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# Rector's Directive No. 61/ 2017

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## **Joint diploma issued to graduates of programmes of study offered in cooperation with a foreign higher education institution**

To implement: Sections 47a, 55 and 57 of the Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended

### **Article 1 Joint diploma issued by Charles University to graduates of programmes of study offered in cooperation with a foreign higher education institution (inter-university study)**

1. If so provided in an agreement under s. 47a (2) of the Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), and Article 22 (5) of the Constitution of Charles University ("agreement"), Charles University ("University") issues a joint diploma to the graduate of the programme of study which is accredited<sup>1</sup> for joint implementation with a foreign higher education institution ("partner higher education institution").
2. The diploma contains details effective on the date when the study was completed:
  - a. Name and surname of the graduate;
  - b. Date of birth of the graduate (date format: day-month-year in Arabic numerals);
  - c. Place of birth of the graduate including the state; the place of birth is taken from a valid identity card of the graduate in the original language or transcribed into the Roman alphabet; the name of the state is stated in the same language as the rest of the diploma;
  - d. Date of completion of study (date format: day-month-year in Arabic numerals);
  - e. Name of the programme of study, or the field of study<sup>2</sup>, if it is accredited in accordance with a decision of the National Accreditation Bureau for Higher Education ("NAB") or the Ministry of Education, Youth and Sports<sup>3</sup> ("Ministry") on the accreditation of the programme of study or under a resolution of the Internal Evaluation Board of the University to grant authorisation to implement a programme of study within institutional accreditation<sup>4</sup> valid on the day when the study was completed ("accreditation of programme of study"), and other details;
  - f. Name of the partner higher education institution where the student was enrolled in study and where the student studied for a period of at least one semester, the name of the state where the partner higher education institution has its registered office, and the name of the faculty if it is provided in the agreement;
  - g. Degrees awarded by individual partner higher education institutions under letter f) and abbreviations used, if stipulated;
  - h. Reference to the relevant legislation under which the degree is awarded;
  - i. Number of diploma;
    - i. Section 44 (1) of Act No. 111/1998 Sb.
    - ii. In case of accreditations granted before 1 September 2016.
    - iii. In case of accreditations granted before 1 September 2016.
    - iv. Art. 15 (2) of the Accreditation Code.
  - j. Signatures: The Rector of the University and authorised representatives of other partner higher education institutions under letter f); below every signature line the name of the authorised representative is stated together with the name of the position and the name of the partner higher education institution;
  - k. Small national emblem of the Czech Republic;
    - l. Coat of arms of the University;
    - m. Coats of arms of the partner higher education institutions;
    - n. Emblem of the Erasmus Mundus mobility programme or other international scholarship and bursary programme, if it is stipulated in a contract between a consortium of partner higher education institutions and this scholarship and bursary programme.

3. The text of the diploma is in the Czech and English languages unless the agreement stipulates another foreign language. The name of the partner higher education institution and the name of the state where the partner higher education institution has its registered office is stated in the language and in the form in accordance with the relevant national legislative regulation under which the partner higher education institution was established, transcribed into the Roman alphabet if relevant.
4. The diploma and the diploma supplement are usually handed over to the graduate during a graduation ceremony. The diploma may be taken over without a graduation ceremony personally by the graduate or based on a power of attorney executed in the Czech language or in two languages if one of them is Czech. The diploma may be taken over, based on a power of attorney granted, in particular by the guarantor of the joint programme of study, or by another person authorised to do so.
5. Diplomas that are not picked up within three years are handed over to the Institute of the History and Archive of Charles University.
6. The details of graduates are recorded in the register of graduates.

## **Article 2 Diploma supplement (“DS”) issued by Charles University to graduates of programmes of study implemented in cooperation with a foreign higher education institution (inter-university study)**

1. The structure and content of DS is in accordance with the model designed by the European Commission, Council of Europe, and UNESCO/CEPES. The content is structured into eight sections:
  - a. Information identifying the holder of the qualification;
  - b. Information identifying the qualification;
  - c. Information on the level of the qualification;
  - d. Information on the level of the qualification and results gained;
  - e. Information on the function of the qualification;
  - f. Additional information;
  - g. Certification of the supplement; and
  - h. Information about national higher education system.
2. The DS refers to the relevant legal regulation or relevant legislation under which the individual partner higher education institutions, within the meaning of Article 1 (2) f) award the degree. The DS may state the name of the coordinating institution, including the name of the state where it has its registered address as well as the names of other partner higher education institutions, if any, that are not stated in the joint diploma.
3. The DS text is in Czech and English languages unless the agreement stipulates another foreign language. The name of the qualification, the degree awarded, the name of the general classification of the qualification, and if needed also the names of institutions, are stated in the language and in the form under the relevant national legislative regulation transcribed into the Roman alphabet if relevant.
4. The DS contains the number of the diploma for which it was issued. The DS is stamped with the round stamp of the University with a small national emblem and the signature of the Rector of the University and of the rectors of other partner higher education institutions, as well as the stamp and signature of the authorised representative of the coordinating institution.

## **Article 3 Joint diploma and diploma supplement issued by partner higher education institution to graduates of programmes of study offered in cooperation with a foreign higher education institution (inter-university study)**

1. If so provided in the agreement, the Rector of the University signs the joint diploma issued by a partner higher education institution to a graduate of a programme of study that is offered by the University in cooperation with a partner higher education institution.
2. In accordance with the agreement, the partner higher education institution issues the diploma supplement together with the diploma.
3. The mandatory elements of the joint diploma issued to a graduate who was enrolled in study and studied at the University for a period of at least one semester are:
  - a. Name and surname of the graduate;
  - b. Date of birth; place of birth including the state, or nationality of the graduate;
  - c. Date of completion of study;
  - d. Name of the University, and name of the faculty;
  - e. Name and abbreviation of the academic degree awarded by the University;

- f. Name of the programme of study or field of study if it is accredited together with the programme, in accordance with the accreditation of the programme of study under Article 1 (2) e) valid on the date when the study was completed;
  - g. Number of diploma;
  - h. Official stamp with the small national emblem of the Czech Republic;
  - i. Name and signature of the Rector of the University;
  - j. Coat of arms of the University.
4. The structure and content of the diploma supplement is in accordance with the model designed by the European Commission, Council of Europe, and UNESCO/CEPES.
  5. The language and elements of the diploma and the diploma supplement are stipulated in the agreement.
  6. Duplicate copies of the documents (diploma and the diploma supplement) are provided by the issuer of the original documents.

## **Article 4 Effect**

1. This Rector's Directive becomes effective on 1 October 2017.
2. Rector's Directive No. 2/2014 is hereby repealed.

In Prague on 21 September 2017

Prof. MUDr. Tomáš Zima, DrSc., MBA