

THE RULES OF THE ADMISSION PROCEDURE FOR THE STUDY IN BACHELOR AND THE FOLLOW-UP MASTER DEGREE PROGRAMMES FOR THE ACADEMIC YEAR 2019/2020

The rules of the admission procedure for the study in Bachelor and follow-up Master degree programmes of the University Degree Programmes are based on Sections 48 to 50 of Act 111/1998 Coll. "The Act on Higher Education Institutions and on Amendments to Other Acts" and the Statute of the VŠB - Technical University of Ostrava.

1. Bachelor degree programme

In the academic year 2019/2020, at VŠB-TU Ostrava, it is possible to study in Bachelor degree programme Nanotechnology with the field of study **Nanotechnology in the full-time study form, in the Czech language and the English language.**

The study takes place exclusively at the seat of the faculty.

The condition of admission to study in Bachelor degree programmes is to achieve secondary education with the secondary school-leaving examination. In the course of the admission procedure, particular attention will be paid to the study results at the secondary school, including the results of the state secondary school-leaving examination (if the candidate has taken it).

Foreigners (it does not apply to citizens of the Slovak Republic) may be admitted to study in the Czech language under the same conditions as domestic candidates if they can prove validation of their secondary school qualification and have successfully passed the Czech language examination at some of the accredited institutions at least at B1 level. Foreigners (it does not apply to citizens of the Slovak Republic) will submit an officially certified copy of the validation supplement as soon as possible, not later than 13 September 2019 (<https://www.vsb.cz/en/study/study-in-ostrava>).

Citizens of the Czech Republic and the Slovak Republic who have completed the secondary school abroad will submit an officially certified copy of the validation supplement as soon as possible, not later than 13 September 2019 (<https://www.vsb.cz/en/study/study-in-ostrava/>).

In the case of Bachelor degree programmes realized in the Czech language, the tuition fee does not apply. For Bachelor degree programmes in the English language, the tuition fee is paid in accordance with Article 9 (9) of the VŠB-TUO Statute. The tuition fee for a Bachelor degree programme in a foreign language is EUR 3,500 for each academic year. <https://www.vsb.cz/en/study/study-in-ostrava/>.

In the case of the study in the English language, it is sufficient to provide evidence of higher education in English, otherwise, the candidate must provide a certificate at B1 level (e.g. TOEFL or IELTS). Detailed information is available at <https://www.vsb.cz/en/study/study-in-ostrava/>.

The study is also offered to disabled students. A specific degree programme suitable for disabled candidates must be consulted in advance at the study office (petra.barczikova@vsb.cz).

Candidates for the study have the opportunity to get acquainted with the individual degree programmes during the **Open Door Day**, which will take place on **25 January 2019 at the VŠB-TUO campus in Ostrava-Poruba**.

1.a Type of the form for the application to study

The application is available through the electronic form, which is available on the VŠB-TUO web portal (<http://uchazec.vsb.cz>). **The electronic application must be printed and signed, the secondary school study results must be confirmed by the school headquarters, and the paper form with the other documents must be sent to the FMT study office (see 1.b)! The electronic application will become valid on the day the study office receives its paper form.**

The application is filled in all the fields, the results of the study are confirmed by the secondary school headquarters. A medical certificate is not required. In the application, the candidate will include the name of the degree programme and the field of study s/he is interested in. For a study field completed at the secondary school s/he will state the study fields codes (JKOV, KKOV, IZO - listed on the school reports). In the application, the candidate will indicate the **average grade** for each year of study according to the annual school reports. In the last year, if the candidate has not passed the secondary school-leaving examination, s/he will indicate the average grade according to the semi-annual school report. Candidates who have already passed the secondary school-leaving examination will fill in the average grade according to annual school reports, including the secondary school-leaving certificate.

If these conditions are not met, the application will be removed from the admission procedure.

1.b The method and deadline for submitting applications

The deadline for submitting applications is in **the first round is 1 December 2018 - 31 March 2019**, in the second round **1 April - 10 August 2019**. (For applications sent by the postal service, the date of posting is decisive.)

