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Title:	**Rules and Requirements for the Publicly Announced Admission Procedure for the Accredited Bachelor's Programme Risk Management, Taught in English, for the Academic Year 2027/2028**
Place of liability:	Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín
Date of issue:	D.M. 2026
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Issued by:	prof. Ing. Zuzana Tučková, Ph.D., Dean, FLCM UTB in Zlín
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Appendices:	0
Distribution list:	Vice-deans of FLCM, Secretary of FLCM, Chair of Academic Senate, Head of Departments, Study Department of FLCM
Signature of authorized person:	

Article1
General Information

(1) This Directive defines the rules and requirements for the publicly announced admission procedure at the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín (hereinafter referred to as "FLCM" and "TBU" respectively) for admission to the accredited bachelor's degree programme B1022A020003 Risk Management, conducted in the full-time mode of study.
(2) The admission procedure is conducted in compliance with Sections 48–50 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (hereinafter referred to as "the Act"), and in accordance with the Statute of TBU.
(3) Only an applicant who has completed secondary school studies with A-levels or an equivalent qualification may be accepted for studies at FLCM.
(4) The degree programme Risk Management is taught in the English language.

Article 2

Application Form and Requirements

(1) Applicants shall complete and submit an electronic application form available at https://stag.utb.cz/portal/studium/uchazec/eprihlaska.html. Each electronic submission is considered a separate application for studies.
(2) The following documents in English shall be attached to the application:
   a) a verified copy of a secondary school leaving certificate or an equivalent qualification; applicants who have completed their secondary education abroad shall also provide documents required for the recognition or assessment of their previous education in accordance with the relevant Rector's Directive.
   b) a Motivation Letter, expressing the applicant's academic and professional interests related to the field of study,
   c) a certificate proving English language proficiency at a minimum level B2 according to the Common European Framework of Reference for Languages (e.g., IELTS, TOEFL, FCE, CAE),
   d) a Curriculum Vitae.
(3) Applicants who completed their secondary education abroad shall submit officially verified documents, including translations into English. The recognition or assessment of secondary education acquired abroad is carried out in compliance with the relevant Rector's Directive published on the Official Board of TBU.

Article 3
Admission Procedure

(1) The admission procedure is initiated by the delivery of the duly completed electronic application together with all required documents.
(2) If the applicant's e-application shows formal deficiencies and/or if the applicant fails to submit the required documents within the deadlines specified in this Directive, the applicant will be invited to eliminate these deficiencies. If the applicant fails to eliminate the aforementioned deficiencies in the application within the additional deadline specified in the call, the admission procedure will be stopped, of which the applicant will be informed in writing.
(3) The Admission Committee, appointed by the Dean of FLCM, shall assess each application with respect to the formal correctness and completeness of submitted documents and the eligibility of the applicant for admission to university studies.
(4) The admission procedure shall include an entrance examination conducted in the form of an online interview in English. The interview shall assess the applicant's motivation, academic and professional interests related to the chosen study programme, and ability to communicate in English. The detailed assessment criteria and the minimum requirements for successfully passing the entrance examination shall be specified in a separate Dean's Decision, approved and published in accordance with the applicable legal regulations and internal rules of TBU.
(5) The decision on admission shall be based on the recommendation of the Admission Committee, considering compliance with the admission requirements as specified in this Directive and the results of the entrance examination.

Article 4

Number of Admitted Students

(1) The maximum number of students admitted to the bachelor's degree programme Risk Management shall be determined by the Dean of the Faculty of Logistics and Crisis Management in accordance with the faculty's capacity and current accreditation.
(2) The degree programme shall be opened only if at least 10 applicants meet the admission requirements and enrol for study.
(3) The Faculty reserves the right not to open the degree programme if the minimum number of enrolled students is not reached.
(4) In such a case, the students will be issued a decision of non-admission.

Article 5
Decision on Admission

(1) The Dean of FLCM shall decide on the admission or non-admission of applicants based on the recommendation of the Admission Committee.
(2) Decisions on acceptance or rejection will be sent to applicants via the TBU electronic information system. In this case, the document is delivered at the moment when, after the document has been made available to the participant in the proceedings in the TBU electronic information system, the participant in the proceedings logs into the said system. If the participant does not log into it within 10 days from the date on which the document was made available to him in the electronic information system, the document is deemed to have been delivered on the last day of this period. The decision on acceptance or non-acceptance also includes justification and information on the possibility of filing an appeal against the decision within the appeal procedure.

