

Education in the Czech Republic



handbook for parents

UNHCR

© 2011 United Nations High Commissioner for Refugees

Second edition, Prague, 2017

Author: Markéta Bačáková

Cover page photo: UNHCR/B.Szandelszky

Copies of this handbook can be obtained from:

UNHCR
Železná 24
110 00 Praha 1
Czech Republic

CONTENTS

1 Education system	5
1.1 Structure of the Czech education system.....	5
1.2 System of special education.....	7
1.3 Compulsory school attendance.....	8
1.4 Education of refugee and asylum-seeking children.....	8
1.5 Summary.....	10
2 School admission	11
2.1 Kindergarten admission.....	11
2.2 Elementary school admission.....	11
2.3 Enrolment into higher grades of elementary schools.....	12
2.4 Summary.....	13
3 School calendar	15
3.1 School year.....	15
3.2 Evaluation.....	15
3.3 Schedule.....	16
3.4 School subjects.....	18
3.5 School equipment.....	21
3.6 School lunch.....	21
3.7 After-school club.....	23
3.8 Leisure activities.....	23
3.9 Summary.....	24
4 Home-school communication	25
4.1 School visit.....	25
4.2 Parent meetings.....	25
4.3 Pupil's diary.....	26
4.4 Summary.....	26
5 Rights and responsibilities	27
5.1 Schools' responsibilities.....	27
5.2 Parents' rights and responsibilities.....	27
5.3 Children's rights and responsibilities.....	28
5.4 Summary.....	29
6 Secondary schools	31
6.1 Admission to secondary school.....	31

6.2	Transfer to higher grades	32
6.3	Types of secondary schools.....	33
6.4	Types of leaving certificates	34
6.5	Study programmes.....	35
6.6	Summary.....	36
7	Universities	37
7.1	University admission.....	37
7.2	Czech language preparatory courses.....	38
7.3	Studying in English.....	38
7.4	Summary.....	39
8	Educational possibilities for adults.....	41
8.1	Elementary education completion courses.....	41
8.2	Part-time courses and requalification.....	43
8.3	Summary.....	44
9	Recognition of education	45
9.1	Recognition of elementary and secondary education.....	45
9.2	Recognition of university education.....	45
9.3	Summary.....	46
10	What to do if.....	47
10.1	...my child is late for school	47
10.2	...my child is sick.....	47
10.3	...I need to release my child from school for a short period.....	47
10.4	...I need to release my child from school for a longer period	47
10.5	...we are moving to a different town.....	47
10.6	...I am not satisfied with my child's school	48
10.7	...my child does not understand at school	48
NGO contacts	49	
Glossary	51	
Attachments	53	

1 Education system

1.1 Structure of the Czech education system

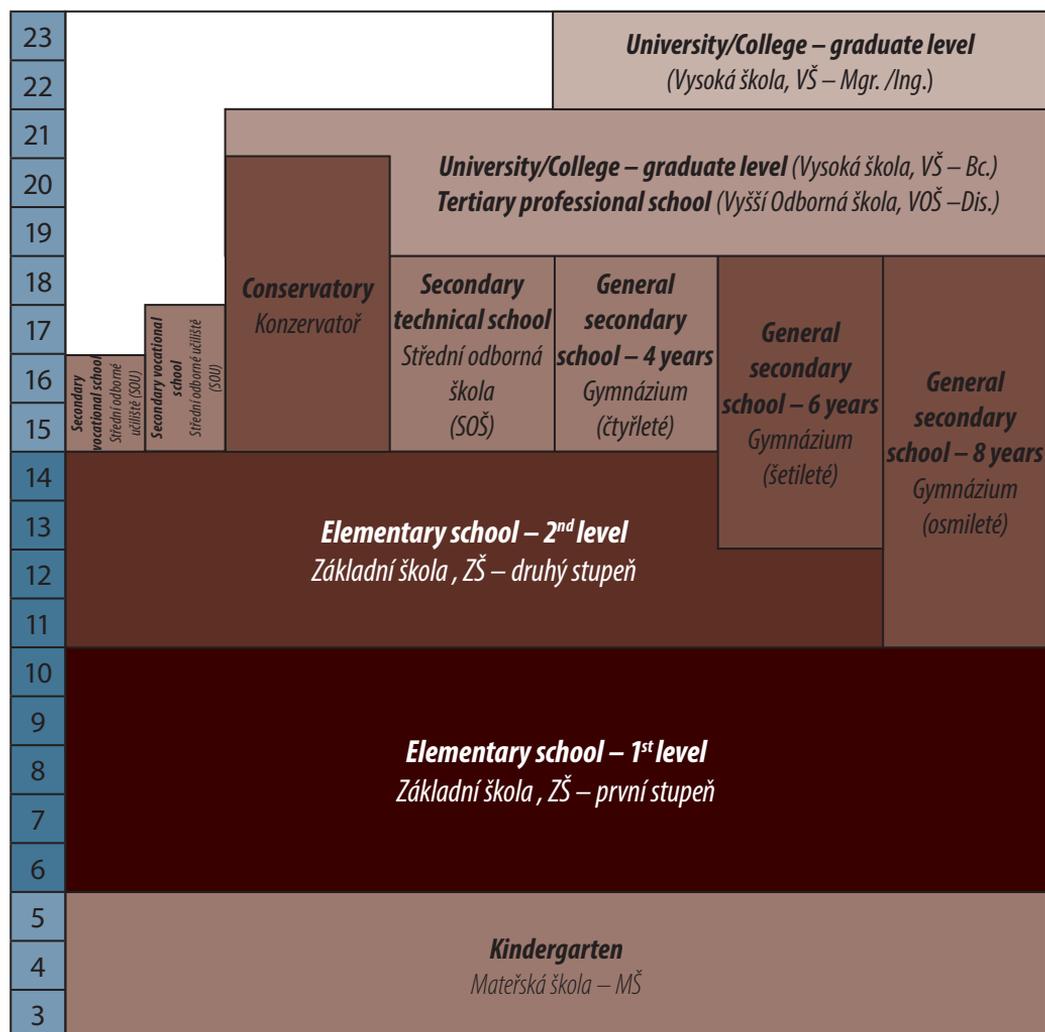


Diagram 1: Structure of the education system

Kindergarten

Kindergartens (*mateřská škola*) offer education to children within the age range of three to six years. As of the 2017/2018 school year, attendance in kindergartens is obligatory in the last year prior to starting elementary school. Each municipality must ensure that all children with permanent residency and of the age of four are able to attend a kindergarten.

Kindergartens may charge fees for children's attendance. These include tuition fees (a few hundred CZK per month) and meal allowance (approx. 30 CZK/whole day). Children in the last year before enrolling in an elementary school attend kindergartens at no charge.

Elementary school

Children aged 6–15 usually attend elementary schools (*základní škola*). Elementary schools have two levels, the first one comprises of five grades, the second one of four. A small percentage of children leave after the first level to continue their education at an eight-year secondary school.

By attending elementary schools children also fulfil the statutory requirement for compulsory school attendance, which takes nine years.

Education at public schools is free of charge. Children fulfilling compulsory education are entitled to rent textbooks and educational texts free of charge. Parents need to finance children's personal needs, certain additional teaching materials, courses outside of school, meals, afterschool clubs, etc.

Secondary school

Secondary schools (*střední škola*) follow up on elementary school education in the form of either a general secondary school (*gymnázium*), technical schools (*střední odborná škola*), vocational schools (*střední odborné učiliště*) or a conservatory. Even though secondary school attendance is not compulsory, more than 95% of children choose to continue their education at secondary level. Education at public secondary schools is free of charge.

General secondary schools offer their students general education including preparation for university studies. Studies are completed by a secondary school leaving certificate (*mauritní zkouška*) and last for four years.

Secondary technical schools offer professionally orientated education. Studies are completed by a secondary school leaving certificate and last for four years as well. Graduates may, therefore, continue studying at a university.

Secondary vocational schools provide their students with a professional and practical preparation, which is completed by a vocational certificate (*výuční list*). This certificate does not allow students to continue studying at universities. Studies usually last for three years, exceptionally for two years only.

Conservatories offer artistic preparation in the areas of music, singing, acting or dance. Admission exams include an audition. The four years of study are usually completed with a secondary school leaving certificate, and the graduates may continue with tertiary education at a vocational school or college or at a university.

Tertiary professional school

Tertiary professional schools (*vyšší odborná škola*) provide further education to students with secondary school leaving certificates such as from general secondary schools, secondary technical schools, and conservatories. As opposed to universities, tertiary professional schools focus more on practical preparation. Studies last for three years, graduates receive the title Dis.

Public tertiary vocational schools may charge fees, which usually range from CZK 3,000 to CZK 5,000 per year. Fees at church tertiary vocational schools range from CZK 4,000 to CZK 8,000 per year, and fees at private tertiary vocational schools are most often between CZK 20,000 and CZK 40,000 per year.

University

University studies are divided into two main levels – bachelor and master. Bachelor degree (Bc.) usually lasts for three years with additional two years for a master degree (Mgr. or Ing.).

Studies at public universities in the Czech language are currently free of charge, however, there is an ongoing debate about initiating fees. Students must bear the costs of study materials, accommodation and board. Most universities, however, offer scholarship programmes for socially disadvantaged students.

Some universities also offer postgraduate studies for masters degree holders, which prepare the students for their future research career. These programmes last for three or four years and successful graduates obtain the Ph.D. title.



