

Code:	SD/08/2015
Type:	INTERNAL RULE, FACULTY OF TECHNOLOGY
Title:	Directive on Publicly Announced Admission Procedure for the 2016/2017 Academic Year: For the accredited follow-up Master's programme in Chemistry and Materials Technology, degree course in Polymer Engineering, taught in English, full-time mode of study
Liability:	Faculty of Technology, Tomas Bata University in Zlín
Date approved by AS FT:	07. 12. 2015
Effective:	07. 12. 2015
Issued by:	Assoc. Prof. Ing. František Buňka, Ph.D., dean
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In cooperation with:	Ing. Kateřina Sysalová
Pages:	3
Appendices:	0
Distribution list:	Vice-Deans, Secretary, Chairperson of Academic Senate, Heads of Departments, Heads of Offices at the Faculty of Technology
Signature of the authorized person:	



1. General Information

- 1.1** Applicants who have duly completed a Bachelor's course in a similar specialization are eligible for admission to study in the follow-up Master's course. Admission to study is based on admission procedures which are publicly announced in compliance with § 49, Paragraph 5 of the Act No. 111/1998 Coll.
- 1.2** Applications for studies in the above-mentioned degree course shall be submitted to the International Office, Tomas Bata University in Zlín (hereinafter referred to as "TBU in Zlín"), nám. T. G. Masaryka 5555, 760 01 Zlín, Czech Republic, **by 27 May 2016**, and that only in writing (on the relevant printed form). Every applicant must complete the Application to Study form in English, available on the website (www.utb.cz, English version, Menu Item: "International" → "Degree Studies in English" → "Follow-up Master's Programmes").
- 1.3** The appendices specified in the form available on the above-mentioned website must be attached to the Application Form to be sent to the International Office (i.e. a notarised copy of the Bachelor's Diploma Certificate and the Diploma Supplement attached to the higher education diploma or another documentary proof of completion of university-level education, including a list of the grades attained in the course units studied, translated into English; a verified copy of the recognition of university-level education completed abroad and of qualifications acquired abroad, a verified copy of any certificates issued relating to Examinations in the English language passed at least at the B2 level (in accordance with the relevant Rector's Directive currently in force), a recommendation letter, and a CV). If the applicant completes his/her Bachelor's studies later than **27 May 2016** (no later however than **30 June 2016**), then, for the purposes of the admission procedure, the applicant is

required to submit a list of the grades attained in course units completed by **27 May 2016** including the translation into English as well as a confirmation issued by the relevant higher education institution in English regarding the expected date of the final examination and the date of issue of the diploma. Immediately after receiving the above-mentioned documents the applicant is required to send them to the International Office of TBU in Zlín without delay.

- 1.4 Receipt of the Application to Study initiates the admission procedure at the University.
- 1.5 The Admission Committee, which submits proposals for the acceptance of applicants, is nominated by the Dean of the Faculty of Technology of TBU in Zlín (hereinafter referred to as “FT”). The Committee submits its proposals regarding applicants to be admitted on the basis of the results of the admission procedure and of the submitted documents. The Dean decides upon the admission of applicants.

2. Form and Specifications of the Admission Procedure

Applicants shall be exempt from entrance examinations for the above-mentioned degree course.

Applicants who fulfil the requirement regarding the similarity of the Bachelor’s course completed will be ranked according to their averaged results achieved during their study in a Bachelor’s course (grade point average - GPA). Applicants who fail to fulfil the requirement of completing a Bachelor’s course in a similar specialization shall not be included in the ranking.

3. Numbers of Admitted Applicants

The maximum number of applicants to be admitted to the degree course is 20. The course will only be opened when the minimum number of applicants is 10.

Applicants ranked among the first 20 (inclusive) who have duly submitted all of the required documents prior to the sitting of the Admission Committee **shall be admitted**.

Applicants ranked among the first 20 (inclusive) who, however, fail to submit the required documents by the date on which the sitting of the Admission Committee takes place **shall be proposed for admission**. They **shall be admitted** once they have submitted all required documents by the date set by the Dean.

Should more than one applicant be ranked in the 20th place, all with the same averaged results (GPA), then all applicants who have achieved these averaged results shall be admitted or proposed for admission.

4. Publication of Results

Applicants will receive the Decision issued by the Dean of FT in writing; the Decision will be sent by the International Office, Rectorate, TBU in Zlín immediately after the sitting of the Admission Committee takes place, and that no later than **22 June 2016**. The Decision on admission or on non-admission of an applicant to study must include the grounds for decision and guidance on how to submit an appeal for a review of the Decision. If the Decision fails to be delivered, it will be posted on the electronic official board of TBU in Zlín. The date of its posting on the electronic official board is considered to be the delivery date.

The enrolment for studies shall take place no later than **12 September 2016**; the exact date will be sent to students admitted to study together with the Decision on Admission to Study. In justifiable cases, the enrolment date may be set individually, based on the written request

of the applicant.

5. Payment of Tuition Fees

- 5.1 The fee set for the 2016/2017 academic year amounts to CZK 75,000 and **must be paid within 15 days of the date of enrolment.**

Payment details:

Beneficiary's account name: Univerzita Tomáše Bati ve Zlíně, nám. T. G. Masaryka 5555,
760 01 Zlín, Czech Republic

Variable Code: 29-0360-2930

Payment details: Applicant's last name, Faculty of Technology

Bank name and address: Komerční banka, a.s., tř. T. Bati 152, 761 20 Zlín, Czech Republic

SWIFT (BIC): KOMBCZPPXXX

Bank account No. (for payments in EUR):

43-75-6504-0247/0100

IBAN: CZ29 0100 0000 4375 6504 0247

Bank account No. (for payments in CZK):

27-19-2527-0277/0100

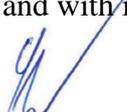
IBAN: CZ75 0100 0000 2719 2527 0277

- 5.2 Refunds or reductions in fees are specified in the relevant Rector's Directive currently in force.
- 5.3 The fees stipulated in Article 5.1 shall be valid during the entire period of studies of the applicant admitted to study, in the given type of study.

6. Miscellaneous

Applicants may, in accordance with § 50, Paragraph 6 of the Act No. 111/1998 Coll., on Higher Education Institutions, view all their materials which are of importance for the decision on their admission to study, and that after the publicising of the results of the admissions, upon a written request and during the time about which they will be informed in writing.

An applicant may apply for a review of the decision within 30 days of the day of its delivery (see above). The request shall be submitted to the Dean of the Faculty of Technology of TBU in Zlín, who issued that decision. The Dean has the authority to decide to grant the request and change the decision. The Dean can as well forward the request for a decision to the Rector. During a review of a decision on admission to study it is examined whether the decision has been issued in contradiction with the Act, with internal regulations of TBU in Zlín and with internal regulations of the Faculty of Technology.


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Ing. Michal Staněk, Ph.D.

Chairperson of Academic Senate, FT




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Assoc. Prof. Ing. František Buňka, Ph.D.

Dean, FT

I approve the fee amount set for studies in a foreign language:


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Prof. Ing. Petr Sába, CSc.

Rector of TBU in Zlín