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Issued by:	Assoc. Prof. Mgr. Milan Adámek, Ph.D., Dean, FAI
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Directive on a Publicly Announced Admissions Procedure for Students Applying for Admission to the Master'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**

- (1) The programmes are taught at FAI, TBU in Zlín. The Publicly Announced Admissions Procedure conforms to Section 49 of Act No. 111/1998 Coll., On Higher Education Institutions, as amended, (hereinafter referred to as "the Act").
- (2) The Admission Procedure is open for study in actually accredited Master's Degree Programmes at FAI. A list of these programmes is available at <https://fai.utb.cz/en/study/how-to-study/degree-studies/>.
- (3) Applicants who have graduated from a Bachelor's (Master's) programme in a related study programme at a university in the Czech Republic or a foreign university of equal status, and who can prove a sufficient level of expertise and good knowledge of the English language are eligible to apply for this course.
- (4) The requirements for providing proof of completed university education and the conditions for its recognition are set out in the rector's directive "Recognition of Secondary and Higher Education and Qualification Acquired Abroad" conditioning recognition of secondary and higher education and qualifications acquired abroad. The requirements for assessment of previous education for purposes of the admissions procedure are set out in 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.

- (5) Applicants must prove that they possess the requisite language skills by submitting a certificate documenting their knowledge of the English language at least at the B2 level of the Common European Framework of Reference for Languages.
- (6) 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 or 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 conforms to the rector’s directive conditioning study in study programmes taught in English. The admissions procedure commences upon receipt of the application for study. **The administration procedure starts only if all required documents are submitted in the system via <https://apply.utb.cz>.**
- (7) Terms and conditions for the recognition of Bachelor’s education and qualifications acquired abroad are specified in the rector’s directive “Recognition of Secondary and Higher Education and Qualification Acquired Abroad” conditioning recognition of secondary education and qualifications acquired abroad. Terms and conditions for assessment of previous education for purposes of the admissions procedure are specified in 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
- (8) The admissions committee is nominated by the Dean of FAI. The Acceptance Procedure Committee proposes to the FAI Dean whether or not to accept the applicant. The Dean will then decide on the acceptance of the student to study.
- (9) Dates of the sessions of the admissions committee are set by the Dean and announced on the website of FAI.

Article 2

Form and Specifications of the Admissions Procedure

- (1) The entrance examination for the master’s degree programme is waived. Applicants will not be required to appear in person for the admissions procedure.
- (2) Applicants accepted for a programme will be graduates from related programmes and courses. The affinity of the study programme and course the applicant graduated from will be assessed by the admission committee and the study programme committee.
- (3) In cases where the admission committee assesses the applicant’s previous studies as being unrelated to the above-mentioned study programme and the course for which the applicant is applying, the applicant will not be accepted for study.

Article 3

Numbers of Accepted Applicants

The maximum number of applicants accepted for each Master’s Degree study programme is 24. The programme will be opened, provided a minimum of 6 students are accepted.

Article 4 Ranking of Applicants

Applicants will be ranked in descending order based on their Grade Point Averages (GPAs) in their bachelor's degree study programme, or within the first three years of their master's degree study programme.

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 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)

- (4) 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 admissions 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/12/17, which is hereby abrogated.

Ing. Miroslav Matýsek, 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