More information on the system of education may be found at:

<http://www.msmt.cz/vzdelavani/skolstvi-v-cr/system-vzdelavani-v-cr>

1.2 System of special education

Apart from the mainstream education system (see above) there are also schools for children with special educational needs. These often stem from children's disability, be it a mental, physical, sensory or a speech one.

Currently, however, all children are preferentially educated within the mainstream system if conditions permit.

A child's placement into a special school must be recommended by a doctor together with a counselling centre

(*pedagogicko-psychologická poradna or speciálně pedagogické centrum*) and can happen only after valid parental consent.

Insufficient proficiency in the Czech language is by no means a reason for a child to be placed into a special school.

The system of special education provides special kindergartens as well as special elementary and secondary schools. Schools are divided according to the specific disabilities into schools

for children with physical disabilities, sensory disabilities, speech disabilities and mental disabilities.

The secondary special schools include general and technical secondary schools for students with specific disabilities, as well as vocational schools (*odborné učiliště*) and practical schools

(*praktická škola*). Vocational schools offer practical and professional studies for students with special needs, which prepare them for simple manual work. Studies are completed by a vocational certificate. Practical schools offer secondary education to students with more severe mental disabilities

1.3 Compulsory school attendance

Compulsory school attendance lasts for nine years in the Czech Republic. This applies to the citizens of the Czech Republic and to the citizens of other EU member states who have resided in the Czech Republic for more than 90 days. Compulsory school attendance also applies to other foreigners who are entitled to reside in the Czech Republic permanently or temporarily for a period longer than 90 days, including asylum seekers. Pupils usually fulfil it in elementary schools during the age range of 6–15 years. School attendance is compulsory until the end of the school year in which the pupil in question reaches 17 years of age.

Parents are thus obligated to send their children to school for at least nine years. If a child begins school attendance at the age of six – which is the

usual age in the Czech Republic – he/she will complete the compulsory attendance at the age of 15. If, however, a child begins the school attendance later (e.g. because of later arrival in the Czech Republic), he/she must attend a school until the age of 17. After that, a child is no longer obligated to attend school even if he/she did not complete the obligatory nine years of school attendance.

School attendance abroad counts towards the compulsory school attendance in the Czech Republic. This means that, for example, if a child attended a school in the country of origin or the first asylum for two years, he/she is obliged to continue his/her education in the Czech Republic for seven more years.

1.4 Education of refugee and asylum-seeking children

Refugee and asylum-seeking children are educated in mainstream schools in the Czech Republic. If a school is attended by a larger number of refugee and asylum-seeking children, a compensatory class may be

opened for them. There, children learn the Czech language and prepare for the transfer into the mainstream class. Compensatory classes usually exist in schools in the vicinity of the residential

centres for applicants for international protection.

If a school is attended by a small number of refugee and asylum-seeking children, children are usually immediately placed into a mainstream class. Pupils with an insufficient knowledge of the teaching language, i.e. Czech, are considered to be pupils with special educational needs (“SEN”) with effect from September 2016 due to an amendment of the School Act and its implementing regulation (Regulation 27/2016 on educating pupils with special needs and gifted pupils). As a part of the system of supportive measures, they may, for example, receive special Czech textbooks for foreigners and/or special teaching care. In order to receive such supportive measures, it is necessary to obtain a recommendation from an education advisory facility (*školní poradenské zařízení*, i.e. ŠPZ). An examination in a ŠPZ takes place on the basis of a request from

the parents of the child in question. At the same time, however, refugee and asylum-seeking children are entitled to free language training under the State Integration Programmes.

Annually, the Ministry of Education also administers grants in support of education of refugee and asylum-seeking children. Schools may use these extra resources to organise special language tuition for refugee and asylum-seeking children, hire a teaching assistant, or purchase special teaching aids.

Refugee and asylum-seeking preschoolers (aged approximately five to seven) have the possibility to attend a preparatory year of an elementary school. This will help them acquire the necessary language skills in order to fully take part in regular classes. However, in order to have a preparatory class open, at least seven children need to apply.



© UNHCR/L. Taylor

1.5 Summary

- Compulsory school attendance takes nine years in the Czech Republic. Children fulfil it in elementary schools. Parents are obliged to send their children to school.
- After completing elementary school, children may continue their education at secondary schools. Secondary education is not compulsory.
- Graduates of general and technical secondary schools and conservatories have the possibility to continue their education at universities.
- Education at public elementary and secondary schools and universities is free of charge. Parents contribute only towards certain teaching materials, personal school equipment, trips, lunches and possible accommodation.
- Apart from the mainstream system, in the Czech Republic, there are also educational facilities for children with special educational needs due to their physical and/or mental disabilities.
- A temporary lack of proficiency in the Czech language is not a reason for a child to be placed into such an educational facility.
- Education at public elementary



2 School admission

2.1 Kindergarten admission

Attending most grades of kindergarten is not compulsory; nevertheless, most children in the Czech Republic attend kindergarten. As of the 2017/2018 school year, preschool education is compulsory for children in the last year prior to starting compulsory school education. Specifically, they are children who have reached the age of five prior to the beginning of the given school year.

Children at the age of three and older may enrol in a kindergarten. In special cases, when parents have no other choice and the capacities of kindergartens allow for it, younger children can also enrol in a kindergarten. The number of kindergartens is currently insufficient, which means that not all applying children may be admitted into a kindergarten. This issue has been subject to a debate recently. With effect from the 2017/2018 school year, each municipality must ensure that all children with permanent residency who reach four years of age are able to attend a kindergarten.

In compliance with the Act on the Protection of Public Health, kindergar-

tens and other preschool facilities can only enrol children who have been vaccinated. An exception applies to children who cannot be vaccinated due to a permanent contraindication or to such children who have documentary proof that they are immune to infection. Starting in autumn 2017, kindergartens will be able to enrol children who have not undergone regular vaccination if such children belong to a group of children for whom preschool education is compulsory. The principal of each kindergarten defines any further requirements for admission and also decides about admitting children.

The admission procedure usually takes place between January and May; the school year starts in September. Parents or guardians need to present their personal documents and most kindergartens also require a medical check and a birth certificate.

Kindergarten enrolment is also possible at any time during the school year unless the kindergarten's capacity is fulfilled.

2.2 Elementary school admission

Elementary schools admit children who have reached the age of six before 1 September of the respective year. Admission procedures take place in April; the specific date is determined

date is decided by each school individually.

Parents with their children who will have reached six years of age by 31

August come to the admission procedure. They need to present their and their children's personal documentation.

Schools preferentially admit children having permanent residency in the school's catchment area. Parents may, however, choose any school for their child on the Czech territory. A template of an elementary school application can be found in attachment. An application for the chosen school may be obtained directly at the school or often also on the school's web pages.

Parents need to come to the admission procedure even if they apply for the postponement of their child's school enrolment. Compulsory school attendance may be postponed based on a parental written application and a doctor's and psychologist's recommendation in case a child is not mature enough. In that case the child continues to attend a kindergarten or enrolls into the preparatory grade of an elementary school. A tem-

plate of the postponement application may be found in attachment.

During the admission procedure, the school informally inquires about the child's school readiness. A child should:

- know his/her and parent's name
- get dressed independently
- lace his/her shoes
- know basic colours
- draw a simple picture
- cut with scissors
- concentrate on a given task
- pronounce all phones correctly
- lead a simple conversation

If a school concludes that a child is not ready for school attendance, it may recommend postponement and possible enrolment into a preparatory class.

2.3 Enrolment into higher grades of elementary schools

A child may enrol in higher grades of an elementary school at any time during the year. The school's principal decides on the admission. The principal is also obligated to enrol the child in an adequate grade.

In 2013, the Ministry of Education, Youth, and Sports issued its 'Methodical recommendations for including foreign pupils in education in Czech elementary schools', which are available here: www.msmt.cz/file/17378/download/. Most schools place children according to their language skills and tend to place chil-

dren in lower grades than appropriate for their age. Practice, however, shows that age-appropriate placement proves to be the best alternative; in some cases, it is possible to place a child in the next grade down, but no more than one grade down. Parents have the right to cooperate with schools and express their views on the grade placement of their children.

If a child is placed in a lower grade, subsequent replacement is not easy. Replacement into a higher grade is subject to successfully passing an examina-

tion, which may not be attainable for all children. It is, therefore, crucial to pay attention to the child's placement immediately after the child's school enrolment.

The basic criterion, which both schools and parents should have in mind, is that each child must have the possibility to complete elementary education. Elementary schools are allowed to educate children only until the end of the school year in which a child reaches 18 years of age.

This means that if a child reaches 18 years of age before he/she progresses into grade 9 (i.e. the last grade), his/her school attendance will be terminated without having completed elementary education. Consequently, the child will have rather limited options of further education and career development. Therefore, the possibility to complete elementary education should be the primary factor influencing the placement of refugee and asylum-seeking children into grades.

2.4 Summary

- Children at the age of three or older may enrol into kindergartens.
- If a child reaches five years of age, parents are obliged to enrol him/her in a kindergarten.
- If a child reaches six years of age, parents are obliged to enrol him/her into school.
- Procedures for admission into an elementary school take place in April.
- A child may enrol into a higher grade of an elementary school any time during the school year.
- When placing a child into a grade, it is necessary to keep in mind that the child should have the possibility to complete elementary education, i.e. to progress into grade nine before reaching 18 years of age.



