend the applicant to the MŠVVaŠ SR (§ 33 paragraph 1 letter b) of the Act on the Recognition of Documents) or to another university school/university.

§ 3
Procedure for recognition of documents

1. A certificate of education issued by a foreign university can be recognized based on a written request from a graduate of a foreign university.
2. The application contains:
    a) the name and surname of the applicant,
    b) the address of permanent residence or similar residence of the applicant,
    c) the subject of the application,
    d) the name and address of the recognized foreign university that issued the certificate of completed education,
    e) the year of completion of the applicant's studies,
    f) signature of the applicant.
3. To submit the application, it is necessary to attach:
    a) a copy of the identity document,
    b) certified copies of educational documents,
    c) a certified copy of the supplement to the university diploma, if it is issued by a recognized university, or a statement of subjects completed and exams taken,
    d) information on previous education achieved before the education that is the subject of the application,
    e) verification of the authenticity of the signatures and imprint of the school stamp (apostille/legalization/super legalization) on the document of completed education by an authority of a member state or a third country competent for its verification, if the international agreement does not stipulate otherwise (Annex No. 1 of this Directive),
    f) proof of payment of the administrative fee according to Annex No. 2 of this directive.
4. The applicant is obliged to submit a certified translation of the documents according to paragraph 3, letters b), c), d) into the state language, except for documents issued in the Czech language, a translation into the Slovak language is not required.
5. In addition to the documents listed in paragraph 3, the applicant may be required to submit other documents and information if this is necessary to assess the equivalence of the educational document for the purpose of continuing studies.
6. UCM will assess the application within 60 days from the delivery of the application. If the application does not have the prescribed requirements, the procedure will be interrupted, and the applicant will be asked to complete the missing documents or

eliminate the deficiencies in the application within 30 days from the delivery of the request.

7. UCM will ask the faculty where the education in the field of study takes place to assess the submitted application.
8. Dean of the faculty or the director of the institute will assess the application and issue an "Opinion on the decision on the recognition of the educational document" within 30 days from the delivery of the complete application according to § 3, par. 2 and 3 of this directive. In the opinion (Annex No. 6 of this directive), the faculty shall indicate whether it recommends the submitted educational document:
    a) to recognize it as equivalent to a document of higher education in a specific degree of higher education in the relevant field of study or
    b) to reject a request for recognition of a document of education in the relevant field of study or
    c) to recognize as equivalent to a certificate of higher education in a specific degree of higher education in the relevant field of study after a differential examination.
9. Dean of the relevant faculty, or the director of the institute, by means of a decision, in which he also states all the requirements for carrying out a differential examination, recommends conducting a differential examination if in the course of decision-making he discovers that:
    a) the education that the applicant proves with a document of education is at least one year shorter than the compared standard length of education in the relevant field in the Slovak Republic, or
    b) the content of the applicant's education lacks knowledge or skills, such as the compared knowledge or skills in the same field of a study conducted at UCM.
10. If the dean of the faculty or the director of the institute finds that by taking the differential examination the applicant will acquire such knowledge or skills that will eliminate the differences in the applicant's education according to paragraph 9, he may recommend conducting the differential examination. The differential examination can also be carried out in the form of completion and defence of a bachelor's thesis, master's thesis or dissertation. After the applicant has successfully passed the differential examination, the faculty/institute will notify the relevant department of this fact so that a decision on the recognition of the educational document can be issued to the applicant.
11. If the content of the completed study matches only partially, the UCM can prescribe the applicant for recognition to take additional exams or to complete and defend a bachelor's thesis, master's thesis or dissertation thesis.
12. If the applicant proves the performance of the differential test by submitting the protocol on the differential test according to § 35 par. 8 of the Recognition Act, the university or the relevant ministry shall issue a decision on the recognition of the educational document within 30 days from the date of its delivery.
13. The rector of UCM based on the opinion of the dean of the faculty, or the director of the institute will decide on the application:
    a) recognition of the document of education in the field of study,

b) rejection of the request for recognition of the document of education in the field of study, or

c) imposition of a differential examination.

In the decision on the recognition of a document on education, it is stated that this decision is not a document on the recognition of professional qualification. The template of the decision is in Annex no. 3 of this directive.

