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| Name: | **Rules and Conditions for the Publicly Announced Admission Procedure for the Academic Year 2025/2026 to Accredited Bachelor's Study Programs Conducted in the Czech Language** | |
| Organizational commitment: | Faculty of Logistics and Crisis Management of the Tomas Bata University in Zlín | |
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**Article 1**

**General Information**

1. This directive establishes the rules and conditions of the admission procedure at the Faculty of Logistics and Crisis Management (hereinafter referred to as "FLCM") of the Tomas Bata University in Zlín (hereinafter referred to as "TBU").
2. Admission of study applicants (hereinafter referred to as "applicants") at FLCM is governed by §48 et seq. Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (hereinafter referred to as "the Act") and Article 7 et seq. TBU Statute.
3. The admission procedure for accredited three-year bachelor study programs is announced for study programs conducted at FLCM TBU in the Czech language, which are published on the website <https://flkr.utb.cz/studium/prijimaci-rizeni/bakalarske-studium/>.

(4) In case of accreditation of a new study program, students will be transferred to a new study program replacing the original study program they applied for.

(5) The admission procedure for bachelor's study programs takes place in two rounds, if the set capacity of the number of applicants admitted to the study program is not already filled after the 1st round of the admission procedure.

**Article 2**

**Conditions for Applicant Registration**

1. Applicants who have successfully completed secondary education or are students in their last year of secondary school and who will successfully complete this study by taking the matriculation exam before enrolling in the bachelor's study program may submit applications to study in bachelor's study programs.
2. **Applications** for studies in bachelor study programs are accepted by the FLCM in electronic form, i.e. by submitting **an electronic application** (hereinafter referred to as "e-application") at the web address [www.eprihlaska.utb.cz](http://www.eprihlaska.utb.cz) The deadline for submitting an e-application is set in the dean's decision and published on the web address <https://flkr.utb.cz/studium/prijimaci-rizeni/bakalarske-studium/> When filling out the e-application, applicants choose a study program and form of study (full-time or combined).
3. If applicants want to send a positive acceptance decision via the TBU electronic information system, they will consent to this method of delivery in the e-application.
4. **Applicants with specific needs** will indicate this fact when filling out the application in the personal data section "Taking into account specific needs", where they will select the type of disability: visual, hearing, movement disabilities, specific learning disabilities, autism spectrum disorders, other difficulties (psychological, somatic diseases, speech therapy difficulties). More information can be found on the website <https://poradenstvi.utb.cz/centrum-ssp/>
5. Applicants shall, without undue delay, **pay a fee for actions related to the admission procedure** (hereinafter referred to as the "fee"), which is non-refundable and determined in accordance with the relevant provisions of the TBU Statute and other internal regulations, without undue delay. The amount of the fee is published on the web address <https://flkr.utb.cz/studium/prijimaci-rizeni/bakalarske-studium/>

**Payment details:**

Bank name: Komerční banka Zlín

Account number: 27-1925270277/0100

Variable symbol: 2103602990

Specific symbol: the field number of the applicant, which is generated after the e-application is made

IBAN (for payment from abroad): CZ 7501000000 2719 2527 0277

SWIFT (BIC): KOMBCZPPXXX

1. Applicants who do not pay the above-mentioned fee will be asked to pay it. If applicants do not pay the fee even within the additional period specified in the request for payment, the admission procedure will be stopped, and applicants will be informed of this in writing.
2. **Completing the high school average in the e-application:** arithmetic average values ​​are calculated from all subjects completed in the 3rd year of high school (1st and 2nd semesters together, excluding the behaviour grade). Averages are calculated to two decimal places. The list of completed subjects from the year or the averages from the school leaving certificate are not given. In the case of completion of extension studies, the average for the 1st year of this study is given (1st and 2nd semesters together, excluding the conduct grade).
3. After paying the above-mentioned fee, applicants will deliver the academic average from the 3rd year of secondary school or the 1st year of extension studies (depending on the circumstances) confirmed by the given secondary school (confirmation of the average can be replaced by providing an officially certified copy of the report card from the 3rd year of secondary school or the 1st year of extension studies) and an officially certified copy of the graduation certificate to the address of the FLCM Study Department:

Faculty of Logistics and Crisis Management of TBU in Zlín, Study Department, Studentské nám. 1532, 686 01 Uherské Hradiště.

A copy of the matriculation certificate must be verified at the matric or the office designated for verification, not at the relevant high school.

1. Deadlines for submitting an officially certified copy of the high school leaving certificate:

* applicants who received their school leaving certificate before the date of submission of the application, submit an officially certified copy of it immediately after obtaining the e-application,
* applicants who did not receive their school leaving certificate before the date of submission of the application, must submit a certified copy of it no later than 7 calendar days before the date of enrolment.

Applicants will be informed about the specific date by the FLCM study department.

