

**Rules for Admission Procedures and Conditions for Admission
for the Study in the English Language in the Bachelor's Degree
Programme B2341 “Engineering” at the Faculty of Mechanical
Engineering, VŠB-TUO
for the academic year 2018/2019**



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1 Bachelor's degree programme B2341 "Engineering", the study in the English language

These rules are based on Section 48 to Section 50 of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws 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 2018/2019, it is possible to begin to study in the Bachelor's degree programme B2341 "Engineering", which is accredited at the Faculty of Mechanical Engineering of VŠB – Technical University of Ostrava (hereinafter referred to as "FS VŠB-TUO"). Candidates are admitted for the first year of study **only in the full-time form**. The study is realized only on the premises of the Faculty

The condition for admission for the study in the English language in the Bachelor's degree programme B2341 "Engineering" is the successful completion of the secondary education completed by the secondary-school leaving examination (in the Czech Republic or abroad), knowledge of the English language at the desired level (see 1.3) and passing the admission procedure successfully.

The admission procedure consists of submitting an electronic application for the study including enclosures, payment of the administrative fee, delivery of a certified copy of secondary school leaving certificate and passing the entrance examination in mathematics, which is realized in a written form, if not remitted.

The fee for the study in the Bachelor's degree programme in a foreign language according to Article 9 "*Fees associated with the study and payment for the study*", paragraph 9 the Statute of VŠB-TUO amounts to **EUR 3.500** per each academic year. This fee is payable at the beginning of the study in the particular academic year and it is non-refundable.

The faculty also offers courses for **disabled students**. Before submitting the application, consultation with the guarantor of the study field concerning the particular situation is necessary.

The candidates for the study have the opportunity to become familiar with the individual fields of study on the traditional **Open Door Day** of the Faculty, which will take place on 02 February 2018 in the area of the VŠB-TUO in Ostrava-Poruba, or on the website of the faculty: <http://www.fs.vsb.cz/>.

1.1 Electronic application for the study

The application for the study shall be submitted in electronic form within the deadline corresponding to the round of the admission procedure (see 1.8), in which the candidate applies for the study at the faculty. The electronic application is available on the web portal of VŠB-TUO (<http://uchazec.vsb.cz>). It is not necessary to print the application, to have it certified at the secondary school, or send it to VŠB-TUO.

Subsequently, the candidate must send or deliver **the documents according to paragraph 1.3**.

The candidate will be notified on the acceptance of the application no later than four days before the written examination by sending the invitation to the entrance examination, or by sending a notification on remission of the entrance examination, namely by the recorded delivery mail sent to the address indicated in the application (replacement of delivery is excluded).

A medical certificate of health fitness to study is not required.

1.2 Fee for operations associated with the admission procedure

According to the Statute of VŠB-TUO, the administrative fee for the operations associated with the entrance procedure is CZK 500, and it is non-refundable at any stage of the entrance procedure. The fee to be paid immediately after submitting the application, because an unpaid application cannot be further administered in the information system. The fees of the payer's bank and the beneficiary's bank are borne by the payer's account (as bank instructions concerning the fees for interbank payments through the SWIFT network, it is necessary to enter the OUR payment type). The payment has to be credited to the account at the latest within eight working days after submitting applications within the entrance procedure is closed (see 1.8).

The administration fee **shall be paid to the account:**

account name:	VŠB – Technical University of Ostrava
account number:	100954151/0300
the data for the implementation of foreign payments:	IBAN: CZ51 0300 0000 0001 0095 4151; BIC (SWIFT) code: CEKOCZPP
bank instructions concerning the fees for interbank payments through the SWIFT network	OUR
constant symbol:	0308
variable symbol:	generated on the electronic application
bank:	ČSOB, a. s., branch Ostrava-Poruba, Hlavní třída 703, 708 39 Ostrava-Poruba

1.3 Proof of the educational attainment required by the law

The candidate has to supply proof of the educational attainment by **a certified copy of the secondary school leaving certificate**, which must be sent or delivered in paper form to the study office of the Faculty of Mechanical Engineering at VŠB-TUO:

VŠB – Technical University of Ostrava

Study Office

17. listopadu 2172/15

708 33 Ostrava-Poruba

Czech Republic

Candidates from abroad, except for the candidates from the Slovak Republic, or nationals of the Czech Republic who completed a secondary school and acquired a secondary school leaving examination certificate abroad, have to supply the following documents together with the application for the study:

- a certified copy of the school-leaving certificate validation, i.e. a certificate of recognition of foreign education equivalence (<http://www.msk.cz/skolstvi/navody.html?n=12>), certified translation of a document on the secondary school education grades, including possible transfer to the Czech grading scale,
- a certified copy of the translation of the secondary school leaving certificate,

the candidates for whom the English language is not the mother tongue also have to supply together with the application to study:

- document proving the knowledge of English – minimum requirements: IELTS exams score 5.0; TOEFL Internet score 62 (other certificates or documents on the same level are acceptable as well). In special cases, the Dean may remit this condition for the candidate.