14. If, after examination, the applicant's educational certificate cannot be recognized as equivalent to an educational certificate issued in the Slovak Republic, the rector, based on the opinion of the dean of the faculty, or of the director of the institute decides on the rejection of the application for recognition of the educational document (Annex no. 4 of this directive).
15. Based on the result of the differential examination, the rector of the UCM will issue a decision on the recognition of the document of education in the field of study within 30 days from the conduct of the differential examination (Annex no. 8 of this directive).
16. The deadline for issuing the decision on the recognition of an education document is in accordance with Act no. 71/1967 Coll. on the administrative procedure as amended (hereinafter referred to as "administrative procedure") 60 days from the submission of the application and all relevant documents.
17. The decision to reject the recognition of an education document must contain a statement, justification and instructions on appeal.
18. As a rule, the decision on the recognition of the educational document is sent to the applicant by post together with the return of delivery.
19. The applicant may appeal against the decision in accordance with the administrative procedure within 15 days from the date of delivery of the decision to the authority that issued the decision.
20. The application, its annexes, the opinion of the faculty and the record of decisions on the recognition of educational documents issued by foreign universities are kept by the Organizational Department of UCM, which also keeps officially certified copies of educational documents issued by foreign universities submitted by the applicant.

§ 4
Assessment of the content and scope of the study

1. In the case of assessment of the content and scope of the master's study program in the field of study due to the condition for rigorous proceedings only in the same field, the presidential agreement with the Czech Republic[4] applies to documents on the completion of higher education in the Czech Republic, in accordance with the exception among international treaties.
2. In the case of assessing the content and scope of a bachelor's study program in a field of study due to the condition for a master's degree in the same or a related field, and in the case of assessing the content and scope of a master's study program in a field of study due to the condition for a doctoral study in the same or a related field, the for documents on completion of university studies in the Czech Republic, in accordance

[4] www.minedu.sk/zmluva-s-cr/

with an exception among international treaties, the presidential treaty with the Czech Republic[4].

3. The content and scope of the bachelor's/master's study program in the field of study can be assessed based on the request of the UCM rectorate. Application according to Annex no. 9 of this directive contains:
    a) name and surname of the holder of the document,
    b) address of permanent residence or similar residence of the holder of the document,
    c) subject of the application,
    d) name of bachelor's/master's study program, the field of study,
    e) name and address of the Czech university, which issued the certificate of completed education,
    f) year of completion of studies of the holder of the certificate.
4. To submit the application, it is necessary to provide:
    a) certified copies of educational documents,
    b) certified copy of the supplement to the university diploma, if it is issued by a recognized university, or a transcript of completed subjects and completed exams,
    c) information on previous education achieved before the education that is the subject of the application.
5. UCM will ask the faculty where education in the field of study takes place to assess the submitted application.
6. Dean of the faculty or the director of the institute will assess the application and issue an "Opinion on the assessment of the content and scope of the completed master's/bachelor's study program at a Czech university" within 30 days from the delivery of the application to the faculty/institute. In the statement (Annex no. 7 of this directive), the faculty will state whether the content and scope of the master's study program are identical to the master's study program accredited by UCM:
    a) that the master's study program is identical to the master's study program in the field of study or
    b) rejects the request for assessment of the content and scope of the master's study program in the same field of study due to incompatibility.
7. When assessing the content and scope of a bachelor's/master's study program in the field of study of a graduate of a Czech university, no fee is paid

§ 5
Recognition of grades of applicants for bachelor's studies from foreign secondary schools

1. In the case that the applicant for a bachelor's degree completed secondary school abroad, the UCM will use the Manual of transfer of grades from foreign secondary and

primary schools and the MŠVVŠ SR[5] transfer scale for the administrative procedures of the application.

2. In this case, the applicant does not require an opinion on the transfer of grades from abroad from the MŠVVŠ SR.

§ 6
Final Provisions

1. The current Directive on the recognition of documents on the completion of higher education at foreign universities of the University of Ss. Cyril and Methodius in Trnava no. 16/2021, which entered into force on April 13, 2021, and into effect on May 1, 2021, is repealed.
2. This directive was negotiated by the UCM Rector's Board on April 12, 2022.
3. This directive enters into force on the date of signature by the UCM Rector and becomes effective from April 12, 2022.
4. Annexes no. 1 to no. 9 are an integral part of this directive.

