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| Name: | **Rules and Conditions for the Publicly Announced Admission Procedure for the Academic Year 2025/2026 to Accredited Follow-up Master'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 two-year follow-up master 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/magisterske-studium/>
4. In case of accreditation of a new study program, students will be transferred to a new study program/specialization replacing the original study program they applied for.
5. The admission procedure for the follow-up master's study program and its specializations takes place in two rounds, unless the capacity of the number of applicants admitted to the study program is determined, or specialization filled already after the 1st round of the admission procedure.

**Article 2**

**Conditions for Applicant Registration**

1. Applicants who have successfully completed their university studies or are students in their last year at a university and successfully complete this study by taking the state final exam before enrolling in the subsequent master's study program may apply for studies in the follow-up master's study program.
2. **Applications** for studies in follow-up master 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/magisterske-studium/ When filling out the e-application, applicants choose a study program, specialization 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/magisterske-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.

1. After paying the above-mentioned fee, applicants will deliver **an officially certified copy of the university diploma and the supplement to the diploma, or original confirmation from the study department on the successful completion of university studies, including a list of completed subjects** (not valid for FLCM graduates) 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.**
2. Deadlines for submitting the documents referred to in Article 2, paragraph (7):

- **applicants who have received a university diploma and a supplement to the diploma before the date of submission of the application**, submit their officially certified copies immediately after obtaining the e-application. The supplement to the diploma can be replaced by a list of completed subjects for the entire study in the bachelor's (master's) study program, which will be issued and confirmed by the relevant university. Applicants - graduates of TBU shall document ordinary copies of the diploma and the supplement to the diploma.

- **applicants who did not receive their university diploma** 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 registration for study.**

**Applicants will be informed about the specific date by the FLCM study department.** In the event that, for organizational reasons, the university issues the diploma later than the enrolment deadline, an original confirmation from the study department of the relevant university on the successful completion of bachelor's (master's) studies by taking the state final exam will be required.

**By 31/05/2024 at the latest**, they will provide a statement of completed subjects for the entire study in the bachelor's (master's) study program, including a confirmation of the correctness of the data issued by the relevant university.

- **applicants from FLCM** who have previously successfully completed their bachelor's or master's studies or will successfully complete their bachelor's studies at this faculty in 2024, do not attach proof of completed exams (the study department takes the data from the TBU information system) and do not need to attach a certified copy of the diploma and supplement to the diploma. No application components are returned to applicants.

If the applicants' e-application shows deficiencies, they will be invited to eliminate these deficiencies. If the applicants do not remove the mentioned deficiencies in 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.

1. 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-vedouci@flkr.utb.cz](mailto:studium-vedouci@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 will be accepted gradually (according to the date of submission of the e-application and pairing of the above-mentioned fee with the e-application, including the documentation of all required details at the FLCM) 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 dean of FLCM no later than May 31 of the relevant calendar year.
6. In the event that applicants do not submit an officially certified copy of their diploma by the set deadline, a decision will be made not to accept them to study for failure to meet the conditions of the admission procedure.
7. **If the applicant applies to a study program whose graduate profile does not correspond to the profile of the graduated bachelor's (master's) study program**, the admissions committee, on the proposal of the guarantor of the study program, will determine subjects that the applicant must additionally enroll in the master's study as so-called differential subjects. The list of subjects is given at: <https://flkr.utb.cz/studium/prijimaci-rizeni/magisterske-studium/>
8. In the event of an insufficient number of applicants, the Dean of FLCM may decide not to open the relevant study specialization and form of study.

**Article 4**

**Admission of Applicants from Foreign Universities**

1. Applicants who have successfully completed their higher education **at a foreign university (except a Slovak university)** must proceed in accordance with the Rector's directive *"Rules for the assessment of foreign secondary school and university education in the framework of the admission 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 university diploma, see Article 2, paragraphs (7) and (8).
2. (3) 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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