



**FULL TEXT OF THE METHODOLOGICAL GUIDELINE No. 1 /2022
elaborated as of 24 January 2023**

**ON THE PROCEDURE FOR ACADEMIC RECOGNITION OF DOCUMENTS
ON COMPLETED EDUCATION ABROAD AT THE UNIVERSITY OF ŽILINA**

**Article 1
Introductory Provisions**

1. The purpose of issuing this methodological guideline is to describe in more detail the process and administrative procedure for obtaining a decision on the recognition of education that was completed abroad and allows access to higher education.
2. This methodological guideline regulates academic recognition, i.e., the recognition of the level of education achieved for the purpose of continuing to the next level of education, or for other purposes, except for recognition for the performance of a regulated profession.
3. Act No. 422/2015 Coll. on the Recognition of Documents on Education and on Recognizing Professional Qualifications and on the Amendment and Supplementation of Certain Acts as amended (hereinafter referred to as the "Act on the Recognition of Documents on Education"), designates the authorities responsible for the recognition of documents on education obtained abroad (state administration bodies, universities/higher education institutions).
4. The Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MESRS SR") – Centre for Recognition of Diplomas (hereinafter referred to as "CRD") recognizes the level of higher education (without study programme/field of study) according to international agreements and transfers grades from basic and secondary schools to the Slovak grading scale.
5. Higher education in a specific study programme/field is recognised by universities/higher education institutions.
6. Final documents from primary and secondary schools are recognized by the Regional Offices of School Administration (hereinafter referred to as "RÚŠS") in the regional cities.
7. The process of recognition for the purpose of continuing study and the related administration varies according to the level of education achieved and depending on whether the Slovak Republic is bound by an international agreement in the case of a given state.
8. The list of countries with which a bilateral agreement on the mutual recognition of documents on education has been concluded: the Czech Republic, Hungary, the Federal Republic of Germany, Croatia, the Republic of Poland, Romania, the Ukraine, the Russian Federation, the People's Republic of China.
9. Based on the presidential agreement with the Czech Republic, documents issued by Czech schools for these purposes (continuation of study and other purposes, except for the performance of regulated professions) are automatically valid in the Slovak Republic without recognition and without the need to submit an application.
10. A document on education (a university diploma, a certificate of state examinations and a document of awarded academic degrees) issued by a recognized educational institution of a state with which an international agreement on the mutual recognition of the equivalence of documents on education has been concluded, to which the Slovak Republic is bound, or of a state of the European Higher Education Area (hereinafter referred to as "EHEA"), shall be

recognized as equivalent for the purposes of continuing study and other purposes, except for the performance of regulated professions, without comparison of content and scope (only the degree of education is recognized).

11. The application for recognition of the level of higher education for countries with a bilateral agreement and EHEA countries is submitted directly to the Ministry of Education, Science, Research and Sport of the Slovak Republic. The MESRS SR decides on the recognition of the level of higher education achieved.
12. The list of EHEA countries: Albania, Andorra, Armenia, Austria, Azerbaijan, Kingdom of Belgium, Bosnia and Herzegovina, Bulgaria, Croatia*, Cyprus, the Czech Republic*, Denmark, Estonia, Finland, France, Georgia, Germany*, Greece, the Holy See, Hungary*, Iceland, Ireland, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, the Netherlands, Norway, Poland*, Portugal, Romania*, the Russian Federation*, Serbia, the Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Macedonia, Turkey, the Ukraine*, the United Kingdom and Belarus.
13. Recognized secondary school and recognized higher education institution means an educational institution established under the legislation of a member state or a third state which is recognized by a member state or a third state as an educational institution authorized to provide the relevant education.