© UNHCR/L. Taylor

3 School calendar

3.1 School year

The school year begins on 1 September and ends on 30 June of the following calendar year. The school year is divided into two semesters, which both last for five months. The first semester ends on 30 January, the second one with the end of the school year.

Children have summer holidays in the months of July and August. They do not go to school. They also have shorter holidays during the school year:

- three-day autumn holidays – around 28 October
- Christmas holidays – usually from 23 December until 2 January
- one-day end-of-semester holidays – around 1 February
- spring holidays – one week in February or March, date changes every year
- Easter holidays – from Maundy Thursday until Easter Monday

Apart from the above mentioned holidays, children also stay at home on public holidays. These are as follows during the school year:

- 28 September – Statehood Day
- 28 October – Independence Day
- 17 November – Freedom and Democracy Day
- 1 May – Labour Day
- 8 May – Liberation Day

Your child will receive the current school calendar at the beginning of the school year and it is also often available on the school's web pages. You can write down the holiday dates into a table in attachment.



The current school calendar can also be found at:

<http://www.msmt.cz/vzdelavani/zakladni-skolstvi> (in the *Úřední sdělení* section)

3.2 Evaluation

Teachers usually evaluate children using marks/grades. These range from 1 to 5, “one” representing the best result,

“five” the worst one. Some schools prefer verbal evaluation where they describe child's performance more broadly, or a

combination of both grades and verbal evaluation.

Teachers write down children's grades/evaluation into pupil's diaries (*žakovská knížka*) and also on the internet. The child's evaluation is, however, accessible only to the child's parents upon password request. No other persons are authorised to access your child's grades/evaluation.

Evaluation in the form of grades/marks is usually used also on semestral reports (*vysvědčení*), which represent the overall evaluation in all subjects including conduct. Children receive these reports twice per year. An example of such a report can be found in this chapter.

In the upper grades (six to nine) of the elementary school and at secondary

3.3 Schedule

In the Czech Republic children attend school from Monday to Friday. On Saturdays and Sundays children stay at home.

A school day starts usually at 8 am, children come to school at around 7.45 am. The length of the school day depends on the number of classes which a child needs to attend. This is defined by a schedule, which children receive at the beginning of the school year and which is also usually available on the school's web pages. The schedule is binding and a child is obliged to attend all prescribed lessons.

Children in the lower grades usually finish at around 12 p.m., children in up-

schools, "number grades" are exchanged for "word grades":

- 1 *výborně* (excellent)
- 2 *chvalitebně* (very good)
- 3 *dobře* (good)
- 4 *dostatečně* (satisfactory)
- 5 *nedostatečně* (unsatisfactory)

Grades one, two, three and four in the report mean that the pupil passed the school year's examinations. Grade five means the pupil has failed. If a pupil fails at the end of the second semester, the pupil may retake an exam. If the pupil fails again, he or she will have to retake the year.

per grades finish later between 1 p.m. and 3 p.m.

One lesson lasts for 45 minutes and is followed by a break of 10–20 minutes. In the first and second grade the number of lessons per week ranges between 18 and 22, from the third to fifth grade between 22 and 26. In the upper grades the number of lessons per week increases to 28–32.

The table on the following page shows an example of a grade six schedule. You may use the empty table in attachment to write down the current schedule of your child.

Schedule – school year 2016/2017									
	1 8:00-8:45	2 8:55-9:45	3 10:00-10:45	4 10:55-11:40	5 11:50-12:35	6 12:45-13:30	7 13:40-14:25	8 14:35-15:20	9 15:30-16:15
Mo	Aj	M	Hv	Př	Čj	Tv			
Tu	F	M	Čj	Aj	Z	D			
We	Př	TV	Čj	Pč	Inf		Vv	Vv	
Th	M	Aj	Čj	Tv	Pč	D			
Fr	Z	M	Čj	F	Ov				

Explanation:

Aj – English, M – Maths, Hv – Music, Př – Biology, Čj – Czech, Tv – Physical Education, F – Physics, Z – Geography, D – History, Inf – Information Tech, Vv – Art, Pč – Occupational Skills, Ov – Citizenship



3.4 School subjects

Subjects which pupils study in the lower elementary school grades are the following:

- **Czech** (*český jazyk*): children first learn to read and write, then they study literature and grammar separately
 - **Foreign language** (from grade 3 at the latest): English is the most frequent foreign language
 - **Maths** (*matematika*)
 - **ICT** (*informační technologie*): children learn how to work with a computer
 - **Science** (*prvouka*) (grades one to three): children learn about their environment, society, nature and healthy life style
 - **Biology** (*přírodověda*) (grades four to five): deepens the knowledge from Science in the area of biology
 - **Geography** (*vlastivěda*) (grades four to five): deepens the knowledge from Science in the areas of history and geography
 - **Music** (*hudební výchova*): children learn to understand and produce music
 - **Art** (*výtvarná výchova*): children learn to understand and produce visual art
 - **PE** (*tělesná výchova*): children acquire motor skills
 - **Occupational skills** (*pracovní činnosti*): children acquire practical working skills
- In the upper grades the number of subjects increases:
- **Czech** (*český jazyk*): children learn to read with understanding, write texts, acquire the formal language and get familiar with the basic literary genres
 - **Foreign language**: children reach the A2 level in a chosen language
 - **Maths** (*matematika*)
 - **ICT** (*informační technologie*): children learn how to work with a computer and information
 - **History** (*dějepis*): children learn both about Czech and international history
 - **Citizenship** (*výchova k občanství*): children learn about society and the work of political institutions
 - **Physics** (*fyzika*): children learn about the properties of matter, explore motion, energy, sound and electricity
 - **Chemistry** (*chemie*): children learn about matter composition, organic and inorganic compounds and their reactions
 - **Biology** (*přírodopis*): children explore nature and learn about genetics, biology of sponges, plants, animals, humans and ecology
 - **Geography** (*zeměpis*): children explore the world's regions, its social and economic environment and focus more deeply on the Czech Republic

- **Music** (*hudební výchova*): children learn to understand and produce music
- **Art** (*výtvarná výchova*): children learn to understand and produce visual art
- **PE** (*tělesná výchova*): children acquire motor skills
- **Occupational skills** (*pracovní činnosti*): children acquire practical working skills
- **Financial Literacy** (*finanční gramotnost*): children are familiarized with the world of finances, and the knowledge they acquire contributes to the development of their financial literacy.



Detailed information on the curriculum can be found at [in Czech]:

<http://www.msmt.cz/vzdelavani/zakladni-vzdelavani/vzdelavaci-oblasti-rvp-zv>

Bezejmenná škola; Václavské náměstí, Praha 1

IZO **11001100**

Třída: **9.A** Ročník: **9** Číslo v třídním výkazu: **11** Školní rok: 1998/1999

VYSVĚDČENÍ

Jméno a příjmení: **Petr Novák**

Datum narození: **1. 1. 1990** Rodné číslo: **900101/0111**

Místo narození: **Praha 1**

	I. pololetí	II. pololetí
Chování	velmi dobré	velmi dobré
Povinné předměty		
Český jazyk a literatura	výborný	výborný
Anglický jazyk	výborný	výborný
Německý jazyk	výborný	výborný
Dějepis	výborný	výborný
Občanská výchova	výborný	výborný
Rodinná výchova	výborný	výborný
Zeměpis	výborný	výborný
Matematika	výborný	výborný
Přírodopis	výborný	výborný
Fyzika	výborný	výborný
Chemie	výborný	výborný
Hudební výchova	výborný	výborný
Výtvarná výchova	výborný	chvalitebný
Pracovní činnosti	výborný	výborný
Tělesná výchova	výborný	výborný
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Example of a school report (source: Jan Groh)

3.5 School equipment

It is necessary to buy all required school equipment, mainly for pupils enrolling in grade one. While all textbooks are loaned from their school, children need to purchase all other equipment. You will receive a detailed list from your child's teacher, but generally children in the lower elementary school grades need:

- school bag
- snack
- pencil case
- slippers
- pen
- pencils
- crayons
- eraser
- sharpener

- notebooks
- sports clothes (shoes, T-shirt, shorts)
- covers for notebooks and textbooks
- art equipment (water colours, brushes, sketchbook, wax crayons, glue, plasticine, table cover, smock, etc.)

Equipment for upper elementary school pupils and secondary school students differs according to the requirements of each school. Most schools, however, require that students wear slippers and have their own writing tools and notebooks. Students will also need a ruler and compasses, sometimes also a calculator during maths lessons. Sports equipment for PE (clothes and shoes) is also required by most schools.



3.6 School lunch

Most elementary and secondary schools in the Czech Republic have a canteen, where children can take lunch every school day. Canteens usually offer a choice of two dishes, one of them vegetarian.

Children have lunch either after classes or during a special lunch break lasting at least 30 minutes. Parents need to pay for child's school lunches themselves, the price is, however, state subsidised

and, therefore, relatively low, usually between 20 and 30 CZK

DAY	SOUP	MAIN DISH
Mo	tomato soup	1. grilled chicken, rice, salad 2. fried cauliflower, boiled potatoes, salad
Tu	potato soup with mushrooms	1. fried wiener schnitzel, boiled potatoes 2. letcho with eggs, boiled potatoes
We	goulash soup	1. chicken risotto, salad 2. vegetarian risotto, fruit salad
Th	lentil soup	1. beef goulash, pasta 2. baked pasta with broccoli, salad
Fr	beef soup with pasta	1. stewed liver, rice, salad 2. rice pudding with fruits



3.7 After-school club

Many elementary schools offer their pupils the possibility to stay before (from approx. 6–6.30 a.m.) and after classes (until approx. 4–5 p.m.) in a club (*družina*).

