

Code:	SD/08/19
Type:	Dean's Directive
Name:	Directive on a Publicly Announced Admissions Procedure for Students Applying for Admission to the Bachelor's Degree Programmes Taught in English
Organisational relevance:	The Faculty of Applied Informatics, Tomas Bata University in Zlín
Date issued:	18. 11. 2019
Valid from:	18. 11. 2019
Issued by:	Assoc. Prof. Mgr. Milan Adámek, Ph.D., Dean, FAI
Prepared by:	Vice Dean for Bachelor's and Master's Degree Studies Vice Dean for International Affairs and Promotion
Assisted by:	Student affairs officers
No. of pages:	3
No. of Appendices:	0
Distribution list:	Vice-Deans, FAI; Bursar, FAI; Chair, AS FAI; Heads of Departments and Offices, FAI
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**Directive on a Publicly Announced Admissions Procedure
for Students Applying for
Admission to the Bachelor's Degree Programmes Taught in English**

approved by the Academic Senate of the Faculty of Applied Informatics (hereafter referred to as "FAI"), Tomas Bata University in Zlín (hereafter referred to as "TBU"), on 18. 11. 2019

**Article 1
Introductory Provisions**

This Dean's Directive regulates the rules and conditions for the public **admission procedure** for **bachelor's degree programmes actually accredited at FAI**. A list of these programmes is available at <https://fai.utb.cz/en/study/how-to-study/degree-studies/>.

**Article 2
General Information about the Admission Procedure**

- (1) This study discipline is offered by the Faculty of Applied Informatics, Tomas Bata University in Zlín. The publicly announced admissions procedure is conducted in accordance with the relevant provisions of Act No. 111/1998 Coll., on Higher Education Institutions and on Alternations and Supplements to Some Other Acts (Higher Education Act), as amended (hereafter referred to as the "Act") and the relevant provisions of the UTB Statute. The fee for studies in a foreign language is specified by Article 58(4) of the Act.
- (2) The following applicants may be admitted to study:
 - a) graduates of secondary schools who have passed their graduation exam or equivalent in foreign schools in the English language.

- b) graduates of secondary schools who have passed their graduation exam, and who submit an English language certificate at minimum B2¹ level.

Applicants shall complete and submit an electronic application available at <https://apply.utb.cz>. Officially verified documents which prove the completion of the required education are subject to the recognition according to the rector's directive "Recognition of Secondary and Higher Education and Qualification Acquired Abroad" conditioning recognition of previous education or the assessment of previous education for purposes of the admissions procedure according to the rector's directive "Rules for Assessment of Secondary and Higher Education and Qualification Acquired Abroad in the Admission Procedure Held at Tomas Bata University in Zlín" conditioning the assessment of previous education for purposes of the admissions procedure and must be attached to the application together with other documents specified in the online application. The required application documents conform to the rector's directive conditioning recognition of secondary and higher education and qualifications acquired abroad and the rector's directive conditioning study in study programmes taught in English. The admissions procedure commences upon receipt of the application for study. In compliance with the rector's directive conditioning study in study programmes taught in English, a verified copy of a language certificate must be included. **The administration procedure starts only if all required documents are submitted in the system via <https://apply.utb.cz>.**

- (3) The admissions committee is nominated by the Dean of FAI (the "Dean"). The admissions committee proposes to the Dean whether or not an applicant should be accepted. The Dean decides on the acceptance of the student to study.
- (4) Dates of the sessions of the admissions committee are set by the Dean and announced on the website of FAI.

Article 3

Form and Specification of the Admissions Procedure

- (1) Applicants who fulfil the requirements of Article 2 shall be sent an invitation to take the Entrance Examination in advance; together with the topics required to prepare for the Entrance Examination (including a sample test), as well as the exact date and examination venue. An alternative date will not be set. Before the start of the Entrance Examination, applicants must prove their identity with a valid identity card (e.g. passport, ID card).
- (2) The subject of the Entrance Examination is Mathematics and General study requirements. The Entrance Examination is in the form of a written test. Test tasks are standard problems contained in the secondary school Mathematics curriculum and general study requirements including Informatics. The time allocated for the test is 60 minutes. The test consists of 20 tasks, 10 tasks for each part. Applicants must obtain at least 20 points from 50 total points to pass the Entrance Examination. Those who score less than 20 points in the Entrance Examination fail.
- (3) In exceptional cases, it is possible to apply to the Dean of FAI to be allowed to perform the Entrance Examination via the Internet. In such cases, the applicant takes the Entrance Examination in the form of an online test, which will be made available under

¹ e.g. Test of English as a Foreign Language (TOEFL) with a minimum of 87 points; First Certificate in English (FCE); Cambridge Certificate in Advanced English (CAE); Certificate of Proficiency in English (CPE); or City & Guilds

an assigned password and within a precisely specified time period. The structure and duration of this form of test are the same as in Article 3, Paragraph (2).

- (4) The Dean can waive the entrance test in exceptional cases. In such cases, the applicants will be noticed in advance via e-mail.

Article 4 Ranking of Applicants

- (1) Applicants will be ranked in descending order, based on their secondary school graduation results.

Article 5 Publication of results, registration for studies

- (1) **The results** of the admissions procedure **will be published** on the FAI Official Board and on the website of FAI; immediately after the conclusion of the session of the admissions committee, each applicant will be provided with a written decision on the results of the admissions procedure.
- (2) The admission decision also includes the reasons for the decision and information on the possibility of making a request for a revision of the decision. If the decision cannot be delivered to the applicant, it will be published on the FAI Official Board. The date of publication is considered to be the date of delivery.
- (3) The admissions decision includes a specification of the enrolment date.

Article 6 Payments of Entrance Examination and Tuition Fees

- (1) The **tuition fee** for studies per year (365 days) is set in the TBU Statute at **CZK 50,000** (fifty thousand Czech Crowns). The fee can be paid in EUR according to the current exchange rate set by the Czech National Bank (<http://www.cnb.cz/en>). The fee is payable no later than 15 days after the student enrolls in each academic year. Payment details are provided in the application for study and in the Decision on Payment of Tuition Fee.
- (2) In the event that a student is forced to terminate his or her studies for serious reasons, the tuition fee can be refunded.
- (3) 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, or the fee related to the proceedings on the request for assessment of previous education for purposes of the admissions procedure.
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: 3903602930

Specific code: Applicant's surname, Faculty of Applied Informatics

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 Applied Informatics) in "Payment Info" or similar Information line.

Article 7 Final Provisions

- (1) The applicant may, in accordance with Article 50(5) of the Act, inspect any of the materials that have a bearing on the admission decision. Applicants may request a review of the Dean's decision on acceptance within 30 days of receipt of the decision. The application must be submitted to the Dean. The Dean may accommodate an applicant's request and change the decision. If the request is refused, it is reviewed by the TBU Rector. During the review process, the decision is assessed as to whether it was issued in violation of the law or the internal regulations of TBU in Zlín.
- (2) Any adjustments to the above evaluation conditions can be made by the Dean, on the recommendation of the admission committee and with the approval of the FAI Senate before the publication of the final results.
- (3) This Directive replaces Dean's Directive No. SD/11/17, which is hereby abrogated.

Ing. Miroslav Matýšek, Ph.D., m. p.
Chair, Academic Senate, FAI

Assoc. Prof., Mgr. Milan Adámek, Ph.D., m. p.
Dean, FAI

Tuition fee approved by:

prof. Ing. Vladimír Sedlařík, Ph.D., m. p.
Rector, TBU in Zlín