

**Rules of admission procedure and conditions for admission  
to study in English  
in the follow-up Master's degree programme  
N2301 Mechanical Engineering  
at the Faculty of Mechanical Engineering, VŠB-TUO  
for the academic year 2019/2020**



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**Controlled copy No.:**

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## 1 General terms and conditions

These rules are based on Sections 48 to 50 of Act No. 111/1998 Coll. on Higher Education Institutions and on amendments to other acts as amended (hereinafter referred to as the “Act”) and the Statute of VŠB – Technical University of Ostrava (hereinafter referred to as “VŠB-TUO”).

In the academic year 2019/2020, it is possible to start a study in the follow-up Master's degree programme and its fields of study:

Degree programme	Number	Field of study	Number
Mechanical Engineering	N2301	Applied Mechanics	3901T003
		Energy Engineering	2302T006

The study takes place only at the seat of the faculty in a full-time form of study. Candidates apply directly for the study of the chosen field of study and state it in the application form.

The condition of admission to study in the follow-up Master's degree programme is the proper completion of studies in any type of degree programme (Bachelor's, Master's, doctoral) and knowledge of English at the required level (see 1.3).

Doctor's confirmation of medical fitness is not required. The faculty also offers study to physically disabled students. The specific field of study must be consulted with its guarantor before submitting the application.

**The study fee for the follow-up Master's degree programme in a foreign language** according to Article 9 “*Fees related to studies and payment for studies*”, Paragraph 9 of the VŠB-TUO Statute, is **EUR 4,000** for each academic year. This fee is payable at the beginning of the study in the corresponding academic year and is non-refundable.

### 1.1 Electronic application for the study

The application form is submitted by the applicant in an electronic form on the filing date for the application (see 1.6). The electronic application is available on the VŠB-TUO web portal (<https://prihlaska.vsb.cz/uchazec>), which can be displayed in English by setting the language in your web browser. The application does not have to be printed or sent to VŠB-TUO.

The application must indicate the relevant field of study.

### 1.2 Fee for the acts associated with the admission procedure

The application fee for the acts associated with the admission procedure is **CZK 500** according to the VŠB-TUO Statute and is non-refundable at any stage of the admission procedure. The fee must be paid immediately after filing the application, not later than the date specified in the table in 1.6. If the fee is not paid in time, the application is invalid.

Both the payer's bank and the payee's bank fees are charged to the payer's account (as an instruction for fees in the case of payment through the SWIFT interbank network, the payment of the OUR type must be set).

Preferentially, pay the administrative fee using the EPS system ([eps.vsb.cz](https://eps.vsb.cz)) or send it to the account:

Account name:	Vysoká škola báňská – Technical University of Ostrava
Account number:	100954151/0300

Data for making payments from abroad:	IBAN: CZ51 0300 0000 0001 0095 4151; BIC (SWIFT) code: CEKOCZPP
Instruction for fees in the case of payments through the SWIFT interbank network	OUR
Constant symbol:	0308
Variable symbol:	generated in the electronic application
Bank:	ČSOB, a. s., branch Ostrava-Poruba, Hlavní třída 703, 708 39 Ostrava-Poruba
Latest payment deadline:	According to the round of the admission procedure, see the table in 1.6.

### 1.3 Documentation of the education as required by law

Candidates from abroad, except for the candidates from the Czech and Slovak Republic who have passed the secondary school leaving examination in the Czech or Slovak Republic, must submit together with the application for study in electronic form:

- officially certified copy of the validation of the Bachelor's (Bc.) degree, i.e. the confirmation of recognition of the equivalence of foreign education.  
<https://www.vsb.cz/en/study/study-in-ostrava/recognition-of-prior-education/>,
- officially certified translation into English of a listing of all the examinations and their results from the previous studies in the Bachelor's degree programme, or a copy of the "Diploma Supplement".

Candidates who do not have English as a mother tongue must submit together with their application for study in electronic form:

- proof of English language knowledge – minimum requirements: IELTS score 5.0; TOEFL internet score 62 (other certificates or documents on the same level are acceptable). In cases worthy of special consideration, the Dean may waive this condition for the candidate (e.g. in the case of previous studies in English).

Address of the study office of the Faculty of Mechanical Engineering, VŠB-TUO:

**Vysoká škola báňská – Technická univerzita Ostrava**  
**Studijní oddělení FS**  
**17. listopadu 2172/15**  
**708 33 Ostrava-Poruba**  
**Česká republika**  
**E-mail: mobility.fs@vsb.cz**

The aforementioned documents must be submitted in electronic form no later than 15 June 2019. In cases worthy of special consideration, the Dean may change this deadline. The originals of the aforementioned documents must be submitted for verification at the time of enrolment for the study.