There, children are supervised by a teacher and they spend their free time doing diverse activities, including trips,

games, art and sports activities as well as relaxing.

It is necessary to pay for your child's after-school club attendance. The price usually ranges between CZK 100 and 500 per month.

3.8 Leisure activities

Leisure is as important for your child as his/her school attendance. Free time activities provide children with the possibility to acquire new skills as well as friends and practice speaking Czech.

These days, many schools offer their pupils a range of leisure afternoon activities as part of the after-school club (see above) or as separate activities. The specific activities offered are listed on each school's website, and they often include:

- **music activities:** flute, choir, etc.
- **art activities:** ceramics, photography, drama, dance, etc.
- **sport:** aerobic, football, volley-ball, martial arts, etc.
- **language courses**
- **computer courses**

Even though some schools offer these activities for free, usually it is necessary to pay for them. The price per semester often ranges between 100 and 500 CZK.

3.9 Summary

- The school year starts on 1 September and ends on 30 June.
- Children have summer holidays between 1 July and 31 August.
- Children attend school from Monday to Friday; they are free on Saturdays and Sundays.
- Teachers usually evaluate children using marks/grades from one to five (one being the best, five being the worst).
- Children receive an overall evaluation at the end of each semester (30 January and 30 June).
- Lessons start usually at 8 a.m.
- A school day follows by a schedule, which children receive at the beginning of the school year.
- It is possible to have lunch at school at the price of approx. 20–30 CZK.
- Children can stay in after-school clubs when the lessons are over as well as before they start.
- Most schools offer their pupils a wide range of leisure activities.



4 Home-school communication

4.1 School visit

Before your child's admission, or on the first school day, it is advisable to personally visit the school. Try to arrange a meeting with the principal and the classroom teacher of your child.

Since schools usually do not have extra financial resources to hire an interpreter for you, try to arrange for a person who could interpret for you and accompany you to school.

Ask the teacher to show you the school premises and inform him/her

about all important matters regarding for example any health issues, eating habits, religious customs, etc. Ask the teacher about your child's schedule and information relating to after-school club attendance and leisure activities.

If you wish to visit your child's school during the school year and observe the instruction, contact the classroom teacher in advance.

4.2 Parent meetings

Each school organises a parent meeting (*třídní schůzky*) at least once every semester. It could have a form of a group meeting, where all parents of one classroom meet together with the contact teacher, or an individual form when parents meet the teacher separately.

Parental meetings are a very good opportunity to find out how your child is getting along at school and ask the teacher any questions. Most schools unfortunately do not have extra resources to hire an interpreter for you. If you find it necessary, try to arrange for a person who would accompany you and interpret for you during the meeting.

If your school organises collective parent meetings while you prefer meeting the teacher individually, contact the teacher and arrange for a separate meeting. This will not be a problem for most teachers.

The date of the parental meeting is announced via your child (he/she should have the date written down in the pupil's diary), but most schools inform the parents also via the school web pages. If you are unsure, contact the school's office any time.

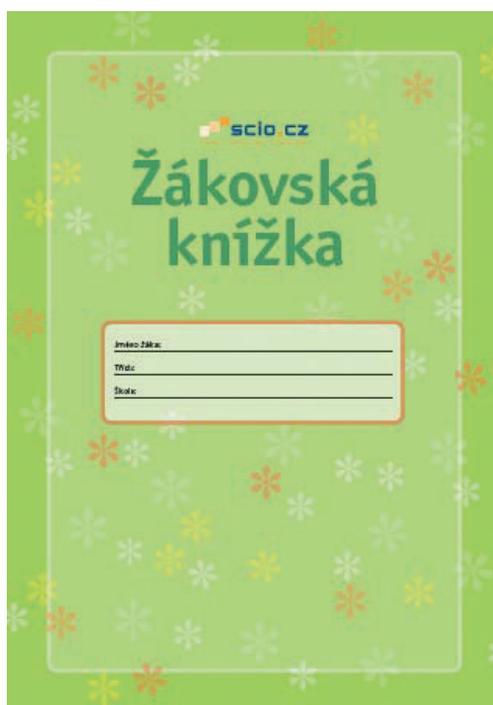
If you cannot attend the parent meeting e.g. due to your job, try to arrange for an individual meeting with the teacher. Your interest in your child's education will certainly be appreciated.

4.3 Pupil's diary

Pupil's diary (*žákovská knížka*) will be the most frequent means of communication between you and the school. Most schools use the diaries to write down pupils' marks/grades, but also to convey different announcements to the parents. These announcements may deal with extra activities, such as field trips or excursions, but also with your child's conduct at school.

The pupil's diary also includes an "excuse sheet" (*omluvný list*), where you need to excuse the absence of your child at school (for more information see Chapter 10).

Most schools also have electronic pupil's diaries. These are available online on the school's web pages and parents may view the marks/grades of their child there, together with the school's announcements.



4.4 Summary

- Schools organise at least two parent meetings per year, where parents can meet with teachers.
- Before your child's enrolment, try to arrange for a meeting with the school's principal and classroom teacher.
- Unfortunately, most schools currently do not have enough resources to hire an interpreter for you.
- Your child will receive a pupil's diary, which is used for recording his/her grades and all school notices.
- You are obliged to excuse your child's absence at school using the pupil's diary.

5 Rights and responsibilities

5.1 Schools' responsibilities

Schools are above all responsible for providing children with education. In case of refugee and asylum-seeking children, who the School Act classifies as pupils with special educational needs, schools are further responsible for offering such a form of education, which corresponds with the children's individual needs.

Schools are also obliged to take care of pupils' health and safety during the instruction.

The School Act recognizes the right of all foreigners (not only EU members, as used to be the case) to integration language courses. Regional offices relevant to the residency of the pupils, in

cooperation with the statutory authority of the particular school, shall provide all foreign pupils who receive compulsory education with free-of-charge preparation for their inclusion in elementary education, including Czech language lessons adapted to the needs of such pupils. Individual schools determine the form of the Czech language lessons. For example, they can introduce Czech for foreigners as an after-school activity or as an optional/voluntary subject. Three lessons of Czech language a week are recommended.

Asylum-seeking children are also entitled to Czech language lessons under the State Integration Programme.

5.2 Parents' rights and responsibilities

The School Act defines the basic parental rights and responsibilities.

Parents have the right to:

- receive information on the process and results of their child's education
- express their views on all matters affecting their child's education
- obtain information and counselling from schools and counselling centres (*pedagogicko-psychologická poradna* or *speciálně pedagogické centrum*)

Parents are obliged to:

- make sure their child attends school
- enrol their child in elementary school when he/she reaches six years of age
- be personally involved in important discussions about their child's education
- inform the school about any changes concerning their child's health
- excuse any school absence of their child

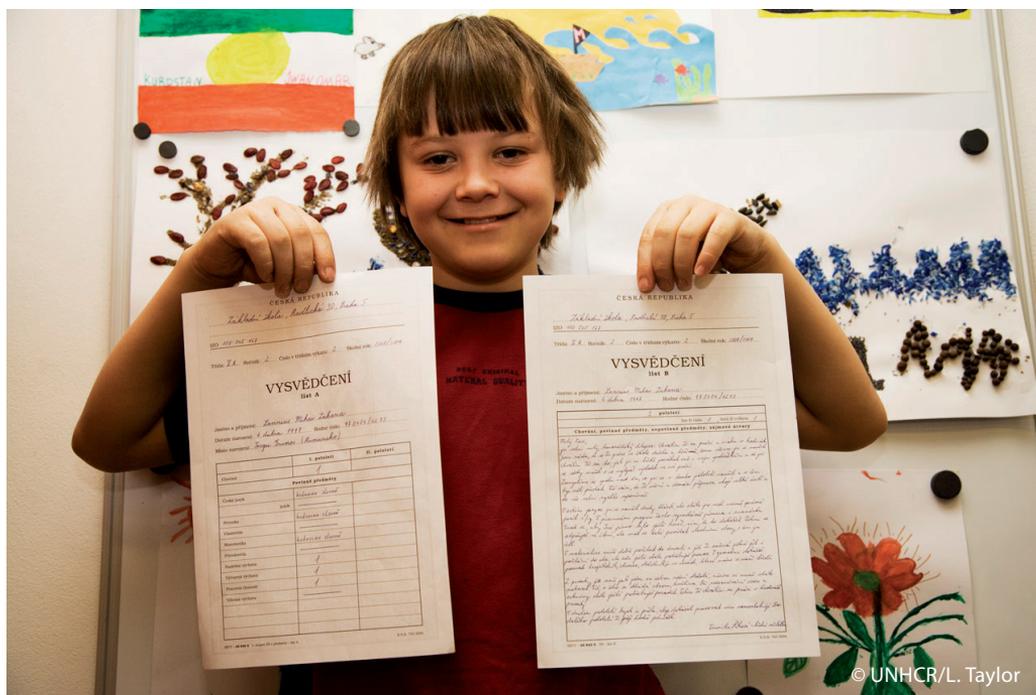
5.3 Children’s rights and responsibilities

In the same way as their parents, **children also have the right to:**

- receive information on the process and results of their education
- express their views
- obtain information and counselling from schools and counselling centres
- receive such education which complies with their individual needs

At the same time **children are obliged to:**

- attend school
- observe the school rules
- perform the duties set by their teachers



© UNHCR/L. Taylor

5.4 Summary

- Schools are responsible for children's health and safety at the time of the instruction.
- Parents have the right to express their views on all matters affecting their child's education as well as to receive information and counseling.
- Parents are obliged to send their children to school and excuse their potential absence.
- Children have the right to obtain education which caters for their individual needs.
- Children are obliged to attend school and obey teachers' instructions.