Candidates have to supply proof of the education attainment **in the form of certified copies of the required documents** (see above), which must be in paper form delivered to the address of the study office of FS VŠB-TUO as soon as possible after submitting the electronic application for the study, by 8 August 2018 at the latest. In the event that this is not technically possible, the Dean may conditionally admit the student on the basis of the relevant documents and set another deadline for supplying the proof of education.

1.4 Written entrance examination

The entrance examination has a written form and it is **in mathematics**, unless it is remitted by the Dean of Faculty. The scope of examples for the entrance examination in mathematics are published on the web portal of the Faculty (<http://www.fs.vsb.cz> in the menu “Candidates”).

The entrance examination in mathematics is evaluated within the point system in the range **from 0 to 60 points**, the minimum number of points required for the admission is specified by the Dean.

1.5 Written entrance examination remission

The entrance examination is remitted for the candidates who **have passed the secondary school leaving examination in mathematics or the optional examination in the specialized part of the secondary school leaving examination Mathematics+, or the secondary school leaving examination in physics**, or also for those candidates who have the **arithmetic average of the secondary school leaving examination grades up to 3.00 inclusive**.

The entrance examination is remitted for the candidates who passed the **National Comparative Tests** in 2017 and early 2018 carried out by the company SCIO (www.scio.cz/nsz), and who are among the 30% best in the test of *General study prerequisites* or among the 40% best in the *National Comparative Test in Mathematics* (it must be documented by a certificate).

The entrance exam is remitted for the candidates who are admitted to the study within the EU programmes, Government scholarship holders and the candidates admitted on the basis of bilateral intergovernmental agreements.

1.6 Evaluation of the order of the candidates for the study in English in the Bachelor's degree programme B2341 “Engineering”

The candidates for whom the entrance examination has been remitted will be listed according to the arithmetical average of the secondary school leaving examination grades rounded to two decimal places, while in the case of the same value for several candidates, the order shall be adjusted to the grades of candidate in the individual years of the secondary school. Other places will be taken by the candidates who have passed the written entrance examination (see 1.4), in the order according to the number of points acquired.

1.7 The maximum number of candidates that the Faculty can admit for the Bachelor's degree programme B2341 "Engineering", the study in the English language

The consultation centre Ostrava:

- full-time form of study: 100 students

The 100 best candidates, in the order set out in accordance with the procedure referred to in point 1.6, who met the conditions of the admission procedure.

1.8 Admission procedure dates

Start of the admission procedure in the information system Edison.	6 November 2018
The closing date for the submission of applications.	21 May 2018
Evidence of the required education by the applicant	not later than on 8 August 2018
Entrance examination (if not remitted)	14 August 2018
Enrolment in the study	from 20 to 24 August 2018

In the case of admission of the candidates within EU programmes, the admission procedure will be in accordance with the timetable of the particular programme.

1.9 Excuses for the absence at the entrance examination

If the candidate is invited for the entrance examination and cannot attend it for serious reasons, s/he is obliged to apologize in writing within five working days of the date of the examination. If the apology is accepted, the candidate shall be notified of the make-up entrance examination. If s/he does not apologize, or if his/her excuse is not accepted, s/he fails to fulfil the basic condition for admission.

1.10 Notification of the candidates of the entrance examination results

Admission for the study in the degree programme shall be decided by the Dean of Faculty of Mechanical Engineering of VŠB-TUO.

Information about the result of the admission procedure will be sent by the study officer to the e-mail address of the candidate stated in the application for the study.

The decision shall be issued in writing within 30 days of verifying the conditions for admission, it will contain the justification and advice on the possibility of submitting an application for review, and it will be delivered to the candidate's own hands. To the candidate whose place of residence is not known, it is delivered by posting the decision on the notice board.

After being notified, the candidate has the right to refer to all his/her materials which are important for the decision on his/her admission for the study at the study office of the Faculty of Mechanical Engineering within 15 days of the date of delivery of the decision on the admission procedure results.

The decision can be appealed by the candidate within 30 days of the date of its notification. The administrative authority of appeal is the Rector. The submission of a written notice of appeal shall be governed by the Act (Section 50) and Admission Procedure Rules of VŠB-TUO.

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Within 15 days after the end of the recruitment process, the Faculty shall publish the report on the progress and results of the admission procedure within the meaning of Section 50(9) of the Act on the Faculty web portal (<http://www.fs.vsb.cz>).

2 Final provisions

In cases that are worthy of particular interest, the Dean may allow an exemption from these rules.

With a view to amending the accreditation as of 1 September 2019, when the changes in the accredited degree programmes at the Faculty of Mechanical Engineering are made, the students admitted pursuant to these rules will be able to continue their studies in an appropriate degree programme under the new accreditation. This step will be applied to all the universities within the Czech Republic because it arises from the amendment of the act.

These rules for admission procedures and conditions for admission were 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 at VŠB-TUO on 31 October 2017.

doc. Ing. Ivo Hlavatý, Ph.D., m.p.

Dean of the Faculty of Mechanical
Engineering, VŠB-TUO

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doc. Ing. Zdeněk Folta, Ph.D.

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