## 1.4 Entrance examination

The entrance examination consists of an assessment of the previous study results by the field of study guarantor for which the candidate applies and of the admission interview. The form and technical description of the interview will be determined by the field of study guarantor.

The admission interview may be waived by the Dean based on documented evidence of education or based on the recommendation of the guarantor.

For graduates of other types of prior higher education than the Bachelor study, the waiver is assessed individually. The waiver is decided by the Dean.

The entrance examination is waived for applicants who are admitted for study under EU programs, the Czech Republic Government's scholarship holders and applicants admitted on the basis of bilateral intergovernmental agreements.

## 1.5 Evaluation of the order of applicants for study in the English language in the follow-up Master's degree programme

Candidates will be ranked according to the arithmetic average from the results of the Bachelor study from the first to the penultimate semester, while in the case of the same value for several candidates, the ranking will be specified according to the average grade of the state final examination of the previous degree programme.

For each field, a maximum of 20 best candidates will be admitted according to the aforementioned order. It is an approximate number that respects the capacity of the field of study, the degree programme or field of study guarantor may decide to increase it.

## 1.6 Admission procedure dates

Starting the first round of the admission procedure in the Edison Information System.	5 November 2018
Deadline for filing applications for the first round of the admission procedure.	31 March 2019
Documenting the education as required by law achieved by the candidates in the first round of the admission procedure.	31 March 2019
Starting the second round of admission procedure in the Edison Information System.	1 April 2019
Deadline for filing applications for the second round of admission procedure.	15 June 2019
Documenting the education as required by law achieved by the candidates in the second round of the admission procedure.	15 June 2019

Only the capacity that is not filled in the first round of the admission procedure will be transferred to the second round of the admission procedure.

In the case of admitting candidates under EU programmes, the process of admissions will be in line with the timetable of the particular programme.

Student enrolment will be done after the student arrives. The latest deadline for enrolment is 30 September 2019.

## **1.7 Notifying candidates of the outcome of the admission procedure**

The Dean of the Faculty of Mechanical Engineering, VŠB-TUO decides on admission to study in the degree programme.

The decision will be made within 30 days of the validation of the conditions for admission to study, and it will contain a justification and instruction on the possibility of submitting a request for review and will be delivered in writing to the candidate's own hands and electronically at the contact addresses given in the application form. To candidates whose address is unknown, the decision is delivered by posting it on the official board.

After the announcement of the decision, the candidate has the right to inspect all his/her study materials at the study office of the Faculty of Mechanical Engineering, VŠB-TUO within 30 days from the date of delivery of the decision on the result of the admission procedure.

The candidate may appeal against the decision within 30 days of its delivery. The administrative appeal body is the Rector. The filing of a written appeal is governed by Act No. 111/1998 Coll., on Higher Education Institutions (Section 50) and the Rules of Admission Procedure of VŠB-TUO.

The Faculty publishes a report on the progress and results of the admission procedure within the meaning of Section 50, Subsection 9 of the Act, within 15 days of the completion of the admission procedure on the faculty web portal (<http://www.fs.vsb.cz>).

## **2 Final Provisions**

In cases worthy of special consideration, the Dean of the faculty may allow an exception to these rules.

These rules for the admission procedure and the conditions for admission to study have been approved in accordance with Section 27 Subsection 1 (e) of Act No. 111/1998 Coll., on Higher Education Institutions by the Academic Senate of the Faculty of Mechanical Engineering, VŠB-TUO on 16 October 2018.

doc. Ing. Ivo Hlavatý, Ph.D. m.p.  
Dean of the Faculty of Mechanical Engineering, VŠB-TUO

### 3 The List of Changes and Revisions of the Controlled Document

Version	Date	Change / revision content	Name and signature of the document guarantor
A	24 March 2015	First Edition for the year 2015/2016	prof. Ing. Radek Čada, CSc.
B	15 December 2015	Update for the year 2016/2017	doc. Ing. Zdeněk Folta, Ph.D.
C	21 November 2016	Update for the year 2017/2018	doc. Ing. Zdeněk Folta, Ph.D.
D	31 October 2017	Update for the year 2018/2019	doc. Ing. Zdeněk Folta, Ph.D.
E	16 October 2018	Update for the academic year 2019/2020	doc. Ing. Zdeněk Folta, Ph.D.

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