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Specific Admission Conditions

within Publicly Announced Admission Procedure for Students Applying for Studies in Bachelor´s and Master´s Degree Programmes Implemented by the Faculty of Applied Informatics in Academic Year 2022/2023

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 25. 4. 2022

Article 1

Introductory Provisions

- (1) The Directive lays down special admission conditions for study on the basis of Act No. 67/2022 Coll. on measures in the field of education in connection with the armed conflict on the territory of Ukraine caused by the invasion of the troops of the Russian Federation (hereinafter referred to as "the Act").
- (2) For the purposes of this Directive, an applicant is an applicant for study at the Faculty of Applied Informatics (hereinafter referred to as "FAI") who also is a person who has been forced to leave the territory of Ukraine in connection with the armed conflict in Ukraine and who has been granted temporary protection under Act No. 65/2022 Coll, on certain measures in connection with the armed conflict on the territory of Ukraine caused by the invasion of the Russian Federation troops, or who is a student of a higher education institution in the Czech Republic with Ukrainian citizenship who is not included in the general category, (hereinafter referred to as "applicant").
- (3) Temporary protection is evidenced by a visa sticker in the travel document or a record of the granting of temporary protection in the travel or other document.

- (4) The Rector of Tomas Bata University in Zlín (hereinafter referred to as "UTB"), by Rector's Decision No. 9/2022, in accordance with Section 8(1)(c) of the Act, decided to exempt applicants under the temporary protection regime from the fee for acts related to the assessment of the fulfilment of the condition for admission to study and Section 8(1)(d) of the Act to exempt them from the fees assessed pursuant to Section 58 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act").

Article 2

General Information on the Admission Procedure

- (1) The admission procedure (individual) for an applicant under temporary protection shall be initiated on the basis of his/her written application.
- (2) A written application for an individual admission procedure shall be submitted by the applicant to the Student Affairs Department of FAI (Nad Stráněmi 4511, 76005 Zlín).
- (3) Together with the application, the applicant submits an application for study in the selected study programme. The application form is available in the public section of the FAI website (<https://fai.utb.cz/studium/prijimaci-rizeni/individualni-prijimaci-rizeni/>).
- (4) The list of study programmes for admission to Bachelor's and Master's Degree programmes in the academic year 2022/2023 for applicants is available in the public section of the FAI website (<https://fai.utb.cz/ukrajina/>).
- (5) One of the basic conditions for admission to study at the Bachelor's Degree level is the attainment of a complete secondary or complete secondary vocational education (see Section 48 (1) of the Higher Education Act).
- (6) One of the basic conditions for admission to the Master's Degree is successful completion of a Bachelor's Degree programme.
- (7) In addition to the application form, the applicant is obliged to provide the following documents:
 - proof of temporary protection status by a visa sticker in the travel document or a record of the granting of temporary protection in the travel document or other document,
 - in the case of an application for admission to study in a Bachelor's Degree programme, an officially certified copy of the matriculation certificate, or an officially certified copy of the nostrification clause pursuant to Decree No. 12/2005 Coll., on the conditions of recognition of equivalence and nostrification of diplomas issued by foreign schools,
 - in the case of an application for admission to a Master's Degree programme, an officially certified diploma or other proof of successful completion of a Bachelor's Degree and an officially certified copy of the nostrification clause pursuant to Decree No. 12/2005 Coll., on the conditions for recognition of the equivalence and nostrification of diplomas issued by foreign schools,

- in the case of interest in studying in the Czech language, an officially certified copy of a certificate of passing an examination in the Czech language at least at level B2 according to the Common European Framework of Reference for Languages or by passing an internal examination in the Czech language at UTB in person or by means of distance communication.
- (8) Applicants may apply for recognition of foreign secondary and higher education at UTB in accordance with Rector's Directive No. 13/2017.
 - (9) If the applicant is unable to provide documents proving his/her completed education, it is possible to replace them with an affidavit in Czech or English. If the applicant submits an affidavit in another language, a translation by a court interpreter will be necessary.
 - (10) The Faculty does not require proof of B2 level Czech language proficiency for an applicant to a study programme conducted in the Czech language if the applicant enrolls in and duly completes an intensive preparatory course in the Czech language.
 - (11) An applicant who is interested in having his/her previous higher education studies at a higher education institution in the Czech Republic or abroad recognised is obliged to submit the following documents with his/her application:
 - certified proof of passing examinations in the relevant level of higher education,
 - documentation (syllabi) of the courses taken, their scope and method of completion, including the number of credits.
 - (12) If the application has deficiencies or if the applicant fails to provide the required documents, he/she will be asked to remedy these deficiencies. If the applicant fails to remedy these deficiencies even within the additional time limit set, the admission procedure will be terminated, of which the applicant will be informed in writing.

Article 3 Admission Committee

- (1) Individual admission procedures are managed by an admission committee appointed by the Dean of FAI. A member of the committee is always the guarantor of the study programme to which the applicant is applying. This admission committee meets as needed. The admission committee shall consider and assess individual applications within 30 days of receipt of the application.
- (2) On the basis of the conclusions and recommendations of the admission committee, the Dean decides on admission or non-admission to study, recognition of part of the study, recognition of the examinations taken and decides on the placement in the relevant study programme and year for each applicant individually.

Article 4 Publication of Results

- (1) Within 10 working days after the session of the Admission Committee, a written decision of the Dean of FAI is sent to all applicants in their own hands (Section 50(4) of the Higher

Education Act). If the decision cannot be delivered, it is delivered by public notice pursuant to Section 25 of Act No. 500/2004 Coll., Administrative Code, as amended. On the fifteenth day after posting, the document is deemed to have been served.

- (2) The applicant may appeal against the decision of the Dean of FAI within 30 days from the date of its delivery. Further procedure is regulated in Section 50 of the Higher Education Act. The Rector is the administrative authority of appeal. The Rector shall review the conformity of the appealed decision and the procedure preceding the decision with the law, the internal regulations of UTB and FAI and the conditions of admission to study set by UTB or FAI.
- (3) In accordance with Section 50(5) of the Higher Education Act, the applicant is entitled to inspect all his/her materials that were relevant to the decision on his/her admission to study.

Article 5 Registration for Studies

The date of enrolment in studies will be communicated to applicants in the decision on admission to study.

Article 6 Final Provisions

- (1) This Directive shall enter into force on the date of its approval by the Academic Senate of FAI.
- (2) This Directive shall expire on 31 March 2023.

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

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Dean FAI