1. No parts of the application are returned to applicants.
2. If the applicants' e-application shows deficiencies, they will be invited to eliminate these deficiencies. If the applicants do not remove the mentioned shortcomings of the application even within the additional period specified in the invitation, the admission procedure will be stopped, and the applicants will be informed about this in writing.
3. It is in the interest of all study applicants to check whether the e-application and the above-mentioned fee have been accepted. In case of ambiguities, applicants should contact the FLCM Study Department at the e-mail address: [studium@flkr.utb.cz](mailto:studium@flkr.utb.cz)

**Article 3**

**Admission Procedure and Admission Committee**

1. Only the applicant whose application is in question is a participant in the admission procedure.
2. The admission procedure is started by submitting an e-application.
3. Applicants will not be required to attend the admissions process in person. Entrance exams are waived.
4. The Dean of the FLCM will decide on the admission of applicants based on the recommendation of the admissions committee. The admissions committee (chairman and members) is appointed by the Dean of the FLCM. The proceedings of the admissions committee are closed to the public.
5. **Applicants for study in individual study programs will be accepted according to a waiting list**, which will be compiled in ascending order based on high school averages until the maximum number of accepted applicants determined by the Dean of the FLCM is reached. The number of accepted applicants will be published by the FLCM Dean no later than May 31 of the relevant calendar year. If more than one applicant with the same average is placed in the last place open for admission, all such applicants will be admitted.
6. In the event that applicants do not submit an officially certified copy of their school leaving certificate by the set deadline, a decision will be made to reject them for study due to failure to meet the conditions of the admission procedure.
7. Applicants who fail the matriculation exam and will repeat it in the autumn term, report this fact to the Study Department of the FLCM at the e-mail address:

[studium@flkr.utb.cz](mailto:studium@flkr.utb.cz)

**Article 4**

**Admission of Applicants from Foreign Secondary Schools**

1. Applicants who have successfully completed their secondary education at a **foreign secondary school (except Slovak secondary school)** must proceed in accordance with the Rector's directive *"Rules for the assessment of foreign secondary and higher education in the framework of the admissions procedure at the Tomas Bata University in Zlín"* and the Rector's directive *"Study of foreign students in accredited study programs conducted in a foreign and Czech language at TBU"*, in the valid version, which are published at the web address:

https://www.utb.cz/univerzita/uredni-deska/dokumenty-pro-uchazece/

1. For these applicants, the deadlines for submitting the required documents are the same as the deadlines for submitting an officially certified copy of the school leaving certificate, see Article 2, paragraphs (8) and (9).
2. In the case of acceptance of a foreign applicant, FLCM is not responsible for the timely granting, or non-granting of visas (from countries with which the Czech Republic has a visa obligation). In connection with the late granting of visas and the associated late arrival at FLCM, the applicant is not entitled to concessions from controlled attendance in individual subjects or other concessions from studies.

**Article 5**

**Publication of the Results of the Admission Procedure and the Method of Delivery of the Decision**

1. The results of the admission procedure will be published on the web address [www.eprihlaska.utb.cz](http://www.eprihlaska.utb.cz) by the deadline set by the relevant decision of the FLCM Dean.

**Applicants will receive information** on study enrolment **electronically** to the applicant's contact e-mail.

1. **Applicants proposed for admission** to study will be **electronically** sent a notification of **proposed admission to the contact e-mail.**
2. Applicants admitted to study will be sent a decision on acceptance by post to their address of permanent residence, or delivery (if it differs from the address of permanent residence) or via the TBU electronic information system (if applicants have given their consent to this method of delivery in the e-application). In the case of delivery via the TBU electronic information system, the first day after the decision is made available in the TBU electronic information system is considered the day of delivery.
3. Applicants who are not accepted to study will be sent a decision on non-acceptance by post to their address of permanent residence, or delivery address (if different from the address of permanent residence).
4. Part of the decision on acceptance or non-acceptance also includes justification and instruction on the possibility of filing an appeal against the decision as part of the appeal procedure.
5. If the decision cannot be delivered via postal services, the document will be delivered by public decree in accordance with §25 of Act No. 500/2004 Coll., Administrative Code. Fifteen days after its posting, the document is considered delivered.

**Article 6**

**Appeal Procedure**

1. In accordance with Section 50, Paragraph 5 of the Act, applicants may inspect the applicant's file regarding the admissions procedure only after the decision has been announced. Applicants' admissions files will be stored at the FLCM Study Department.
2. Pursuant to Section 50, Paragraph 6 of the Act, applicants may file an appeal against the decision within 30 days from the date of its delivery. An appeal is submitted to the FLCM dean's office, which can grant the request and change the decision. Otherwise, he will forward the appeal to the TBU Rector. The rector reviews the compliance of the contested decision and the procedure that preceded the issuance of the decision with legal regulations, internal regulations of TBU and FLCM and with the conditions of admission to study established by TBU and FLCM.

**Article 7**

**Final Provisions**

1. The directive was approved by the Academic Senate of FLCM TBU on 6 May 2024. The directive takes effect on the day of approval.

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Ing. Jan Strohmandl, Ph.D. doc. Ing. Zuzana Tučková, Ph.D.

AS FLCM Chairman FLCM TBU in Zlín Dean

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