

Guidelines of the Faculty of Medicine of Masaryk University**C. 2/2019****0 verification of secondary school education abroad at LF MU**

Pursuant to Section 28 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), I issue this Directive:

Section 1

Introductory established

1. This Directive specifies the method and conditions for the verification of foreign education corresponding to the level of secondary school education of applicants for study in the study programme of the Faculty of Medicine of Masaryk University (hereinafter referred to as "LF MU").
2. The provisions of this Directive are based in particular on the provisions of Article 48(4) in conjunction with
§ Section 48, paragraph 6 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Institutions Act).

Clanek 2

Interpretative and general provisions

1. For the purposes of this guideline, an applicant is defined as a candidate for study in a bachelor's degree programme or in a master's degree programme that is not related to a Bachelor's degree programme taught at the MU Faculty of Medicine.
2. For the purposes of this Directive, documents means, unless otherwise specified or provided for, all documents which the applicant submits for the purpose of verifying his/her secondary education.
3. All documents submitted by the applicant for the purpose of verifying his/her secondary school education must, unless otherwise specified, be submitted as certified true copies of the document in question. If the original document is in a language other than Czech, English or Slovak, the applicant must submit, together with the certified copy of such document, an edited certified translation of such document into Czech or English.

Clanek 3

Verification of secondary school education on the basis of a type of document

1. According to this article, the following is considered to be proof of secondary school education abroad:
 - 1.1. Proof of general recognition of the equivalence or validity of a foreign document of secondary education in the Czech Republic, obtained in accordance with § 108 et seq. of the Act
c. 561/2004 Coll. , on pre-school, primary, secondary, vocational and other education (Education Act);

1.2. Proof of European Bacallaureate,

- 1.3. A document of foreign secondary education with a matriculation examination, if it is automatically equivalent in the Czech Republic according to their international obligations without further editorial procedure.
2. The applicant's secondary education obtained abroad shall be considered verified provided that he or she presents proof of having obtained secondary education abroad by the last working day preceding the day of enrolment in the study, regardless of the country in which the secondary education was completed.

Clanek 4

Validation of secondary education in the countries of the European Union, the European Economic Area and Switzerland

1. An applicant's secondary education completed in the countries of the European Union, the European Commonwealth and Switzerland will be deemed to be verified if he or she presents proof of completed secondary education no later than on the last working day preceding the day of enrolment in the course of studies.
2. In case of need, the MU Faculty of Arts is entitled to invite the applicant to provide additional information:
 - 2.1. Evidence of completed courses and their evaluation;
 - 2.2. Proof of the applicant's entitlement to apply for admission to study in the country in which he or she has attained secondary education in a bachelor's degree programme or in a master's degree programme which is not related to a bachelor's degree programme issued by the relevant secondary school or other materially relevant foreign public administration body.
3. Daisi background requirements for the verification of the secondary school education on the basis of the documents submitted according to this article are set out in Annex 1 of this Directive - *Verification of the authenticity of the signatures and stamps on the original diploma (available from [http ps: // www.muni.cz/ applicants/recognized-education/verification-forms](http://www.muni.cz/applicants/recognized-education/verification-forms)).*

Section 5

Verification of secondary school education obtained in other states

1. Candidates who have received their secondary education in a different state than the one specified in cl. 4 of this Directive, the attainment of secondary education will be considered verified provided that, no later than the last working day preceding the date of enrolment, he or she submits:
 - 1.1. The General Certificate of Education Advanced Level, at least 3 A levels, of the United Kingdom Curriculum with Apostille;
 - 1.2. High School Diploma of the United States Curriculum, including a transcript, sealed with an apostille;
 - 1.3. Proof of the award of the International Baccalaureate® diploma (International Baccalaureate® die ku rikula Diploma Programm e), stamped with an apostille;
 - 1.4. Other proof of secondary school education abroad with:

- 1.4.2. proof of the applicant's entitlement to apply for admission to a bachelor's degree programme or a master's degree programme not related to the bachelor's degree programme in the country in which he or she has attained secondary education, issued by the relevant secondary school or other relevant transborder public administration body;
2. Daisi background requirements for verification of secondary school education on the basis of the submitted documents according to this article are set out in Annex 1 of this Directive - Methods of verification of the authenticity of the signature and stamps on the original diploma (available from [https:// www. muni.cz/uchazeci/uzuznavani-vzdelani/zpusoby-vereni](https://www.muni.cz/uchazeci/uzuznavani-vzdelani/zpusoby-vereni)).
3. In case of doubt about the sufficient level, extent or content of the applicant's previous education, documented by a foreign document, the MU Faculty of Arts will invite the applicant to prove his/her education in the manner specified in paragraph 1.1 of Article 3.

Section 6 The

assessment

process


1. After the applicant has fulfilled the other admission requirements, the MU Faculty of Arts records information on the verification of the applicant's secondary school education abroad in the applicant's file, based on information and documentation from the applicant.
2. For verification of secondary school education abroad according to cl. 4 and 5 of this guideline, LF MU is charged a fee in accordance with the valid and effective measure of the Dean of LF MU on the determination of the amount of fees associated with studies for the relevant academic year.

Article 7

Establishment

1. This Directive shall enter into force and effect on the date of its promulgation.
2. On the effective date of this directive, the MU Faculty of Medicine Directive No. 4/2018 is deleted.
3. An integral part of this directive is Annex 1 of this directive - *Zpftsoby verifying the authenticity of signatures and stamps on the original diploma (available from [https:// www. muni . cz/ucha zeci/uznavani-vzdelani/zpusoby-verifyeni](https://www.muni.cz/uchazeci/uznavani-vzdelani/zpusoby-verifyeni)).*
4. The interpretation of the individual provisions of this Directive is entrusted to the Foreign Department of the Faculty of Medicine.
MU.
5. Control over the implementation of this directive is carried out by the Vice-Dean for English Studies and Internationalisation.

In Brno, 1 April 2019



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f. MUDr. Martin Bares, Ph.D .
dean of LF MU