6 Secondary schools

6.1 Admission to secondary school

The conditions for secondary school admission are the following:

- completion of the compulsory school attendance (i.e. nine years of education at elementary school, or at six/eight-year general secondary school/conservatory)
- fulfilment of the admission criteria/entrance examination

The first round of entrance examinations is announced by school principals by 31 January and takes place between 12 and 30 April. As regards branches of studies for which a talent exam is taken (such as conservatories), entrance examinations usually take place in January. It is possible to file two applications at most in this round. They have to be lodged directly at the chosen secondary school by 15 March of the given calendar year (i.e. the school year in which a pupil attends grade nine of an elementary school).

As regards branches of studies completed with a secondary school leaving certificate, unified entrance exams in Czech Language and Literature and in Mathematics and the Application thereof have been introduced. The principal determines the specific date.

The results of the entrance examinations are announced in the form of a list of admitted applicants within three working days of the date of the entrance examinations. If secondary schools do

not hold entrance examinations, the list is issued during the first round, by 30 April. Decisions on admission are not issued to applicants who have been admitted. Applicants who have not been admitted are informed about the result of the entrance examinations through a written decision sent by post.

Following the day on which school principals issue the lists of admitted applicants, the admitted applicants confirm their interest in the school by delivering an admission card (*zápisový lístek*) within ten working days.

The admission cards are issued by elementary schools that pupils in question are currently attending. As regards foreigners who are not pupils of elementary schools, admission cards are issued by the regional offices pertaining to the pupils' residency in the Czech Republic or, if they do not reside in the Czech Republic, by the school to which they have applied.

The law does not allow for returning admission cards. The only exception is a situation in which a pupil requests his or her admission card to be returned in order to use at another school at which he or she has been accepted. If a student was not admitted to any secondary school, he/she may apply to the second round of the admission process. This takes place at schools where the full capacity has not been reached.

If a student was not admitted to a secondary school, his/her parents may lodge an appeal against the negative admission decision. An appeal template can be found in attachment.

Entrance exams differ at individual schools. Some schools admit students based only on their grades from elementary schools. General secondary schools, however, usually select their students on the basis of tests in Czech, Maths and general knowledge. Example tests can usually be found on web pages of the individual secondary schools.

If a student completed his/her prior education abroad, a secondary school may remit the written entrance exam in the Czech language based on a written application (see School Act, section 20(4)).

The school will verify the student's knowledge of the Czech language, which is required for studies, by means of an interview.



Secondary school application forms may be downloaded from:

<http://www.msmt.cz/vzdelavani/stredni-vzdelavani/prijmani-na-stredni-skoly-a-konzervatore>



More information on the appeal process may be found at [in Czech]:

<http://www.icm.uh.cz/doc/221/>

6.2 Transfer to higher grades

If a student has already attended a secondary school abroad, the student may transfer directly to a higher grade of a secondary school in the Czech Republic. The principal decides on the student's admission.

The principle may condition the student's admission by successful completion of tests which verify student's knowledge.

In order for a student to be admitted to a higher grade of a secondary school, documents confirming the student's

school attendance abroad have to be presented to the school. Persons who have been granted international protection may submit a solemn declaration instead of such documents (see Section 108(9) of the School Act).

6.3 Types of secondary schools

As opposed to elementary schools, which are more or less uniform in the Czech Republic, there exists a range of different secondary schools. In grade nine of an elementary school, it is, therefore, essential to choose the right secondary school.

Firstly, it is necessary to take into consideration whether the student intends to continue studying at a university afterwards. For that it is necessary to obtain a secondary school leaving certificate (*maturitní zkouška*) from a general or technical secondary school. If a student does not intend to pursue further university studies, he/she can also attend a secondary vocational school, which is completed by a vocational certificate (*výuční list*) (see also chapter 6.4).

General secondary schools (*gymnázium*) provide their students with general education, which takes four years. Studies are completed by a secondary school leaving certificate (*maturitní zkouška*) (see also chapter 6.4). General secondary school students study two foreign languages together with Czech, Maths, Sciences (Biology, Chemistry, Physics, Geography), Social Sciences (History, basics of social sciences) and ICT. They also attend Music, Art and PE classes.

Secondary technical schools (*Střední odborné škola*) differ from the general secondary schools by their professional orientation. Four-year studies are completed by a secondary school leaving certificate (*maturitní zkouška*), which is equivalent to the one from a general secondary school. General sub-

jects (i.e. the same subjects as in a general secondary school) form approx. 60% of the educational contents, the rest focuses on professionally oriented courses. Examples of technical secondary schools may be found in chapter 6.5.

Secondary vocational schools (*Střední odborné učiliště*) are more professionally and practically focused. Half of the instruction time is spent on professional training. Three-year (exceptionally only two-year) studies are completed by a vocational certificate (*výuční list*), which, however, does not allow students to continue studying at a university. Examples of vocational study programmes are included in chapter 6.5.

Conservatories (*Konzervatoř*) are usually also connected with tertiary vocational education. After four years, the students take a secondary school leaving exam (*maturitní zkouška*), and, after six years, they complete their studies with a graduate examination and receive a 'DiS' title. General education subjects make up a minimum of 45% of the subjects taught.

Besides these four mainstream school types, there are also secondary schools for students with special needs deriving from their disability or disadvantage. These are vocational schools (*odborné učiliště*) and practical schools (*praktická škola*).

Studies at a vocational school are completed by a vocational certificate (*výuční list*), as at a secondary vocational school. Vocational school graduates are, however, not allowed to perform the full range of their profession. These stud-

ies prepare them to work as an assistant worker, not as independent workers.

Practical schools (*praktická škola*) offer secondary education to students with more severe mental disabilities

and aim to provide them with necessary skills to perform simple manual work and for everyday life.



A list of all secondary schools in the Czech Republic may be found at

<http://www.infoabsolvent.cz>

6.4 Types of leaving certificates

Studies at a secondary school are completed by one of the three forms of final qualification:

1. **secondary school leaving certificate** (*maturitní zkouška*) – this certificate completes the four-year studies at general and technical secondary schools, and also at two- or three-year follow-up studies for graduates of secondary vocational schools. This certificate allows a student to continue studies at a university.
2. **vocational certificate** (*výuční list*) and final examination – two- or three-year vocational studies, which prepare students for a particular profession, are completed by this certificate. It does not allow students to continue studies at a university.
3. **final examination** (*závěrečná zkouška*) – programmes designed mainly for students with mental disabilities at practical schools are completed by a final examination only.

The secondary school leaving certificate (*maturitní zkouška*) is composed of two parts: a common part for all schools and a specific exam different at each school. The common part includes at least three subject examinations in:

- Czech language and literature
- Foreign language or mathematics

The school-specific part also comprises of two or three subject exams, which are decided on by each school individually.

The final examination in programmes **with vocational certificates** includes a theoretical (oral and written) and a practical examination. A vocational certificate is issued to students based on the results of the examination.

The final examination in programmes **without vocational certificates** include a practical examination. Graduate students receive a report on the results of their final examination.

6.5 Study programmes

There is a wide range of secondary study programmes in the Czech Republic. In order to choose the right programme, it is necessary to choose the right final qualification (secondary school leaving certificate or vocational certificate).

Programmes completed by a secondary school leaving certificate are more demanding; the graduates, however, may continue studying at a university. This certificate may be obtained at general or technical secondary schools. Professional orientation of technical secondary schools includes:

- business (*obchodní akademie*)
- construction (*SPŠ stavební*)
- transportation (*SPŠ dopravní*)
- electrotechnics (*SPŠ elektrotechnická*)
- nursing (*střední zdravotnická škola*)
- pedagogy (*pedagogické lyceum*)
- agriculture (*střední zemědělská škola*)

- ICT (*střední odborná škola informatiky*)
- management (*SOŠ managementu*)

Secondary education completed by a vocational certificate can be obtained at secondary vocational schools and vocational schools. The range of specialisations is very broad, examples include:

- electrician
- cook – waiter
- bricklayer
- plumber
- car mechanic
- hairdresser
- gardener
- tailor



A list of all study programmes at secondary technical schools may be found at:

<http://www.stredniskoly.cz/obory/>

6.6 Summary

- In order to enrol in a secondary school, a student needs to have completed compulsory school attendance (9 years) and fulfil all the criteria/pass the entrance exams set by the chosen school.
- Secondary schools offer studies completed either by a secondary school leaving certificate (*maturitní zkouška*), or a vocational certificate (*výuční list*) or a final examination only.
- Programmes completed by a secondary school leaving certificate are the most demanding ones and they allow the graduates to continue studying at a university.
- A secondary school leaving certificate may be obtained at general (*gymnázium*) or technical secondary schools (*střední odborná škola*).
- A vocational certificate may be obtained at a secondary vocational school (*střední odborné učiliště*).
- Students with disabilities have the possibility to acquire a vocational certificate at vocational schools (*odborné učiliště*).
- Students with more severe mental disabilities may study at practical schools (*praktická škola*).