The address for submitting applications is:

**Vysoká škola báňská – Technická univerzita Ostrava
(VŠB – Technical University of Ostrava)
Studijní oddělení FMT (FMT study office)
17. listopadu 15/2172
708 33 Ostrava-Poruba**

1.c The amount of the fee for the acts associated with the admission procedure, form and period of payment

The administrative fee for the admission procedure is **CZK 500**. **The administrative fee is irreversible at any stage of the admission procedure!**

The fee can be paid via the Electronic Payment System (EPS) at eps.vsb.cz. Payment can also be made by bank transfer:

-payment order	
account name:	Vysoká škola báňská - Technická univerzita Ostrava
account number:	100954151/0300
constant symbol:	0308
variable symbol:	generated by the electronic application
bank:	ČSOB, a.s., branch Ostrava - Poruba, Hlavní tř. 703, POST CODE 708 39

A copy of the proof of payment or confirmation of the payment transfer must be enclosed to the paper form of the application. In the case of payment via Electronic Payment System (EPS), no proof of payment is required.

The fee must be paid no later than on the date of submission of the paper form of the electronic application, it is paid exclusively by payment to the account, payment being the moment of crediting the amount to the account.

1.d Method of proof of the education required by law

The average grade in each year of the secondary school is confirmed by the relevant secondary school at which the candidate will take the secondary school-leaving examination. A candidate who does not apply directly from the secondary school documents the data on the education by copies of the annual school reports and an officially certified copy of the secondary school-leaving certificate. Candidates who will have not passed the secondary school-leaving examination by the time of filing the application will provide an officially certified copy of the secondary school-leaving certificate and a copy of the annual report as soon as possible, not later than 13 September 2019, to the study office.

Foreigners submit an officially certified copy of the validation supplement as soon as possible, not later than 13 September 2019 (it does not apply to citizens of the Slovak Republic). Citizens of the Czech Republic and the Slovak Republic who have completed the secondary school abroad submit an officially certified copy of the validation supplement as soon as possible, not later than 13 September 2019.

If the candidate states the title before or after the name, s/he will also provide a copy of the diploma as proof of the highest level of education.

1. e Decisive evidence of prerequisites for study

The decisive factors that demonstrate the prerequisites for study are:

- secondary school study average;

- secondary school-leaving examination results.

The admission procedure consists of an assessment of the results of the candidate's study at the secondary school, including the results of the state secondary school-leaving examination, if the candidate has taken it, and administrative acts. Candidates will be admitted according to the study results at the secondary school, including the results of the state the secondary school-leaving examination (if the candidates have taken it).

1.f Binding deadlines and deadlines for the admission procedure

The first round of the admission procedure

Deadline for applications in the first round of the admission procedure	31 March 2019
Admission committee meeting	20 April 2019 at the latest
Enrolment for the study	August, September 2019

The second round of the admission procedure

Deadline for applications in the first round of the admission procedure	10 August 2019
Admission committee meeting	15 August 2019 at the latest
Enrolment for the study	August, September 2019

1.g The maximum number of candidates

The expected maximum number of candidates to be admitted to the study in the 1st year of Bachelor study:

Full-time Bachelor study – study in the English language	15 students
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1.h Method of notifying candidates of the outcome of the admission procedure

Written notification of the result of the admission procedure will be sent to the candidate within 30 days after the date of the meeting of the admission committee by consignment to his/her own hands to the contact address. The candidate has the right to view all materials relevant to the decision on his/her admission to study within 15 days of receiving the notification of the admission procedure results at the FMT study office. No duplicates or copies of these materials are provided.

Submission of an application for review of the decision is governed by Act No. 111/1998 Coll., On Higher Education Institutions (Section 50, Subsections 6, 7).

Within 15 days after the completion of the admission procedure, the Faculty will publish a report on the course and results of the admission procedure within on the Faculty web portal (<https://www.fmt.vsb.cz>) in accordance with section 50 Subsection 9 of the Act.

1. i Contact

VŠB – Technical University of Ostrava
FMT study office

Bc. Petra Barcziková
17. listopadu 15/2172
708 33 Ostrava-Poruba
tel. 597325558
e-mail: petra.barczikova@vsb.cz

2. Master degree programme

In the academic year 2019/2020, at VŠB-TU Ostrava, it is possible to study in Master degree programme **Nanotechnology** with the field of study **Nanotechnology in the full-time study form, in the Czech language and the English language**

Graduates from the Bachelor's and Master's degrees can apply for the admission procedure. Graduates from Master's studies can also apply for the study in Master's degree fields of study.