Article 2

Recognition of Completed Education at Secondary Schools

1. The Regional Office of School Administration (RÚŠS) decides on the recognition of a document on education (school-leaving examination certificate, final examination certificate, and certificate with supplement) issued by a school established by another state in the territory of the Slovak Republic with the consent of the representative office of another state or by a recognised school in another member state or in a third state for the purpose of continuing study, in accordance with the Act on the Recognition of Documents on Education in the seat of the region in which the applicant has a permanent residence or in which the higher education institution of the applicant for study is located.
2. The application shall be sent to the relevant RÚŠS. In the case of an applicant for study at the University of Žilina (hereinafter referred to as "UNIZA"), it is RÚŠS in Žilina, Vysokoškolákov 8556/33B, 010 08 Žilina.
3. The application form, required attachments, the amount of the fee and the payment method can be found on the website of the RÚŠS in Žilina <https://www.russ-za.sk/uznavanie-dokladov-o-vzdelani-na-ucely-pokracovania-v-studiu/>.
4. UNIZA accepts the decision on the recognition of secondary education issued by RÚŠS as the proper fulfilment of the basic condition for admission to the first-degree study programme in accordance with the Act No. 131/2022 Coll. on Higher Education Institutions on the Amendment and Supplementation of Certain Acts as amended (hereinafter referred to as the "Higher Education Act").

** a bilateral agreement is signed with the state, the procedure is carried out in accordance with the agreement (administrative fee is EUR 5)*

Article 3
Recognition of Higher Education for Continuing Study and Other Purposes –
Recognition of the Equivalence of the Study Programme/Field of Study

1. If the applicant is interested in the recognition of a document on education in a specific study programme/field of study or has a document on education from a state which is not a member of the EHEA and the Slovak Republic has not signed a bilateral agreement with it, on the recognition of a document on higher education issued by a recognized higher education institution in another member state or in a third state for the purpose of continuing study and other purposes, except for regulated professions, the following shall make a decision:
 - a) A recognized university/higher education institution in the Slovak Republic which provides study programmes in the same study programmes/fields of study or in related study programmes/fields of study as indicated in the document on education, or
 - b) The Ministry of Education, Science, Research and Sport of the Slovak Republic, if there is no higher education institution in the Slovak Republic which provides study programmes/fields of study in the same study programmes/fields of study or in related study programmes/fields of study as indicated in the document on education,
 - c) The Ministry of Defence of the Slovak Republic, if it is a document on education issued by a military higher education institution, or
 - d) The Ministry of Interior of the Slovak Republic, if it is a document on education issued by a police higher education institution.
2. When recognizing documents on education issued by a foreign university/higher education institution, UNIZA proceeds in accordance with:
 - Act No. 422/2015 Coll. on the Recognition of Documents on Education,
 - Act No. 18/2018 Coll. on the Protection of Personal Data,
 - Hague Convention No. 213/2002 Coll. Announcement of the Ministry of Foreign and European Affairs of the Slovak Republic,
 - Act No. 145/1995 Coll. on Administrative Fees,
 - Act No. 131/2022 Coll. on Higher Education Institutions on the Amendment and Supplementation of Certain Acts as amended (hereinafter referred to as the "Higher Education Act"),
 - UNIZA Directive – Determination of tuition fees, fees associated with study, other fees and fees associated with the awarding of scientific and pedagogical degrees,
 - Act No. 270/1995 Coll. on the State Language of the Slovak Republic.
3. Recognition of documents on education issued by a higher education institution located outside the territory of the Slovak Republic or by another body 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 a document on education to be recognized are equivalent to the conditions for issuing documents on education according to the Higher Education Act.
4. The recognition process assesses the institution that issued the document, the degree awarded, the field of study, the length of study, the scope of study, the number of credits earned, the subjects/courses, the learning outcomes, and other facts necessary to assign the completed study to the level of higher education and to the accredited study programme/field of study at UNIZA.
5. The decision on the recognition of a document on completed education issued by a foreign higher education institution is issued by UNIZA, if the study programme/field of study indicated in the submitted document on education can be compared with an accredited study programme at UNIZA. If the content of the completed study is only partially identical, UNIZA may prescribe

the applicant for recognition to take additional examinations or to complete and defend a bachelor's, diploma, or dissertation thesis.