© UNHCR/L. Taylor

7 Universities

7.1 University admission

The minimum requirement for university admission is completed secondary education with a secondary school leaving certificate (*maturitní zkouška*). Most universities also require successful completion of the entrance examination.

University applications need to be lodged by the end of February of the calendar year (some universities offer the possibility to lodge the application online). Together with the lodgement, it is also necessary to pay an administrative fee of usually 500 CZK. The number of applications is not limited.

The contents of the entrance examination differs at individual universities and study programmes and it is thus important to enquire at the chosen university's web pages for further details.

Studies in the Czech language at public universities are free of charge. Currently, students need to cover the costs connected with accommodation, board and study materials. Most universities, however, offer scholarships to students from low income families.

The most famous and largest public universities in the Czech Republic include:

- Charles University in Prague
- Masaryk University in Brno
- Czech Technical University in

Prague

- Brno University of Technology
- Palacky University in Olomouc
- University of Economics in Prague
- University of West Bohemia in Plzeň

A public university may, however, also be found in Ústí nad Labem, Liberec, České Budějovice, Ostrava, Hradec Králové, Opava, Pardubice, Zlín and Jihlava.

Besides public universities, there is also a net of private universities in the Czech Republic, where, however, it is necessary to pay tuition fees. Fees for one semester differ, but generally amount to CZK 25,000 per semester.



A list of all public universities may be found at:

<http://www.vysokeskoly.com>



A list of all accredited university programs can be found at:

<https://aspvs.isacc.msmt.cz>

7.2 Czech language preparatory courses

In addition to university study preparatory courses, many public and private universities also offer international students preparatory courses in the Czech language, which is necessary for studying at a university. These courses usually last for a year and tuition fees

amount to approx. CZK 55,000 to CZK 65,000.

Links to university pages offering such preparatory courses may be found below.



Links to preparatory language courses:

http://ujop.cuni.cz/albertov/kurz23_cs.php

<http://jazyky.fd.cvut.cz/cestina-pro-cizince/cesky.html>

<http://www.phil.muni.cz/kabcest/cs/kurzy-cestiny-pro-cizince.php>

<http://www.mup.cz/studium-jazyku/pripravny-rok-kurz-ceskeho-jazyka-pro-cizince/>

7.3 Studying in English

Some universities in the Czech Republic offer study programmes in English. Unlike with studies in Czech, however, these programs are subject to tuition fees.

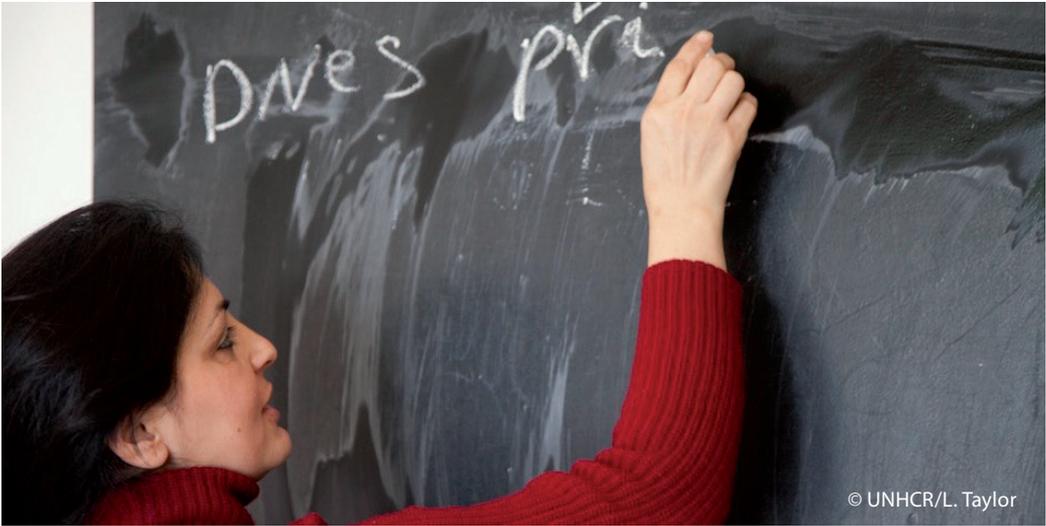
Medical studies are of high demand and that is why the fees are also the

highest (approx. 330,000 CZK/year). In other study programmes the fees amount to approx. 150,000 CZK/year. Updated information may be found on the web pages of individual universities.

7.4 Summary

- University studies at public universities in the Czech language are currently free of charge.
- Costs for accommodation, board and study materials need to be borne by the students themselves.
- Private universities require tuition fees from their students.
- Study programmes in English subject to tuition fees both at public and private universities.
- Some universities offer Czech language preparatory courses to international students, which are subject to tuition fees.





8 Educational possibilities for adults

8.1 Elementary education completion courses

It is possible to attend an elementary school in the Czech Republic only up to the age of 18. If you have not completed elementary education in your country of origin/first asylum and you are older than 18, it is possible to acquire elementary education in special one-year courses.

These courses are held in Czech, are free of charge, but only a small number of schools offers them (see the table below).

The course is either full-time (i.e. you will need to attend school every day) or

part-time (i.e. you will need to attend study sessions usually once per week.).

Studies are completed by an examination composed of the curriculum of grade 9 of an elementary school: Maths, Czech, Foreign language, Science, (basic Biology, Chemistry, Physics and Geography), Social sciences (History, Geography), Social sciences (History, Citizenship).

If you are interested in attending such a course, contact the department of education of the regional authority according to your current residency (see the contact details below).

Schools offering elementary education completion courses in 2017:

REGION	SCHOOL
Prague	ZŠ Botičská, Praha 2
	ZŠ Cimburkova 18, Praha 3
South Moravia	ZŠ a MŠ nám. 28. října, Brno
Liberecký	ZŠ 5. května 64, Liberec
Královéhradecký	ZŠ Boženy Němcové, Jaroměř
Olomoucký	FZŠ Rožňavská 21, Olomouc
Zlínský	ZŠ a MŠ Březová, okr. Uherské Hradiště
Moravia-Silesia	ZŠ Gebauerova 8, Ostrava
	SŠ řemesel a služeb Školní 2, Havířov
Karlovarský	ZŠ Sokolovská 1507, Sokolov



Contact details of the education departments of the regional authorities:

- **Prague:** <http://skoly.praha-mesto.cz/>
- **Brno:** <https://www.brno.cz/sprava-mesta/magistrat-mesta-brna/usek-skolstvi-a-prorodinne-politiky/odbor-skolstvi-mladeze-a-telovychovy/>
- **Liberec:** <http://skolstvi.kraj-lbc.cz/>
- **Hradec Králové:** <http://www.kr-kralovehradecky.cz/scripts/detail.php?pgid=151%22>
- **Olomouc:** <https://www.kr-olomoucky.cz/skolstvi-mladez-a-sport-cl-18.html>
- **Ústí nad Labem:** http://www.kr-ustecky.cz/vismo/o_utvar.asp?id_org=450018&id_u=2616&p1=84858
- **Zlín:** <https://www.kr-zlinsky.cz/skolstvi-a-sport-cl-11.html>
- **Střední Čechy:** <http://www.kr-stredocesky.cz/web/skolstvi>
- **Ostrava:** <http://www.msk.cz/skolstvi/index.html>
- **Karlovy Vary:** <http://www.kr-karlovarsky.cz/krajsky-urad/cinnosti/Stranky/mladez-sport/Mladez-a-sport.aspx>
- **Pardubice:** <https://www.pardubickykraj.cz/odbor-skolstvi-a-kultury>
- **Plzeň:** <http://www.plzensky-kraj.cz/cs/kategorie/skolstvi-a-sport>
- **České Budějovice:** http://www.kraj-jihocesky.cz/35/odbor_skolstvi_mladeze_anbspitelovychovy.htm
- **Jihlava:** <http://extranet.kr-vysocina.cz/telefon/oj/odbor-skolstvi-mladeze-a-sportu>

8.2 Part-time courses and requalification

Unlike elementary schools, which may be attended only by children under the age of 18, there is no age limit for studying at secondary schools. It means that you may start studying at a secondary school any time during your life. The admission is conditioned by completed compulsory school attendance (nine years of elementary school) and fulfilment of the entrance criteria/exams.

If you, however, need to work at the same time, full-time studies (i.e. every day attendance) will not be feasible for you. Many schools, mainly private ones, offer part-time studies where it is possible to combine work and school attendance. Part-time studies completed by a secondary school leaving certificate (*maturitní zkouška*) last for five years, studies completed by a vocational certificate (*výuční list*) last for three years (for more details see chapters 6.3 and 6.4).

Part-time studies mean that students usually attend school once or twice per week (usually on Saturdays) and much self-study at home is expected. Part-time studies at public secondary schools

are free of charge, private schools charge fees of usually 10,000–20,000 CZK/year.

Requalification courses offer another opportunity for adults. They do not provide secondary education, but only extension of qualification. Many accredited organisations offer requalification courses (not only schools, but private companies too). The length of the courses differ, some last only a few days, other a few months.

Requalification courses offer a wide choice of specialisation ranging from hairdressing to different technical skills and computer and language courses. Requalification courses are charged, but there is a possibility that the employment administration office, where you are registered, may cover the costs. There is, however, no entitlement for this. If you decide to undertake requalification, discuss your decision with the employment administration office, where you can obtain more information.



