

<b>Code:</b>	<b>SD/04/24</b>	
<b>Type:</b>	DEAN'S DIRECTIVE	
<b>Issue number:</b>	UTB/24/021187	
<b>Document classification:</b>	EXTERNAL	
<b>Name:</b>	<b>Directive on a Publicly Announced Admissions Procedure for Students Applying for Admission to the Master's Degree Programmes Taught in English</b>	
<b>Organizational relevance:</b>	The Faculty of Applied Informatics, Tomas Bata University in Zlín	
<b>Date issued:</b>	01. 10. 2024	Version: 01
<b>Valid from:</b>	01. 10. 2024	
<b>Issued by:</b>	Assoc. Prof. Ing. Jiří Vojtěšek, Ph.D., Dean, FAI	
<b>Prepared by:</b>	Vice Dean for International Relations	
<b>Assisted by:</b>	Vice Dean for Master Study	
<b>No. of pages:</b>	4	
<b>No. of appendices:</b>	0	
<b>Distribution list:</b>	Applicants for study, Vice deans, International Relations Department, Study Department	
<b>Authorised Signatory:</b>	Assoc. Prof. Ing. Jiří Vojtěšek, Ph.D. m. p.	

**Directive on a Publicly Announced Admissions Procedure  
for Students Applying for  
Admission to the Master'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**

- (1) The programs 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) program in a related study program 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 they possess the requisite language skills by submitting a certificate documenting their knowledge of the English language, at least at the B2<sup>1</sup> level of the Common European Framework of Reference for Languages.
- (6) 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 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 programs 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>** 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.
- (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 the 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 Dean of FAI nominates the admissions committee. 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) The dean sets the admissions committee session dates and is announced on the FAI website.

## Article 2

### Form and Specifications of the Admissions Procedure

- (1) Applicants who fulfill the requirements of Article 1 shall be invited to take the admission Entrance examination interview, during which the elected representatives of the faculty assess individual knowledge and prerequisites for successful completion of the study. The scope of assessed knowledge and prerequisites is conditioned by the expected understanding of the field of the study program to which the applicant is applying.
- (2) Applicants who do not pass Entrance examination interview is not recommended for further assessment by the admission committee and the study programme committee and will not be accepted for study.
- (3) Applicants who pass the Entrance examination interview will be recommended for further assessment by the admission and study program committee.
- (4) In cases where the admission committee assesses that the applicant does not meet the expected knowledge from the field of the study program to which the applicant is applying, the applicant will not be accepted for study.

---

<sup>1</sup> 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

### **Article 3 Number of Accepted Applicants**

The maximum number of applicants accepted for each Master's Degree study program is 24. The program 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 program or within the first three years of their master's degree study program.

### **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 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, paying the account by bank transfer is recommended. If your bank transfer order 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 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 admissions 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/09/19, which is hereby abrogated.
- (3) This internal regulation comes into effect on 1. 10. 2024.

<i>Document version</i>			
<i>Date</i>	<i>Version</i>	<i>Changed</i>	<i>Change description</i>
30. 09. 2024	01	Dean	Document creation