In the university town of Trnava, on April 12, 2022

prof. Ing. Roman Boča, DrSc.
rector of UCM

Directive on the recognition of the documents on education at the University of Ss. Cyril and Methodius in Trnava, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.

[5] https://www.minedu.sk/grade-mark-conversion-into-the-slovak-grading-scale/

Annex no. 1 Application for recognition of a document of education issued by a foreign university in accordance with Act no. 422/2015 Coll. on the Recognition of Diplomas and on the Professional Qualifications

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Žiadosť o uznanie dokladu o vzdelaní vydaného zahraničnou vysokou školou v zmysle zákona č. 422/2015 Z. z. o uznávaní dokladov o vzdelaní a o uznávaní odborných kvalifikácií/ Application for recognition of a proof of education document issued by a foreign higher education institution according to Act. no 422/2015 Coll on Recognition of Diplomas and Professional Qualifications

VYPLNÍ ŽIADATEĽ / TO BE COMPLETED BY THE APPLICANT

Meno a priezvisko žiadateľa/ Name and surname of the applicant:	**Tituly/** Degrees:
Adresa trvalého pobytu alebo obdobného pobytu/ Permanent address or contact address **PSČ /** Postal code	**Tel.**/Phone: **e-mail:**

PODKLADY Z DOKLADU O VZDELNÍ/ PROOF OF EDUCATION DOCUMENT DETAILS

Názov vysokej školy, ktorá doklad o ukončenom vzdelaní vydala/ Name of the institution/university:

Evidenčné číslo dokladu/ Registration number of the document:	**Adresa vysokej školy/** Address of the institution/university:		
Rok skončenia štúdia/ Year of completing the study:	**Krajina/** Country:		**Priznaný titul/** Awarded degree:

Stupeň štúdia/ Study level:

□ **bakalárske/ Bachelor** □ **inžinierske/magisterské/ Engineer/Masters** □ **Ph.D./Doctorate**

Názov študijného programu/ Name of the study programme:

Názov študijného odboru/ Name of the field of study:

Dátum/ Date:	**Podpis žiadateľa/** Signature:

VYPLNÍ UNIVERZITA / TO BE COMPLETED BY THE UNIVERSITY

Číslo protokolu:	Platba uhradená dňa:	vo výške:
Žiadosť vybavená dňa:	Spôsob úhrady:	

Vyjadrenie: Platba je v súlade so Smernicou – Školné a poplatky spojené so štúdiom pre akad. rok .....

Podpis referentky/ Signature: **Podpis vedúcej/** Signature:

Annex no. 2 Submission of proof of payment of the administrative fee

The applicant for the application for recognition of a document on education issued by a foreign university in accordance with Act no. 422/2015 Coll. on the recognition of educational documents and on the recognition of professional qualifications submit **proof of payment of the administrative fee** through the electronic payment system E-KOLOK:

- **administrative fee**
    - for the recognition of an educational document for purposes other than the purpose of exercising a regulated profession, if the Slovak Republic **has** concluded **an international agreement**[6] on mutual recognition of the equivalence of education documents with the state in which the document was acquired - EUR 5, or
    - for the recognition of an education document for purposes other than the purpose of performing a regulated profession, if the Slovak Republic **does not have an international agreement** on the mutual recognition of the equivalence of education documents with the state in which the document was acquired - EUR 30.

At the same time, the applicant for recognition of a document on education issued by a foreign university in accordance with Act no. 422/2015 Coll. on the recognition of educational documents and on the recognition of professional qualifications, submit a **proof on the payment of costs associated with the procedure for the recognition of an educational document** - for the examination and issuing of a decision on the recognition/non-recognition of an educational document issued by a foreign university in the amount of **EUR 60. When paying, the applicant proceeds according to the Directive on tuition fees and fees associated with studies and follows the payment conditions issued for the given year**.

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www.minv.sk/swift_data/source/miestna_statna_sprava/skolstvo_nr/metodicke/uznavanie_dokladov/Bilat_dohody_automat_uznanie_dokladov%20o%20vzdelani_doplnene.pdf

Annex no. 3 - Decision on the recognition of the document of education/imposition of the differential examination

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Letterhead of the university

Applicant

Address of the applicant

In Trnava on .....