Search engine for part-time secondary studies:

<http://www.stredniskoly.cz>

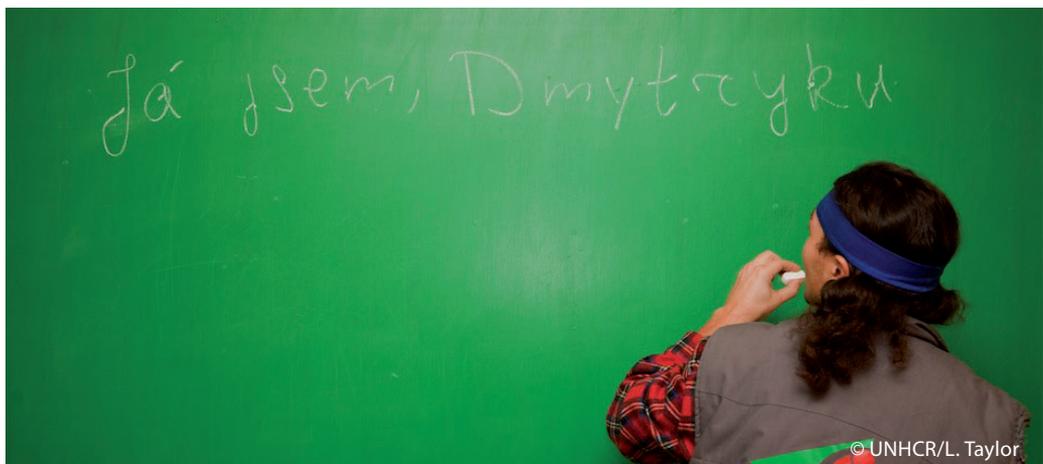


Database of requalification courses:

<https://www.eu-dat.cz/uvodniStrana.aspx>

8.3 Summary

- If you or your adult child (18 years and older) have not finished elementary education, you may complete it in one-year special courses.
- You may start studying at a secondary school at any time during your life.
- Some schools also offer part-time programmes when school is attended only once or twice per week.
- Part-time studies are free of charge at public secondary schools; private schools charge fees.
- Apart from secondary education, there are also requalification courses where further qualification may be obtained.
- It is often necessary to bear the costs of the requalification courses individually. Discuss, however, your interest with the respective employment administration office, which may cover the costs.



9 Recognition of education

9.1 Recognition of elementary and secondary education

If you have completed elementary or secondary education in the country of origin/first asylum, it is necessary to have it recognised in the Czech Republic (i.e. having the level of foreign education achieved recognised by Czech authorities). Education departments at regional authorities (*školský odbor krajského úřadu*) are responsible for the recognition process for elementary and secondary education (for contacts, see chapter 8.1).

In order to have your elementary or secondary education recognised, it is usually necessary to submit an original or a notary authenticated copy of your diploma translated by a sworn translator into the Czech language, and a document on the contents and scope of edu-

cation undertaken in a foreign school. If you do not have the documents indicating your attained education and you were granted international protection in the Czech Republic (asylum or subsidiary protection), you may substitute them with your statutory declaration. Application forms are available at individual regional authorities and the administrative fee is 1,000 CZK.

If the regional authority finds the content and the scope of your education significantly different from the Czech programme, your application will be declined. If the authority finds minor differences, it may ask you to pass additional examination. The regional authority decides on the examination content individually.



More information on education recognition can be found at:

<http://www.msmt.cz/vzdelavani/skolstvi-v-cr/nostrifikace-uznani-zahranicniho-zakladniho-stredniho-a>

9.2 Recognition of university education

Recognition of university education is mainly decided on by public universities. It is therefore necessary to lodge an application at a chosen university which offers the same or a similar study programme to that completed by you.

Only public universities (not private ones) may decide on the education recognition.

A written application must be lodged at the rector's office of the chosen university together with the original or a

notary authenticated copy of your diploma. Some universities also require the diploma to be translated by a sworn translator into the Czech language and legalised (i.e. confirmed that all the seals and signatures are genuine). The rector's office of the chosen university will provide you with more detailed information.

If you do not have the original of your diploma and you were granted international protection in the Czech Republic (asylum or subsidiary protection), you may substitute it with your statutory declaration.

If there does not exist a public university in the Czech Republic offering a similar study programme to that completed by you, it is necessary to lodge your application directly at the Ministry of Education (Department of Tertiary Education, for contacts, see below).

The recognition process involves a comparison of the content and scope of the education gained abroad with a similar accredited study programme offered at a public university in the Czech Republic.

If substantial differences between the study programmes are identified or if the diploma is issued by an institution that is not recognised as a university in the country of origin, the Czech university will decline the application.

The university is obliged to issue a decision within 30 days of the application lodgement. If your application is declined, you are entitled to lodge an appeal against the decision within the following 15 days. The administrative fee for the filing of an application amounts to CZK 3,000.



More information on the recognition of university education is available here:

<http://www.msmt.cz/vzdelavani/vysoke-skolstvi/nostifikace>

9.3 Summary

- Application for elementary or secondary education recognition must be lodged with the department of education of the regional authority in the catchment area of your residency.
- Application for university education recognition must be lodged with the chosen public university offering the same or a similar study programme to that completed by you

10 What to do if...

10.1 ... my child is late for school

It is necessary to excuse all of your child's absence from school. If your child is late for school for any reason, it is essential to write a note in your child's diary explaining the reasons for your child's absence.

10.2 ...my child is sick

If your child falls ill, inform the school immediately (within 48 hours at the latest), personally or via telephone or e-mail. Some schools provide electronic absence excuse forms on their websites where you can inform the school about your child's absence. In addition, it is also necessary to write a note in your child's diary stating the reasons for his/her absence after he/she comes back to school. As regards some kindergartens and elementary schools, it is necessary to also inform the school about your child not having lunch in the school canteen; you can obtain more information from your school regarding this.

10.3 ...I need to release my child from school for a short period

If you need to release your child from school for several hours or one or two days, it is usually sufficient to send a written request to your child's classroom teacher (release request template may be found in attachment). On returning to school, excuse your child's absence by writing a note in your child's diary.

10.4 ... I need to release my child from school for a longer period

If you need to release your child from school for a longer period, it is necessary to send a written request to the school's principal (a request template may be found on page 65). He/she will release a pupil for a longer period usually once per year only. After your child comes back to school, it is essential to write a note of excuse in your child's diary.

10.5 ... we are moving to a different town

If you are moving houses, it is essential to register your child at a new school. The new school's principal decides on the child's admission. Parents are obliged to lodge

a written request for the child's transfer with the new school. It is not obligatory to inform the original school about your child's transfer. If the new school's principal decides to accept your child, he/she will automatically inform the previous school and request the transfer of all the necessary documentation.

10.6 ... I am not satisfied with my child's school

If you are not satisfied with your child's school, you have the right to find a new school and apply for a transfer (see 10.5 for further details). The new school's principal is, however, not obliged to accept your child, mainly if the school's full capacity is reached.

10.7 ... my child does not understand at school

If your child experiences overwhelming language barriers, try first to contact the classroom teacher or the school's principal. They may advise you on remedial classes and provide necessary contacts. The school's principal may also be informed about current language courses of Czech as an additional language in the nearby schools and give you a recommendation. Contacting an NGO (for contacts, see below) is another possibility as they may advise you where to seek help or even provide you with a volunteer who will help your child in his/her free time.



NGO contacts

Prague and surroundings

META

(Prague a Kolín)
<http://www.meta-ops.cz/>

Centrum pro integraci cizinců

(Prague a Kolín)
<http://www.cicpraha.org>

Organizace pro pomoc uprchlíkům, OPU

(Prague)
<http://www.opu.cz>

Sdružení pro integraci a migraci

(Prague)
www.migrace.com

Arcidiecézní charita

(Prague)
<http://praha.charita.cz/sluzby/migrace>

Integrační centrum Praha, o. p. s.

www.icpraha.com

Ústí n/Labem and surroundings

Poradna pro integraci

(Ústí n/Labem)
<http://p-p-i.cz>
<http://www.centrumcizincu.cz/>

Central Bohemian Region

Centrum pro integraci cizinců

(Kolín, Mladá Boleslav, Kladno, Mělník)
www.cicpraha.org

Liberec and surroundings

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Plzeň

Organizace pro pomoc uprchlíkům, OPU

(Plzeň)
<http://www.opu.cz>

Diecézní charita Plzeň

<http://www.dchp.cz/poradna-pro-cizince-a-uprchliky-plz/>

Centrum na podporu integrace cizinců

www.integracnicentra.cz

České Budějovice

Diecézní charita České Budějovice

<http://cizincicb.charita.cz/>

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Jihlava

Centrum multikulturního vzdělávání
(Jihlava)

<http://www.centrumjihlava.cz/>

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Brno

Organizace pro pomoc uprchlíkům, o. s.

