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Title:	<b>Rules and Requirements for the Publicly Announced Admission Procedure for Accredited Master's Programmes Carried Out in the English Language</b>
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Issued by:	doc. Ing. Roman Čermák, Ph.D., Dean of FT
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Appendix:	1
Distribution list:	Vice-Deans, Secretary, Chairperson of Academic Senate, Heads of Departments, Heads of Offices at the Faculty of Technology
Signature of the authorized person:	doc. Ing. Roman Čermák, Ph.D., v.r.

## **Article 1**

### **Introductory Provisions**

1. This Directive specifies rules and requirements for the admission procedure at the Faculty of Technology of Tomas Bata University in Zlín (hereinafter referred to as "FT") in Master's programmes accredited in the English language.
2. Admission of applicants for studies at Tomas Bata University in Zlín (hereinafter referred to as "TBU in Zlín") adheres to the provision of § 48 and subs. of Act No. 111/1998 Coll. on Higher Education Institutions and on Alterations and Amendments to Other Acts, as amended, (hereinafter referred to as "the Act") and the TBU Statute.
3. Applicants will be admitted to study in Master's programmes and courses listed in Appendix 1 to this Directive.
4. English is the communication language in case of degree programmes accredited in English.

## **Article 2**

### **Admission Requirements for Applicants for Studies**

1. Applicants for studies in a Master's programme are required to have completed higher education at least in the given or in a related Bachelor's programme.
2. An applicant who has completed studies at a higher education institution abroad (except for Slovak higher education institutions), is obliged to submit officially verified certificates of completed higher education translated into the English language. The recognition of education and qualifications acquired abroad adheres to § 89 – § 90b of the Act.

3. In compliance with the TBU Statute, an applicant for studies in a degree programme accredited in the English language shall be admitted to study provided that s/he demonstrates language proficiency by presenting an officially verified certificate of completion of the state examination in the English language or by presenting a certificate of completion of an examination in the English language at a minimum level of B2 according to the “Common European Framework of Reference for Languages”.

### **Article 3**

#### **Application for Studies and Related Formalities**

1. The applicant is obliged to complete an electronic application form (hereinafter referred to as “electronic application”), which is available on the website <https://apply.utb.cz>, and attach all required formalities to it (Degree Certificate, Recognition of Previous Higher (University) Education, Transcript of Records, Letter of Reference, Certificate in English, Curriculum Vitae, Applicant’s Photo) in electronic form.
2. Each submission of an electronic application is considered as a separate application for studies.
3. The applicant shall specify in the electronic application his/her permanent address or mailing address for the delivery of letters, as well as the address of the data box or the e-mail box to which electronic documents, such as a request for completion or additional submission of the required formalities to the application for studies, shall be delivered.

### **Article 4**

#### **Fees**

1. The fee for studies in a foreign language at the FT of TBU has been set at CZK 65,000 (or the equivalent sum in EUR according to the current CNB exchange rate) per the academic year and must be paid no later than within 15 days of the enrolment on the relevant degree programme.
2. In compliance with § 90a of the Act, the applicant is also obliged to cover the fee for actions related to the proceedings on the request for the recognition of higher education and qualifications acquired abroad, and that in the amount of **CZK 3,000**.

#### **Instructions for payment**

Owner of the account: Univerzita Tomáše Bati ve Zlíně  
(Tomas Bata University in Zlín)  
nám. T. G. Masaryka 5555  
760 01 Zlín, Czech Republic

Address of the bank: Komerční banka, a.s., tř. T. Bati 152, 761 20 Zlín, Czech Republic

IBAN for payment from abroad (in EUR): CZ 29 0100 0000 4375 6504 0247

Bank account number (payments in EUR): 43-7565040247/0100

Bank account number (local payments in CZK): 27-1925270277/0100

IBAN for payment from abroad (in CZK): CZ 75 0100 0000 2719 2527 0277

Variable code: 2903602930

Specific code: Applicant's surname, Faculty of Technology

SWIFT (BIC): KOMBCZPPXXX

Constant code: 0379 (payment by a giro transfer form), 0558 (payment by bank transfer)

In order to accelerate the financial transaction, it is recommendable to make the payment to the account by bank transfer. If the bank transfer order of your bank doesn't have options for Variable or Specific code fields, please write those information (2903602930, your surname and Faculty of Technology) in "Payment Info" or similar Information line.