Decision

Pursuant to Act no. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications, in accordance with the Directive on the recognition of documents on the completion of higher education at foreign universities of the University of Ss. Cyril and Methodius in Trnava, and after assessing your education and qualifications, I would like to inform you that

I recognize your education certificate/

impose a distinction exam

in the *first/second/third degree* of study (or *habilitation/appointment* procedure)

in the field of study .....

and in the study program .....

according to document number ....., issued on ..... at .....(university)..... in(o) .....(city, state).

Justification:

The Dean/Director of the Faculty/Institute of the UCM in his/her opinion on the decision on the recognition of the document of education dated ..... based on your request for the recognition of the document of education issued by a foreign university in accordance with Act no. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications from ..... recommended that the submitted document on education be recognized as equivalent to a document on higher education in a specific degree of higher education in the relevant field of study / recognized as equivalent to a document on higher education in a specific degree of higher education in the relevant field of study after taking a differential exam. The performance of the differential examination and its conditions, time and place will be determined by the relevant faculty/institute.

Instruction:

In accordance with sec. § 54 of Act no. 71/1967 Coll. On the administrative procedure (administrative procedure) as amended, it is possible to file a written appeal against this decision within fifteen days from the date of its delivery to the address of the University of Ss. Cyril and Methodius in Trnava, Nám. J. Herdu 2, 917 01 Trnava. This decision is not proof of recognition of professional qualification.

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Rector UCM

Annex no. 4 - Decision on non-recognition of an education document

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Letterhead of the university

Applicant

Address of the applicant

In Trnava on .....

Decision

Pursuant to Act no. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications, in accordance with the Directive on the recognition of documents on the completion of higher education at foreign universities of the University of Ss. Cyril and Methodius in Trnava, and after assessing your education and qualifications, I would like to inform you that

I do not recognize proof of education

in the *first/second/third degree* of study (or *habilitation/appointment* procedure)

in the field of study .....

and in the study program .....

according to document number ....., issued on ..... at .....(university)..... in(o) .....(city, state).

Justification:

The Dean/Director of the Faculty/Institute of the UCM with his opinion on the decision on the recognition of the document of education dated ..... based on your request for the recognition of the document of education issued by a foreign university in accordance with Act no. 422/2015 Coll. on the recognition of educational documents and on the recognition of professional qualifications dated ..... after assessing the content and scope of the given degree of study, the field of study and study program, recommended rejecting the application for recognition of the document of education in the relevant field of study, therefore I issue a decision as follows, as stated in the operative part of this decision.

Instruction:

In accordance with sec. § 54 of Act no. 71/1967 Coll. On the administrative procedure (administrative procedure) as amended, it is possible to file a written appeal against this decision within fifteen days from the date of its delivery to the address of the University of Ss. Cyril and Methodius in Trnava, Nám. J. Herdu 2, 917 01 Trnava. This decision is not proof of recognition of professional qualification.

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Rector UCM

Annex no. 5 Application for the recognition of educational documents for filling the position of associate professor and professor

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Žiadosť o uznanie dokladu o vzdelaní vydaného zahraničnou vysokou školou v zmysle zákona č. 422/2015 Z. z. o uznávaní dokladov o vzdelaní a o uznávaní odborných kvalifikácií pre obsadenie funkčného miesta docenta a profesora/
Application for recognition of a proof of education document issued by a foreign higher education institution according to Act. no 422/2015 Coll on Recognition of Diplomas and Professional Qualifications to fill the position of associate professor and professor

VYPLNÍ ŽIADATEĽ / TO BE COMPLETED BY THE APPLICANT

Meno a priezvisko žiadateľa/ Name and surname of the applicant:	**Tituly/** Degrees:
Adresa trvalého pobytu alebo obdobného pobytu/ Permanent address or contact address **PSČ /**	**Tel.**/Phone: **e-mail:**

PODKLADY Z DOKLADU O VZDELNÍ/ PROOF OF EDUCATION DOCUMENT DETAILS

Názov vysokej školy, ktorá doklad o ukončenom vzdelaní vydala/ Name of the institution/university:			
Evidenčné číslo dokladu/ Registration number of the document:	**Adresa vysokej školy/** Address of the institution/university:		
Rok skončenia štúdia/ Year of completing the study:	**Krajina/** Country:		**Priznaný titul/** Awarded degree:

Stupeň štúdia/ Study level:

□ **docent(doc.)/**Associate Professor □ **profesor(prof.)**/professor(prof.) □ **PhD./** Doctorate