Article 6
Fees
Fee for the Admission Procedure

(1) The fee for actions connected with the admission procedure is in compliance with the current rector's directive. The payment is possible using the payment gateway during the application process at https://stag.utb.cz/portal/studium/uchazec/eprihlaska.html or by bank transfer to the account specified below.

Instructions for payment

Owner of the account: Univerzita Tomáše Bati ve Zlíně
(Tomas Bata University in Zlín)
nám. T. G. Masaryka 5555
760 01 Zlín, Czech Republic

Address of the bank: Komerční banka, a.s., tř. T. Bati 152, 760 01 Zlín, Czech Republic

IBAN for payment from abroad (in EUR): CZ 29 0100 0000 4375 6504 0247
Bank account number (payments in EUR): 43-7565040247/0100

Bank account number (local payments in CZK): 27-1925270277/0100
IBAN for payment from abroad (in CZK): CZ 75 0100 0000 2719 2527 0277

Variable code: 9020602990
Specific code: Application form number, which is assigned after filling in the online application form.
SWIFT (BIC): KOMBCZPPXXX

Tuition Fee for Studies in English

(2) In accordance with Section 58(4) of the Act, the tuition fee for studies conducted in a foreign language at FLCM is set at CZK 60,000 per academic year (or the equivalent amount in EUR according to the exchange rate of the Czech National Bank valid on the day of payment).
(3) The tuition fee shall be paid no later than within 30 days of enrolment on the respective degree programme.

Instructions for payment

Owner of the account: Univerzita Tomáše Bati ve Zlíně
(Tomas Bata University in Zlín)
nám. T. G. Masaryka 5555
760 01 Zlín, Czech Republic

Address of the bank: Komerční banka, a.s., tř. T. Bati 152, 760 01 Zlín, Czech Republic

IBAN for payment from abroad (in EUR): CZ 29 0100 0000 4375 6504 0247
Bank account number (payments in EUR): 43-7565040247/0100

Bank account number (local payments in CZK): 27-1925270277/0100
IBAN for payment from abroad (in CZK): CZ 75 0100 0000 2719 2527 0277

Variable code: 2103602990
Specific code: Applicant's surname, Faculty of Logistics and Crisis Management
SWIFT (BIC): KOMBCZPPXXX

In order to accelerate the financial transaction, it is recommended to make the payment to the account by bank transfer. If the bank transfer order of your bank doesn´t have options for Variable or Specific code fields, please include this information (2103602990, your surname and Faculty of Logistics and Crisis Management) in "Payment Info" or similar Information line.

Article 7
Enrolment

(1) The date and place of enrolment for admitted students shall be published on the official website of the Faculty of Logistics and Crisis Management.
(2) Admitted applicants are required to enrol in person on the specified date.

(3) An applicant who fails to enrol and does not provide a written excuse within the prescribed time limit shall forfeit the right to enrol.
(4) An applicant may excuse himself/herself from enrolment in writing:
   a) before the enrolment date, or
   b) within five working days after the enrolment date, but only in exceptional cases, in particular due to serious health or other comparable reasons.
(5) If the excuse is accepted, the Dean shall determine an alternative date or form of enrolment. If the excuse is not accepted, the applicant shall be informed in writing through the university information system.

Article 8
Appeal Procedure

(1) In accordance with the provisions of Section 50(5) of the Act, applicants may inspect the applicant's file regarding the admission procedure only after the decision has been announced. The files on the applicants' admission procedure will be stored at the Study Department of the FLCM.
(2) According to the provisions of Section 83, paragraph 1 of Act No. 500/2004 Coll., Administrative Procedure Code, applicants may file an appeal against the decision within 15 days from the date of its delivery. The appeal is filed with the Dean of the FLCM, who may grant the request and change the decision. Otherwise, the appeal against the decision shall be forwarded to the Rector of TBU. The Rector shall review the compliance of the contested decision and the proceedings that preceded the issuance of the decision with legal regulations, internal regulations of TBU and the FLCM, and with the conditions of admission to study set by TBU and the FLCM.

Article 9
Final Provisions

The Directive was approved by the Academic Senate of the FLCM on xx. xx. 2026. The Directive enters into force on the date of approval.

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Ing. Jan Strohmandl, Ph.D.
AS FLCM Chairman

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prof. Ing. Zuzana Tučková, Ph.D.
Dean, FLCM TBU in Zlín

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