

Code:	DR/11/2019
Category:	FaME Dean's Regulation
Title:	Admission Conditions for Full-time Mode of Study in a Bachelor's Degree Programme Taught in English at the Faculty of Management and Economics of Tomas Bata University in Zlín
Place of liability:	Faculty of Management and Economics of Tomas Bata University in Zlín
Date of issue:	12 November 2019
In force since:	12 November 2019
Pages:	3
Appendixes:	
Distribution list:	
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1. General Information

This regulation of the Dean of the Faculty of Management and Economics of Tomas Bata University in Zlín comprises admission requirements for studies in compliance with Section 48 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplement to Some Other Acts and rules for the admissions procedure and admission requirements for studies in accordance with the Statute of Tomas Bata University in Zlín. The degree programme is implemented by the Faculty of Management and Economics of Tomas Bata University in Zlín (hereinafter referred to as 'FaME'). Only an applicant who has completed secondary school studies with A-levels can be accepted for studies at FaME. The publicly announced admissions procedure is carried out in compliance with Sections 48 - 50 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplement to Some Other Acts (hereinafter referred to as 'Act') and in accordance with the Statute of Tomas Bata University in Zlín. The tuition fee for degree programmes taught in a foreign language, in compliance with Section 58 Para 4 of the Act and the Statute of TBU, is determined 54 000 CZK per year.

2. Application Form and Requirements

An electronic application for studies is available in English at <https://apply.utb.cz>. The applicant must fill, send and subsequently confirm it in the period given by the FaME Dean, as stated in the Article 3 of this Regulation. Integral components of the application are **Curriculum Vitae in English** and other documents specified in the application form: **a verified copy of the certificate from English (e.g., TOEFL, IELTS, FCE, CAE, CPE) at minimum level of B2, a letter of recommendation and an essay on the chosen topic**. Verified documents which prove the completion of the required education must be submitted. **These verified documents are subject to recognition** and must be submitted together with the application form. Requirements for submission and conditions for the recognition of secondary education and qualifications acquired abroad are specified in Rector's Directive RD/13/2017, released on the Official Board of TBU at <https://www.utb.cz>. As for the admissions procedure at TBU, the recognition can be replaced by assessing Bachelor's education acquired abroad according to RD/19/2019. The admissions procedure is commenced on the date of the application receipt by the university.

3. Publication of Information about Admissions Procedure

In the period stated by the Act and the Statute of TBU, the faculty makes public the information below. The faculty releases the information in the public part of the web pages available at <http://www.utb.cz/fame>, under the section for studies in degree programmes taught in English as follows:

- a) The first day of admissions procedure
- b) The last day for sending the application
- c) Dates of the admission committee sessions
- d) Tuition fee (per year) for studies in a foreign language
- e) Payment details (tuition fee) for studies in a foreign language
- f) A minimum and maximum number of the students admitted for studies
- g) Essay topics

4. Admission Examination

In order to be admitted to study, successful passing of the admission examination is required. The admission examination consists of a written examination. An applicant submits via the electronic application by the date stated (see Article 3 of this Regulation) a processed essay of 2 500 - 3 000 words long in the English language written on the chosen topic. The essay is evaluated by members of the admission committee. S/he can earn up to 100 points maximum.

5. Decision on Admission

The admission committee, which submits suggestions regarding the acceptance of successful applicants, is appointed by the FaME Dean. The admission committee sessions are on the dates given by the FaME Dean, as stated in the Article 3 of this Regulation. The admission committee evaluates all the applications received which have fulfilled necessary requirements. If some information on the application is missing and/or the applicant does not submit all documents required, the faculty asks to remove the deficiencies within the adequate period. The admissions procedure is stopped if the deficiencies are not removed in the period given. The decision on the acceptance to study is made by the Dean – it is based on the best results achieved during the admission examination.

6. Publication of Results

The applicants will be informed about the results of admissions procedure continuously. The applicants will be sent a decision letter immediately after the session of the admission committee. If the applicant does not specify another way of delivering, the decision letter will be sent by post as 'delivery to the addressee only' in accordance with Section 69 Para 1 of the Act. A part of the decision on admission is its justification as well as guidance about the possibilities of submitting a request for re-assessment of the results achieved. If it proves impossible to deliver the decision, it will be released on the Official Board of FaME in accordance with Section 25 of Act No. 500/2004 Coll. The enrolment for study will take place during September (in exceptional cases, the enrolment deadline shall be set individually) and the admitted applicants shall attend it personally or may be represented by a proxy on the basis of a written power of attorney.

The applicant, who has been proposed for studies, as stated in the Article 3 of this Regulation, is admitted for studies in the following academic year, starting on 1 September of a particular calendar year.

7. Tuition fee

The tuition fee is due within 15 days after the enrolment for study. The payment details will be made public, as stated in the Article 3 of this Regulation. Information about the possibility to refund the tuition fee is set out in Rector's Directive RD/2/2011, released on the Official Board of TBU at <https://www.utb.cz>.

8. Final Provisions

Each applicant has the right to access his/her materials only after being acquainted with the decision, not earlier. Copies of such materials can be made available instead of the access itself to these. The decision of being admitted/ not being admitted for studies must be issued within 30 days in accordance with Section 50 Para 4 of the Act. An applicant may appeal against the decision within 30 calendar days of notice of the Decision. The Rector is entitled to decide on the appeal. The Rector is in charge of decision whether it was made in contradiction with the law, TBU regulations, FaME regulations or admission conditions stated by the university or the faculty.

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doc. Ing. David Tuček, Ph.D., m.p.
FaME Dean

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doc. Ing. Miloslava Chovancová, CSc., m.p.
Chairperson, Academic Senate FaME

Tuition fee approved by

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Rector, TBU in Zlín, m.p.