□ **iný vedecký titul v skratke** /Another scientific degree abbr

Názov študijného programu/ Name of the study programme:

Názov študijného odboru/ Name of the field of study:

Dátum/ Date:	**Podpis žiadateľa/** Signature:

VYPLNÍ UNIVERZITA / TO BE COMPLETED BY THE UNIVERSITY

Posudok dekana fakulty/riaditeľa inštitútu/vedúceho katedry:

Žiadosť vybavená dňa:	**Uznávam/Neuznávam*** doklad o vzdelaní na zaradenie funkčného miesta **docenta/profesora***.	**Podpis:**

Poznámka:

Číslo protokolu:	Platba uhradená dňa:	Vo výške:
Žiadosť vybavená dňa:	Spôsob úhrady:	Žiadosť vybavená dňa:

* Nehodiace sa prečiarknite.

Annex no. 7 Opinion on the assessment of the content and scope of the completed master's/bachelor's study program at the Czech university

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Faculty letterhead

Rector

University of Ss. Cyril and Methodius

In Trnava on .....

Subject: Opinion on the assessment of the content and scope of the completed master's/bachelor's study program at the Czech university

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Dear ....., Rector of UCM,

In connection with the request of ..... (name) received on ..... regarding the assessment of the content and scope of the completed master's/bachelor's study program at a Czech university, I would like to send you an opinion on the relevant application. After assessing the equivalence of the educational documents, I would like to inform you that the submitted document of completion of the *master's/bachelor's degree* is/is not identical in content and scope of the program to the *master's/bachelor's study program* accredited by UCM. It follows from the above that the *master's/bachelor's study program of the applicant is identical to the master's/bachelor's study program in the field of study / reject the request for assessment of the content and scope of the master's/bachelor's study program in the same field of study due to incompatibility.*

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Dean of the Faculty / Director of the Institute

Annex no. 8 Decision on the recognition of the educational document after the differential examination

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Letterhead of the university

Applicant

Address of the applicant

In Trnava on .....

Decision

Pursuant to Act no. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications, in accordance with the Directive on the recognition of documents on the completion of higher education at foreign universities of the University of Ss. Cyril and Methodius in Trnava, and after assessing your education and qualifications, I would like to inform you that

I recognize proof of education

in the *first/second/third degree* of study (or *habilitation/appointment* procedure)

in the field of study .....

and in the study program .....

according to document number ....., issued on ..... at .....(university)..... in(o) .....(city, state).

Justification:

The Dean/Director of the Faculty/Institute of the UCM with his opinion on the decision on the recognition of the document of education dated ..... based on your request for the recognition of the document of education issued by a foreign university in accordance with Act no. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications dated ..... recommended to be recognized as equivalent to a document on higher education in a specific degree of higher education in the relevant field of study after conducting a differential examination. Since you performed a differential test on ....., I issue a decision as stated in the operative part of this decision.

Instruction:

In accordance with sec. § 54 of Act no. 71/1967 Coll. On the administrative procedure (administrative procedure) as amended, it is possible to file a written appeal against this decision within fifteen days from the date of its delivery to the address of the University of Ss. Cyril and Methodius in Trnava, Nám. J. Herdu 2, 917 01 Trnava. This decision is not proof of recognition of professional qualification.

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Rector UCM

Annex no. 9 Application for assessment of the content and scope of the completed master's/bachelor's study program at a Czech university

FILLS RECTORATE

INFORMATION ON THE HOLDER OF THE EVIDENCE OF FORMAL QUALIFICATIONS			
Name of document holder:			**Titles:**
Address of permanent residence or similar residence: **POSTAL CODE:**			**Tel.** **E-mail:**
EVIDENCE OF FORMAL QUALIFICATIONS			
Name of the higher education institution which issued the evidence of formal qualifications:			
Document reference number:	**Address of the higher education institution:**		
Year of completion of studies:	**Country:**		**Awarded title:**
Degree: □ **Bachelor** □ **Master**			
Study program:			
Field of study:			

TO BE COMPLETED BY FACULTY/INSTITUTE		
Opinion of the dean of the faculty/director of the institute/head of department:		
Request processed on:	**Evidence of completion provided Master/Bachelor* degree is/is not* content and scope identical with a Master's/Bachelor's* study program, and accredited by the UCM.**	**Signature:**
Note: * Delete as appropriate		