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**Directive on a Publicly Announced Admissions Procedure
for Students Applying for
Admission to the Bachelor's Degree Programs 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 30. 9. 2024

**Article 1
Introductory Provisions**

This Dean's Directive regulates the rules and conditions for the public **admission procedure** for **bachelor's degree programs accredited at FAI**. A list of these programs 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 by the relevant provisions of Act No. 111/1998 Coll., on Higher Education Institutions and 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 Section 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 have submitted an English language certificate at a minimum B2¹ level.

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

- (3) Applicants shall complete and submit an electronic application at <https://apply.utb.cz>. Officially verified documents that 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 programs 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 programs 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>** and if the payment of a non-refundable admissions fee, the amount of which is by the relevant provisions of the TBU Statute and together with the details for payment published in Faculty official board web site, is confirmed.
- (4) The admissions committee is nominated by the Dean of FAI (hereafter referred to as 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.
- (5) The dean sets the admissions committee session dates, which are announced on the FAI website.

Article 3

Form and Specification of the Admissions Procedure

- (1) Applicants who fulfill 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 starting 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. The Entrance Examination is in the form of a written test. Test tasks are standard problems contained in the secondary school Mathematics curriculum. The time allocated for the test is 75 minutes. The test consists of 20 tasks. Applicants must obtain at least 24 points out of 50 total points to pass the Entrance Examination. Those who score less than 24 points in the Entrance Examination fail. Those who achieve the specified minimum number of 24 points are subsequently invited to an admission interview, during which individual knowledge and prerequisites for successful study completion are assessed. The admission procedure is considered successful after fulfilling both parts of assessing knowledge.
- (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 as an online test, which will be made available under specified conditions and within a specified period. The structure and duration of this test form 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 notified in advance via e-mail.

Article 4

Ranking of Applicants

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 individually notified to the applicant**; 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 requesting 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 on the Faculty official board for a given academic year by Article 14 paragraph 3 of the TBU in Zlín Statute and the rector's directive "Determining the coefficients expressing the costs of ensuring the study quality in study programs conducted in a foreign language at the TBU in Zlín in a given academic year" and the relevant annex determining "Cost coefficients". If study enrolment is realized during the academic year, only the proportional part of the fee for the relevant academic year is assessed, after rounding up to whole hundred 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>). Payment details are provided in the application for study and in the Decision on Payment of Tuition Fee.
- (2) The tuition fee remains unchanged for the standard length of study.
- (3) If a student is forced to terminate his or her studies for serious reasons, the tuition fee can be refunded.
- (4) In compliance with Section 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.
- (5) To accelerate the financial transaction, it is recommended 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 that information (2903602930, your surname, and Faculty of Applied Informatics) in the "Payment Info" or a similar Information line.

Article 7

Final Provisions

- (1) The applicant may, by Section 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 violating the law or the internal regulations of TBU in Zlín.
- (2) The Dean can make any adjustments to the above evaluation conditions on the recommendation of the admission committee and with the approval of the FAI Senate before the publication of the final results.

Article 8

Validation

- (1) This internal regulation becomes valid on 1. 10. 2024.

- (2) This Directive replaces Dean's Directive No. SD/08/19, which is hereby abrogated.
- (3) This internal regulation comes into effect on 1. 10. 2024.

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