The condition of acceptance for the study in the Master's degree programmes is successful graduation from a Bachelor's degree study in the same or similar degree programme completed with the state final exam, together with completing the profile subjects necessary for the particular degree programme.

During the admission procedure, the following will be considered:

- if the applicant completed the profile subjects necessary for the particular degree programme during his/her previous Bachelor's study
- similarity of the degree programme to which the applicant applies and the field of study which s/he studied in the previous Bachelor's study;
- study results of the previous Bachelor's study

Foreign students can be accepted to the study in accordance with the Statute of VŠB – Technical University of Ostrava. Foreign students (excluding residents of the Slovak Republic) can be accepted to study a degree programme in the Czech language under the same conditions as the national applicants after having successfully passed the exam from the Czech language on a relevant accredited institution with the minimal result of B1 level.

Foreign students have to deliver a confirmation that they requested a recognition annex to the application form and an officially authenticated copy of the recognition annex not later than September 13th, 2019 (not applicable for the residents of the Slovak Republic). Residents of the Czech Republic and the Slovak Republic, who completed a secondary school in a foreign country, have to deliver a confirmation that they requested a recognition annex to the application form and an officially authenticated copy of the recognition annex not later than September 13th, 2019.

No school fees apply to fields of study within the Master's degree programmes taught in the Czech language at the Faculty of Materials Science and Technology. To fields of study within the Master's degree programmes taught in the English language, school fees apply at the Faculty of Materials Science and Technology according to the Art. 9 Par. 9 of the VŠB-TUO Statutes.

In the case of study in the English language, it is sufficient when the applicant proves that s/he acquired education of a university level in the English language, or s/he has to deliver a certificate proving his/her knowledge of the

English language at the B1 level (e.g. TOEFL, or IELTS). Detailed information can be found at the website <https://www.vsb.cz/en/study/admissions/>

The applicants for study have the possibility to acquaint themselves with the individual degree programmes and branches **during the Open Day, which will be held on January 25th, 2019 in the area of VŠB-TUO in Ostrava-Poruba**, as well as at the faculty website: <https://www.fmt.vsb.cz>

2.a Type of the study application form

The application form has to be sent in the electronic form. It is available on the web portal of the VŠB – TUO (<http://uchazec.vsb.cz>). Together with submitting the electronic application form, it is necessary to print the form out and sign it and send it together with all the necessary documents to the Faculty of Materials Science and Technology Study Department (See 2.B, D)!

The electronic application form takes effect as at the day in which the printed application form is delivered to the study department. Medical examination is not required.

In the case when the above mentioned conditions are not met, the application form will be excluded from the admission procedure.

2.b Method and deadline for application forms submissions

The deadline for submitting applications is in **the first round is 1 December 2018 - 31 March 2019**, in the second round **1 April - 10 August 2019**. (For applications sent by the postal service, the date of posting is decisive.)
The address for submitting applications is:

**Vysoká škola báňská – Technická univerzita Ostrava
(VŠB – Technical University of Ostrava)
Studijní oddělení FMT (FMT study office)
17. listopadu 15/2172
708 33 Ostrava-Poruba**

The applicant will be notified of the acceptance of the application form:

- by sending of acceptance notice, recommendation for acceptance or non-acceptance together with other information,

will require the signature of the applicant and will be delivered to the permanent address of the applicant.

2.c Admission fee connected with the admission procedure, the form and deadline of payment

The admission fee for the admission procedure is CZK 500. The admission fee is non-refundable in all the phases of the admission procedure!

The admission fee can be paid:

- by money transfer	
account name:	Vysoká škola báňská - Technická univerzita Ostrava
account number:	100954151/0300

constant symbol:	0308
variable symbol:	generated on the electronic application form
bank:	ČSOB, a.s., office Ostrava - Poruba, Hlavní tř. 703, postcode 708 39

Copy of the evidence of payment or the receipt in the case of money transfer has to be enclosed to the acceptance form even in the case of using of the electronic acceptance form!

