

Charles University (CU)

A university diploma is a record of successfully completing a study programme in a respective area of study. It bears the seal of the Czech Republic together with the designation of the university and the academic title awarded.

Legislation

Act no. 111/1998 Sb., on higher education

- Section 55(2) – Completion of studies
- Section 57 – Documents relating to studies
- Section 88 – Student registry

Rector's Directive no. 51/2021 as amended by [Rector's Directive no. 16/2023](#) – The form, data, and other details of a university diploma, a diploma supplement, a diploma for completing the state rigorosum examination, and a certificate for the diploma on completing the state rigorosum examination

- no. 16/2023

[Rector's Directive no. 66/2017](#) – Exceptions to the study rules set out in the Code of Study and Examination of Charles University for studies as a part of the international joint-degree and multiple-degree study programme and the basic requirements for inter-university study agreements in the area of study

- Article 4(9)

Diplomas and diploma supplements

Type of diploma:

Diplomas from Charles University (CU)

- Bachelor's degree (Bc.), Master's degree (Mgr.), Master's degree followed by the rigorosum examination (MUDr. and MDDr.), Rigorosum (PhDr., JUDr., RNDr., PharmDr., ThDr., ThLic.), Doctor of Philosophy (Ph.D.)

Inter-university cooperation diplomas

- A graduate of a joint-degree and multiple-degree study programme will receive, depending on the circumstances, either a joint diploma or the corresponding number of separate diplomas from partner universities according to the legal systems of the respective countries.
 - In the case of accreditation of a study programme for implementation in cooperation with a foreign university that executes a content-related study programme, the CU diploma will contain the following sentence: *Exterarum*

gentium academiae quae universitati nostrae cooperantes doctrinam supra dictam colunt in huius diplomatis supplemento leguntur¹.

- The graduate will receive the corresponding number of separate diplomas from the partner universities.

Structure of the diploma

- **A diploma must contain the following:** first name and surname, date of birth, country of birth, date of passing the state examination or the state rigorosum examination prescribed for completing the studies, or the last part, the overall results of the studies, and other data: designation of the country according to whose legal system the university diploma is issued, name of the university and faculty, supplementary information for the description of the study programme, the degree awarded and the abbreviation used, the diploma number, and signatures: the rector of the university, the dean (“represented by” with *i.s.* indicated before the signature), and the faculty promoter².
- A diploma **may contain** information that the study programme was carried out in cooperation with another university or legal entity; or field (for rigorosum diplomas)

Inter-university cooperation

- By agreement of the partner universities, a diploma must contain the following:
 - First name and surname, date of birth, country of birth, date of passing the state examination, designation of the country (according to whose legal system the university diploma is issued), names of partner universities, supplementary information for the description of the study programme, the degree awarded and the abbreviation used, the diploma number (CU prefers our diploma numbers for registration in the student registry), and the signatures of designated persons.
 - The **seal** of the Czech Republic is part of the handmade paper if the diploma is issued by CU or in the form of a round stamp with the seal if the diploma is printed by a partner university.
 - A diploma must have the **original signature of the rector of the university** on behalf of CU (“represented by” with *i.s.* indicated before the signature); an electronic signature is not possible.

Production of diplomas

- The [Karolinum Press](#) arranges the production of diplomas – produced on handmade paper with the watermark of the university’s seal, bearing the university’s seal. The

¹ The diploma supplement contains the cooperating universities abroad that organise the studies.

² The templates for diplomas and diploma supplements at Charles University are available [on the Czech](#) and [English](#) web pages.

paper format of diplomas for bachelor's and master's study programmes is A3, and for PhD study programmes C3.

- The materials for the production of diplomas are submitted to the press via SharePoint by the faculties sufficiently in advance so that the diplomas can be issued at graduation ceremonies.
- It is not possible to completely standardise the process or work with firm deadlines, because each faculty has a different time frame between the state examination and the graduation date (timeframe 1 to 3 months):
 - A student passes the last part of the state examination, and the student affairs office confirms the examination result and changes it to study status A in Student (preferably **on the same day or within three days**).
 - After the end of the state exam period (preferably **immediately**, sometimes **weeks** after graduation), the relevant officers will start working on preparation of the physical diploma; the process differs at each faculty.
 - **Approximately 14 days** before the graduation ceremony, the diplomas should arrive at the Documents, Registers and Recognition of Foreign Degrees Office³ so that the rector may sign them; the diploma supplements are printed at the time.

Inter-university cooperation

- If a diploma is printed by another university, it always depends on the specific agreement concluded by the partner universities.
 - They determine the following sufficiently in advance: whether it will be a joint diploma of two universities or whether the graduate will receive two separate diplomas, the form of the diploma and the supplement, the university issuing the diploma and the supplement, the signatories, the responsible persons at each university, the rules and order for signing the diploma (if signed by more than one university).
- **Ideally, the final versions of the diplomas should be sent in PDF/DOCX format in advance** so that the registrars may check them before they are printed.
- If the diplomas will be issued at a graduation ceremony, it is advisable to **send the diplomas well in advance** so that signatures and any possible corrections can be arranged.
- A diploma should be issued after the graduate or their representative under a power of attorney has signed the registry book; this cannot always be followed for inter-university diplomas, since graduates may have their graduation ceremony at another university.

Diploma supplements

³ For more information, see [Oddělení dokladů](#), matrik a uznávání zahraničního vzdělání or [Documents and Registers](#).

- Diploma supplements⁴ are organised according to the template created by the European Commission, the European Council, and the UNESCO/CEPES organisations.
- A **double A3 format sheet with one inserted sheet (Scheme of the Czech Education System)** is used for the production of the diploma supplement. The paper contains a watermark and fibres, the rotogravure seal of the university, and a raster background with an iris.
- Signature of the rector of the university (“represented by” with v.z. indicated before the signature), and a stamp with the small seal of the country.
- The Documents, Registers and Recognition of Foreign Degrees Office prints the supplements for all types of diplomas except for rigorosum degrees, where the graduate receives a rigorosum certificate that is created separately at the faculties.

Signing of diplomas and supplements

- After checking the diplomas and supplements, the rector/vice-rector of CU is contacted via e-mail with a request to sign the diplomas and their supplements. The faculties should deliver the diplomas to the Rectorate ideally **10 days before the graduation ceremony** (diplomas are often delivered to the Rectorate at the last minute, and the deadline set by the Rectorate is usually not met).
 - Based on agreement, the Documents, Registers and Recognition of Foreign Degrees Office will bring with them a case containing the diplomas, including a **black documentary signature pen** (Centropen Document with a pen nib size of 0.1 mm), and the document must be signed with this.
 - After signing the diplomas, the Documents, Registers and Recognition of Foreign Degrees Office is contacted to pick up the case with the signed documents, or the Secretariat of the Student Affairs Department.

⁴ For more information, see [Vzor dodatku k diplomu](#) and [Model Diploma Supplement](#).