6. The applicant whose document on education was recognized according to Article 3(5) is entitled to use the academic title and its abbreviation in the territory of the Slovak Republic as granted to him/her according to the national legislation of the state from which the document originates, in the language of that state. If the academic title or its abbreviation would be interchangeable with degrees awarded under the Higher Education Act, which require the fulfilment of other conditions for obtaining professional competence, as was the case in the state from which the education document originates, the Ministry of Education, Science, Research and Sport of the Slovak Republic shall decide on the use of an appropriate academic title.
7. In the decision on the recognition of a document on education, it is stated that this decision is not evidence on the recognition of a professional qualification.
8. Annexes required for submitting an application for recognition of the document on education:
 - a) A completed application for recognition of document on education (see Annex No. 1).
 - b) A diploma or other document on education acquired abroad – original or notary verified copy.
 - c) Certified translation of the diploma into the Slovak language.
 - d) A transcript of completed subjects/courses and examinations or diploma supplement (with a transcript of completed subjects/courses for the entire study) – original or notary verified copy.
 - e) Official translation of the transcript of completed subjects/courses or diploma supplement into the Slovak language.
 - f) Evidence of the previous highest completed education obtained before the education that is the subject of the application – copy without verification.
 - g) Proof of identity (ID card, passport, identification card, etc.) – copy.
 - h) Proof of payment of the administrative fee, the costs associated with the procedure for the recognition of the document in the amount of EUR 50 according to the directive on fees valid for the current academic year, paid by bank transfer or postal order to the UNIZA bank account.
 - i) Proof of payment of the administrative fee (eKolok). The administrative fee is determined according to the required type of document recognition:
 - Confirmation of payment of the administrative fee in the amount of EUR 5 via the electronic payment system eKolok (if the Slovak Republic has concluded an international agreement on the mutual recognition of documents on education with the state in which the document was acquired);
 - Confirmation of payment of the administrative fee in the amount of EUR 30 via the electronic payment system eKolok (if the Slovak Republic has not concluded an international agreement on the mutual recognition of documents on education with the state in which the document was acquired).
 - j) Other documents, if necessary to assess the equivalence of the document on education.
9. In justified individual cases, UNIZA may request that the applicant submit a document with the verified authenticity of the signatures and the stamp in the form of a higher authentication. In the case of a request to produce a document with the verified authenticity of the signatures and the stamp, this must be an apostille – for documents from the states that have signed the Hague Convention and legalisation and super-legalisation for documents issued in other states. The list of competent authorities is published on the website of the Ministry of Justice of the Slovak Republic.
10. Options for payment of the administrative fee:

- a) Confirmation of payment of the administrative/court fee (so-called eKolok with QR code), which can be purchased at the required value at branches of the Slovenská pošta, a.s (the Slovak Post).
- b) Through the eKolok mobile application, which is available under the name eKolok on GooglePlay/APP Store.
- c) Through the web application eKolok, also called Virtual Kiosk, which is available on the website <https://m.ekolky.gov.sk>.

In the application, it is necessary to enter the ID code of the specific service:

code 1723 – if the Slovak Republic has concluded an international agreement on the mutual recognition of the equivalence of documents on education with the state in which the document was acquired,

code 2218 – if the Slovak Republic does not have an international agreement on mutual recognition of the equivalence of documents on education with the state in which the document was acquired.

11. The administrative fee at UNIZA for the recognition of the document on education can be paid by transfer to the account in the State Treasury:
IBAN: SK40 8180 0000 0070 0008 0700,
SWIFT code: SPSRSKBAXXX
Variable Symbol (VS): 1907
Specific symbol (SS): 08 190 0013
Information for the recipient: uznanie dokladu (document recognition), name and surname
12. The applicant sends the application with documents by post to the address: Žilinská univerzita v Žiline (University of Žilina), oddelenie pre vzdelávanie (Department for Education, rektorát (Rectorate), Univerzitná 1, 010 01 Žilina, Slovenská republika (The Slovak Republic).
13. UNIZA shall decide on the recognition of the document on education within two months of receipt of a complete application within the meaning of Article 3(8)-(11).

