



EUROPASS CERTIFICATE SUPPLEMENT (*)

1. TITLE OF THE CERTIFICATE (CZ)⁽¹⁾

**Vysvědčení o maturitní zkoušce z oboru vzdělání:
68-43-M/01 Veřejnosprávní činnost** (denní studium)

(1) In the original language

2. TRANSLATED TITLE OF THE CERTIFICATE⁽²⁾

**Maturita Certificate in:
68-43-M/01 Public Administration** (full-time study)

(2) This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCES

General competences:

- master different ways of learning and take responsibility for the development of one's own potential in a lifelong perspective;
- understand tasks or identify the core of a problem, apply various solutions, work independently and in a team;
- apply advanced reading literacy skills to work effectively with information and to critically evaluate and interpret texts;
- communicate in one foreign language at least at B1 level according to the Common European Framework of Reference for Languages (CEFR), and actively develop one's own language skills;
- apply scientific, technical, IT and mathematical knowledge, skills and procedures in practical contexts and in solving problems in various areas of life;
- work safely and at an advanced level with digital technologies and their software, and keep up with their development;
- search for, process and critically evaluate information, use algorithmic thinking, communicate and collaborate in online environments, and create digital content and models;
- understand the basic principles of information systems, analyse their structure and functions, design data models and adapt interfaces to user needs;
- be well versed in different social and value systems, as well as social, political, legal and economic processes of everyday life, and demonstrate financial and media literacy;
- adapt to changing social, economic and technological conditions, and make responsible economic decisions;
- strive for the highest quality of one's own work, services and products in accordance with technological procedures and quality standards;
- choose optimal solutions in real-life work and personal situations based on the interconnection of environmental, economic and social factors;
- observe the principles of occupational health and safety, and fire protection.

Vocational competences:

- explain the structure and competences of state administration and self-government bodies, the basic conditions and procedures for the exercise of the rights and obligations of recipients of public administration;
- apply basic legal standards and administrative regulations when dealing with standard work activities and situations in individual (selected) areas and sections of public administration;
- process simple legal documents and materials in a factually, linguistically and formally correct manner;
- independently process, review or issue administrative and other official documents;
- carry out investigations, activity analyses, calculations and determination of fees, process materials for statistics and similar activities;
- work with computer programs for state administration and self-government and with the state administration portal;
- be prepared to cooperate on regional development programs and European cooperation programs;
- work with specialized literature and information systems, and use knowledge of foreign languages to obtain information;
- communicate with the public, applying social and verbal communication skills in both oral and written contact with citizens and institutions.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE


The graduate will find employment within the competence of local, central or other state administration and self-government bodies. The graduate carries out specialized activities or manages complete agendas, for example in the area of municipal property management, keeping records in accordance with binding regulations, managing the agendas of administrative and self-government committees, tasks related to issuing official documents, determining, assessing and collecting benefits and fees, administrative proceedings, etc. The economic and legal education obtained also enables the graduate to find employment outside the public sector.

Examples of possible job positions: state administration officer or self-government officer.

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate OA a SOŠ cestovního ruchu Choceň T. G. Masaryka 1000 Choceň 565 01 CZ public school		Name and status of the national/regional authority providing accreditation/recognition of the certificate Ministry of Education, Youth and Sports Karmelitská 7 118 12 Praha 1 Czech Republic	
Level of the certificate (national or international) Upper secondary education completed by the Maturita examination ISCED 354, EQF 4	Grading scale / Pass requirements		
	Result in the general section – success rate in % Czech language and literature, foreign language: more than 87 % to 100 % excellent - 1 more than 73 % to 87 % commendable - 2 more than 58 % to 73 % good - 3 44 % to 58 % sufficient - 4 0 % and less than 44 % insufficient - 5 Mathematics and Advanced Mathematics: more than 85 % to 100 % excellent - 1 more than 67 % to 85 % commendable - 2 more than 49 % to 67 % good - 3 33 % to 49 % sufficient - 4 0 % and less than 33 % insufficient - 5	Pass requirements 1 excellent (výborný) 2 very good (chvalitebný) 3 good (dobrý) 4 satisfactory (dostatečný) 5 fail (nedostatečný) Overall assessment: Prospěl s vyznamenáním: Pass with Honours (the average mark is ≤ 1,5) Prospěl: Pass (an examination mark is not worse than 4) Neprospěl: Fail (the examination mark in one or more subjects is 5)	
Access to next level of education / training ISCED 655/645/746, EQF 6 and EQF 7 (EQF7 only for Long first degree programmes at Master's)		International agreements	
Legal basis: Law No. 561/2004 on Pre-school, Basic, Secondary, Post-secondary and Other Education (School Act) as amended by later regulations Ss. 22 and 24 of the Decree No. 177/2009 Coll., on Detailed Conditions for Completing Education by the School-leaving Examination in Secondary Schools, as amended.			

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme	Duration
School- / training centre-based	The ratio between theoretical education and practical training is defined by education providers themselves with regard to the respective educational programme and the employers' needs.	
Workplace-based		
Accredited prior learning		
Total duration of the education / training leading to the certificate		4 years / 4 096 lessons
Entry requirements Completed compulsory school education Additional information More information (including a description of the national qualifications system) available at: EQF , EURYDICE , NPI National Pedagogical Institute of the Czech Republic – National Europass Centre Czech Republic, Senovážné nám. 872/25, 110 00 Praha 1		 <p>stamp and signature Done at Prague for the school year 2025/2026</p>

(*)Explanatory note

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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