(Brno)

<http://www.opu.cz>

Sdružení občanů zabývajících se emigranty (SOZE)

(Brno)

<http://www.soze.cz>

Diecézní charita Brno

<http://celsuz.cz/sluzby-pro-cizince>

Jihomoravské centrum na podporu integrace cizinců

www.cizincijmk.cz

Olomouc and surroundings

Sdružení občanů zabývajících se emigranty (SOZE)

(Olomouc)

<http://www.soze.cz>

Centrum podpory cizinců

(Prostějov)

<http://www.procizince.cz>

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Pardubice and surroundings

Most pro lidská práva

(Pardubice, Hlinsko, Ústí nad Orlicí)

<http://www.mostlp.eu/>

Diecézní charita Hradec Králové

<http://hk.caritas.cz/jak-pomahame/>

pomoc-cizincum-a-uprchlikum/

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Ostrava and surroundings

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Organizace pro pomoc uprchlíkům,

<http://www.opu.cz>

Karlovy Vary

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Zlín

Centrum na podporu integrace cizinců

www.integracnicentra.cz

Glossary

dálkové studium	<i>part-time studies</i>	student does not attend school on everyday basis
denní studium	<i>full-time studies</i>	student must attend school on everyday basis (Monday–Friday)
družina	<i>after-school club</i>	place where children can spend time before and after classes
maturitní zkouška	<i>secondary school leaving certificate</i>	examination upon leaving the general or technical secondary school
nostrifikace	<i>recognition of education</i>	official recognition of comparability of qualification/education gained abroad
omluvenka	<i>note of excuse</i>	a note stating the reason for child's absence from school
pedagogicko- -psychologická poradna	<i>counselling centre</i>	centre offering support to children and their families within the educational process
pololetí	<i>semester</i>	1st semester begins 01/09 and ends 30/01 2nd semester begins 01/02 and ends 30/06
povinná školní docházka	<i>compulsory school attendance</i>	parents are obliged to send their children to school for at least 9 years
poznámka	<i>teacher's note</i>	teacher's note on child's inappropriate behaviour at school
prázdniny	<i>holidays</i>	free days when children do not go to school
přestávka	<i>break</i>	free time in between classes (usually 10–20 min)
ročník	<i>grade</i>	year of child's school attendance
rozvrh hodin	<i>schedule</i>	list of lessons and subjects for individual school days (Monday–Friday)
ředitel	<i>principal</i>	school's administrator
škola v přírodě	<i>field trip</i>	trip outside of school for approx. 1 week
školní psycholog	<i>school's psychologist</i>	psychologist employed to support students
školní rok	<i>school year</i>	starts 01/09 and ends 30/06
školní speciální pedagog	<i>school's specialist teacher</i>	teacher supporting students with special needs
třídní schůzky	<i>parent meeting</i>	meeting of parents and teachers, usually twice per year
třídní učitel	<i>classroom teacher</i>	contact person for the class

vysvědčení	<i>report</i>	final evaluation of a student for one semester
výuční list	<i>vocational certificate</i>	document certifying completed three/two-year studies at a (secondary) vocational school
vyučovací hodina	<i>lesson</i>	one lesson lasts for 45 minutes
známka	<i>mark/grade</i>	pupil's evaluation on the scale 1–5 (1 being the best)
žakovská knížka	<i>pupil's diary</i>	notebook where teachers record the pupil's marks/grades and school notices

Attachments

VZOR ŽÁDOSTI O PŘIJETÍ K ZÁKLADNÍMU VZDĚLÁVÁNÍ ELEMENTARY SCHOOL APPLICATION TEMPLATE

Žádám o přijetí dítěte k povinné školní docházce ve školním roce/.....

Application for compulsory school attendance in the school year /.....

Dítě / Child:

Jméno a příjmení / *name and surname*:.....

Datum narození / *date of birth*:.....

Rodné číslo / *personal no*:

Místo trvalého pobytu / *permanent address*:.....

Zákonný zástupce dítěte / Parent-Guardian:

Jméno a příjmení / *name and surname*:.....

Datum narození / *date of birth*:.....

Místo trvalého pobytu / *permanent address*:.....

Budu žádat o odložení povinné školní docházky: ANO – NE

I will apply for postponed compulsory school attendance: YES – NO

V / *Place*..... dne /*date*

.....

.....Podpis zákonných zástupců dítěte

.....*parents'/guardians' signature*

VZOR ŽÁDOSTI O ODKLAD POVINNÉ ŠKOLNÍ DOCHÁZKY APPLICATION TEMPLATE FOR POSTPONED SCHOOL ATTENDANCE

Žádám o odklad povinné školní docházky svého dítěte ve školním roce/.....

Application for postponed compulsory school attendace in the school year/.....

Dítě / Child:

Jméno a příjmení / *name and surname*:.....

Datum narození / *date of birth*:.....

Rodné číslo / *personal no*:

Místo trvalého pobytu / *permanent address*:.....

Zákonný zástupce dítěte / Parent-Guardian:

Jméno a příjmení / *name and surname*:.....

Datum narození / *date of birth*:.....

Místo trvalého pobytu / *permanent address*:.....

Odůvodnění žádosti o odklad / *Reasons for the postponement application*:

.....
.....

V / *Place*..... dne /*date*

.....

.....Podpis zákonných zástupců dítěte

.....*parents'/guardians' signature*

ŠKOLNÍ ROK / SCHOOL YEAR

...../.....

Začátek školního roku <i>School year start date</i>	
Podzimní prázdniny <i>Autumn holidays</i>	
Vánoční prázdniny <i>Christmas holidays</i>	
Konec 1. pololetí <i>1st semester end date</i>	
Pololetní prázdniny <i>End-of-semester holidays</i>	
Jarní prázdniny <i>Spring holidays</i>	
Velikonoční prázdniny <i>Easter holidays</i>	
Konec školního roku <i>School year end date</i>	

Rozvrh hodin – školní rok									
Schedule – School year									
...../.....									
	1	2	3	4	5	6	7	8	9
PO MON									
ÚT TUE									
ST WED									
ČT THU									
PÁ FRI									

VZOR ODVOLÁNÍ PROTI NEPŘIJETÍ NA STŘEDNÍ ŠKOLU APPEAL TEMPLATE AGAINST NEGATIVE ADMISSION DECISION

Název školy a její adresa / *School's name and address*

(odvolání se zasílá řediteli školy, který rozhodnutí o nepřijetí vydal / *the appeal is sent to the school's principal, who has issued the decision*)

Datum / *Date*

Odvolání proti nepřijetí ke studiu / *Appeal against negative admission decision*

Odvolávám se proti rozhodnutí o nepřijetí svého syna/dcery (jméno a příjmení) ke studiu na (název školy) z důvodu... (jako důvod můžete uvést znevýhodnění žáka při přijímacím řízení z jazykových důvodů, opravdový zájem žáka o studium apod.)

I appeal against the negative admission decision concerning my son/daughter (name and surname) to (school's name) for the following reasons... (you may state your child's disadvantage due to language problems, child's true interest in the study programme, etc.)

.....Podpis zákonného zástupce nezletilého žáka
.....*Parents'/guardians' signature*

.....Jméno zákonného zástupce nezletilého žáka
.....*Parents'/guardians' name*

Adresa, na kterou má být rozhodnutí o odvolání zasláno
Address to which the decision on appeal should be sent

Pozn.: Zletilý uchazeč (tj. starší 18 let) podává odvolání sám.
NB: Adult students (aged 18 or older) lodge appeals by themselves.

PŘIHLÁŠKA KE VZDĚLÁVÁNÍ-STUDIU ve střední škole

Forma vzdělávání – denní

A Vyplní uchazeč
nebo zákonný zástupce uchazeče

Příjmení uchazeče		Rodné příjmení^{3a)}
Jméno uchazeče^{3c)}		
Datum narození		Státní občanství
Místo narození (stát)		
Adresa trvalého pobytu		ZPS
Telefon (e-mail, fax) uchazeče		ano ¹⁾ ne ¹⁾
Adresa pro doručování písemností z přijímacího řízení, pokud se nezasílají na adresu trvalého bydliště uchazeče		Telefon, mobil (e-mail, fax) zákonného zástupce
Název a adresa střední školy		Ročník SŠ ³⁾
		Termín přijímací zkoušky ^{3b)}
		Zkrácené studium ano ¹⁾ ne ¹⁾
Obor vzdělání (kód a název) do kterého se uchazeč hlásí		
V		Dne
Podpis uchazeče	Zákonný zástupce nezletilého uchazeče ²⁾ : Jméno a příjmení (tiskacím písmem):	Podpis zákonného zástupce
.....

Potvrzení lékaře o zdravotní způsobilosti ke studiu a výkonu povolání

Podle § 60 odst. 15 školského zákona (zákon č. 561/2004 Sb.). Vyplňuje se pouze v případě, že se jedná o obor vzdělání, pro který je tento posudek nezbytný (informaci o jeho potřebnosti podává výchovný poradce nebo ředitel příslušné střední školy).

Datum

Razítko a podpis lékaře

Vysvětlivky:

1) Nehodící se škrtněte

2) Podává přihlášku podle § 60 odst.5 školského zákona

ŽÁDOST O UVOLNĚNÍ – krátkodobé RELEASE REQUEST – short-term

Prosím o uvolnění syna/dcery z (kolikáté) vyučovací hodiny
dne z důvodu

*Please excuse my son/daughter (name and surname of the child)
from attending the lesson on (date)
because of*

Datum / Date:

Podpis zákonného zástupce / Parents'–guardians' signature

ŽÁDOST O UVOLNĚNÍ – dlouhodobé RELEASE REQUEST – long-term

Prosím o uvolnění syna/dcery
třída z důvodu rodinné dovolené/.....(jiný důvod)
v termínu od do

*Please excuse my son/daughter
class..... because of family vacation/.....(other reason)
from until.....*

Datum / Date:

Podpis zákonného zástupce /Parents'–guardians' signature

UNHCR