Article 4 Final Provisions

1. The Methodological Guideline No. 1/2022, as amended by the Amendment No. 1, shall enter into force on the date of its signature by the rector and shall take effect on the date of its publication.
2. The Annex No. 1, as amended by the Amendment No. 1, – Application for recognition of document on education – is part of this methodological guideline.

In Žilina on 24 January 2023

prof. Ing. Ján Čelko, CSc.
Rector

Application for recognition of document on education

HOLDER OF THE DOCUMENT ON COMPLETED EDUCATION	NAME OF APPLICANT:		SURNAME OF APPLICANT:		
	Permanent residence of applicant (street, number, postcode, country):				
	Contact address (street, number, postcode):				
	Maiden name:		Titles:	Citizenship:	
	Telephone number ☎:		e-mail:		
	Date of birth:	Place of birth:	Country:		
	Gender: (cross out inappropriate)	female		male	
	Completed education				
	Degree of study: (cross out inappropriate)	bachelor's degree	engineering (master's) degree	doctoral degree	
	Name of university/higher education institution				
	Address of university/higher education institution				
	Year of completion of study				
	Name of country where the study was carried out	<input type="checkbox"/> document issued in a country with which the Slovak Republic has concluded an international agreement on mutual recognition of the equivalence of documents on education (administrative fee EUR 5) <input type="checkbox"/> document issued in a country with which the Slovak Republic has not concluded an international agreement on mutual recognition of the equivalence of documents on education (administrative fee EUR 30)			
	Name of study programme:				
	Name of field of study:				
	Registration number of document:				
Degree awarded					
By my signature, I give my consent to the processing of personal data in accordance with Act No. 18/2018 Coll. on the Protection of Personal Data and, at the same time, I confirm the correctness of the data provided.					
Date:	Applicant's signature:				

The applicant shall submit the following documents with the application:

- a) A diploma or other document on education acquired abroad – original or notary verified copy,
- b) Certified translation of the diploma into the Slovak language,
- c) Transcript of completed subjects/courses and examinations or diploma supplement (with a transcript of completed subjects/courses for the entire study) – original or notary verified copy,
- d) Translation of the transcript into the Slovak language,
- e) Copy of the document of previous highest completed education,
- f) In justified individual cases, UNIZA may request that the applicant submit a document with the verified authenticity of the signatures and the stamp in the form of a higher authentication (apostille or legalization/superlegalization),
- g) Proof of identity (ID card, passport, identification card, etc.) – copy,
- h) Proof of payment of the administrative fee* in the amount of EUR 50 according to directive on fees valid for the current academic year, payable by bank transfer,
- i) Confirmation of payment of the administrative fee in the amount of EUR 5 or EUR 30 via the electronic payment system eKoloK (if the Slovak Republic has or has not concluded an international agreement on the mutual recognition of documents on education with the country in which the document was acquired).

** **The administrative fee** at the University of Žilina for the recognition of documents on education can be paid by transfer to the State Treasury account in the form of IBAN: SK40 8180 0000 0070 0008 0700, SWIFT code: SPSRSKBAXXX, VS: 1907, SS: 08 190 0013; information for the recipient: document recognition, name and surname.*

Before submitting the application, please pay attention to the list of accredited study programmes at UNIZA. The list of study programmes can be viewed on the UNIZA website or on the University Portal (portalvs.sk). UNIZA may decide on the recognition of a document only if the completed study programme/field of study is the same or related to those implemented by UNIZA.

If UNIZA does not offer study in the same or a related study programme/field of study, the list of accredited study programmes at universities/higher education institutions in the Slovak Republic, maintained by the Ministry of Education, Science, Research and Sport of the Slovak Republic, can help you when looking for a suitable university/higher education institution in the Slovak Republic.