2.d Documentation of the acquired education required by law

Applicants for a study in the Master's degree programme have to deliver:

- I. an officially authenticated copy of the diploma as an evidence of acquiring the Bachelor's degree (Bc.)
An officially authenticated copy of the diploma is not required from those applicants who completed the Bachelor's study at some of the faculties of VŠB-TU Ostrava. Detailed information can be found at the website <https://www.vsb.cz/en/study/admissions/>
- II. an original of printout of all the subjects completed during the previous study in a Bachelor's or Master's degree programme or its officially authenticated copy
- III. a copy of the Diploma supplement.
- IV. syllabus of the subject which is to be recognized.

Applicants, who have not passed the state final exam by the time when they submit the application forms, have to enclose to the application form a printout of exams from the previous Bachelor's study (see 2d II) and the syllabus of the subject (see 1d IV). Copies of the diploma and the diploma supplement have to be delivered not later than September 13th, 2019.

In the application form applicants fill in the grade point average from the first to the last but one semester of the Bachelor's study. This should be calculated as an arithmetic average of the scores from all the subjects which were evaluated with a grade.

Applicants, who have not completed a Bachelor's study, but have completed a "long" Master's study, fill in the grade point average of the previous university study calculated as an arithmetic average of the scores from all the subjects which were evaluated with a grade.

2. e The crucial facts illustrating presuppositions for the study

The crucial facts illustrating presuppositions for the study are, above all:

- whether the applicant has completed the profile subjects necessary for the particular degree programme during his/her previous Bachelor's study;
- similarity of the degree programme to which the applicant applies and the field of study which s/he studied in the previous Bachelor's study;
- study transcript from the previous Bachelor's study.

The admission procedure consists of consideration of correspondence of the subjects which the applicant studied in his/her previous Bachelor's study with the

profile subjects determined for the individual degree programme. The admission procedure further consists of consideration of similarity of the field of study to which the applicant applies and the field of study which the applicant studied in the Bachelor's study, of consideration of the transcript of study of the applicant in the previous Bachelor's study and of administrative tasks.

Similarity of the fields of study will be considered individually.

The necessary condition for admission for the study in the Nanotechnology Master's degree programme is previous completion of the profile subject Mathematics completed with an exam, whereas this subject has to correspond to the content of the subjects Mathematics I and Mathematics II of the Bachelor's study at the Faculty of Materials Science and Technology at least in 70%.

Study transcripts are considered according to the arithmetic average of the continuous results of the Bachelor's study from the first to the last but one semester.

Identity of the profile subjects is considered by the guarantors of the individual degree programme on the basis of the submitted syllabus of the subject which is to be recognized. The required similarity of the compared subjects is 70% at minimum.

2.f Mandatory deadlines for the admission procedure

The first round of the admission procedure

Deadline for applications in the first round of the admission procedure	31 March 2019
Admission committee meeting	20 April 2019 at the latest
Enrolment for the study	August, September 2019

The second round of the admission procedure

Deadline for applications in the first round of the admission procedure	10 August 2019
Admission committee meeting	15 August 2019 at the latest
Enrolment for the study	August, September 2019

2.g The maximum number of candidates

The expected maximum number of candidates to be admitted to the study in the 1st year of study:

Full-time study – study in the English language	15 students
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2.h The method of notification of applicants about the results of the admission procedure

The written notification about the results of the admission procedure is obtained by the applicant within 30 days from the day of meeting of the admission

committee. It is delivered to the permanent address of the applicant and requires his/her own signature.

The applicant has the right to consult all the materials relevant to the result of his individual admission procedure at the Faculty of Materials Science And Technology study department within 15 days from the day of delivery of the notification about the result of the admission procedure. However, the materials cannot be transcribed or copied.

Possible submission of the request to review the admission decision is governed by the Higher Education Act no. 111/1998 (Section 50 Subsections 6, 7).

The report on the process and results of the admission procedure, according to Section 50 Subsection 9 of the Higher Education Act, will be published on the web portal of the faculty (<https://www.fmt.vsb.cz>) within 15 days from the end of the admission procedure.

2. i Contact

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