### **Article 5**

#### **Manner of Submission of Applications for Studies**

1. The applicant shall complete his/her electronic application at the Internet address: <https://apply.utb.cz> and attach all required formalities to it; s/he shall also send all the above-mentioned documents in printed form to the address of the TBU International Office:

#### **International Office**

**Tomas Bata University in Zlín**

**nám. T. G. Masaryka 5555**

**760 01 Zlín**

2. Should the required formalities fail to be submitted to the address of the TBU International Office by the deadline set for the submission of applications for studies (see Article 6), the applicant shall be requested to remove the deficiencies. If the applicant for studies fails to remove the above-mentioned deficiencies in his/her application by the deadline additionally specified, the admission procedure shall be suspended, and the applicant shall be informed in writing about the suspension thereof.
3. In case of any problems, applicants are advised to contact the TBU International Office by e-mail: [apply@utb.cz](mailto:apply@utb.cz).

### **Article 6**

#### **Deadline for Submission of Applications**

The Dean will specify a deadline for the submission of applications which will be published online on the website of the Faculty of Technology in the section dedicated to degree programmes in English.

### **Article 7**

#### **Admission procedure**

1. The admission procedure is initiated when the electronic application is delivered to the TBU International Office.
2. Solely the applicant named in the application is a participant in the admission procedure.
3. The applicant shall not be requested to appear in person during the admission procedure.
4. Applicants shall be exempt from entrance examinations for the degree programmes and courses listed in Appendix 1 to this Directive.

5. The Dean shall decide on the admission of applicants to study, and that based on the recommendation given by the Admissions Committee made up of the following persons: Vice-Dean for International Relations and Industrial Cooperation at the FT, Vice-Dean for Pedagogical Activities in Master's Studies at the FT, Chairperson of the Academic Senate of the FT or a member of the Academic Senate of the FT authorized by the Chairperson of the Academic Senate, Chairperson of the Degree Programme Board or a member of the Degree Programme Board authorized by the Chairperson of the Degree Programme Board and Degree Programme Guarantor.
6. In case of applicants who have submitted their application for studies in a Master's course which has a partial similarity to the Bachelor's course completed, the Admissions Committee may, following a proposal given by the guarantor of the relevant degree programme/course, specify differential course units, i.e. those course units which the applicant must additionally enrol on and complete during his/her studies in the relevant Master's programme.
7. If the Admissions Committee considers the studies previously completed by the applicant as not similar to the degree course chosen by the applicant, then the applicant shall not be admitted to study.
8. The minimum number of applicants who have fulfilled the requirements for admission to study in compliance with Article 2 and 3 of this Directive for the degree course to be opened is 30. In the event that the number of applicants is insufficient, the Dean may decide on the relevant course not being opened.
9. The Dean will specify the dates of the meetings of the Admission Committee, which will be published on the website of the Faculty of Technology in the section dedicated to degree programmes in English.

### **Article 8**

#### **Publication of Results of Admission Procedure and Manner of Delivery of Decisions**

1. The Decision on the result of the admission procedure shall be sent to the mailing (and also to the e-mail) address given by the applicant without unnecessary delay, immediately after the meeting of the Admissions Committee.
2. Applicants admitted to study shall receive an enrolment invitation sent to their mailing (and also to their e-mail) address.
3. The Decision on admission or on non-admission of an applicant to study must include the grounds for decision and guidance on how to submit an appeal for a review of the Decision within an appeal procedure.
4. If the Decision fails to be delivered, it will be posted on the official board of TBU in Zlín. The Decision is considered as delivered after 15 days of its posting on the official board of TBU.

**Article 9**  
**Appeal Procedure**

1. An applicant may appeal against the Decision within 30 days of the day of its delivery. An applicant has the right to view his/her file after the Decision on admission/non-admission to study has been announced, in compliance with § 50 Paragraph 5 of the Act. The file on the admission procedure concerning the applicant shall be stored at the International Office of the FT.
2. The appeal procedure is initiated following the delivery of the appeal to the Dean of the FT, who has the authority to allow the appeal and change the decision. If the Dean does not do so, s/he shall forward the appeal to the Rector who is expected to take a decision in this matter. During a review of the Decision, the Rector shall examine as to whether the challenged Decision has been issued in contradiction with legal regulations, with internal regulations of TBU in Zlín and of the FT, and with requirements related to the admission to study set by TBU and by the FT.

doc. Ing. Michal Staněk, Ph.D., v.r.  
Chairperson of the Academic  
Senate of the FT

doc. Ing. Roman Čermák, Ph.D., v.r.  
Dean of the FT

I hereby give my consent to the set amount of the fee for tuition in a foreign language.

prof. Ing. Petr Sába, CSc., v.r.  
Rector of TBU in Zlín

## **APPENDIX 1: LIST OF MASTER'S PROGRAMMES AND COURSES ACCREDITED IN THE ENGLISH LANGUAGE**

### Full-time mode of study:

Degree programme: Chemistry and Materials Technology

Degree course: Polymer Engineering

In the event that new degree programmes obtain accreditation at the Faculty at Technology during the period of time when admissions are held, applicants will also be admitted to study in the newly accredited programmes.