

## **TBU Directive – Publicly Announced Admissions Proceedings for the academic year 2017/2018**

For the **Bachelor's Degree** study programme: **Philology**, Course: **English for Business Administration** (full English version), Form of studies: **Full-time**.

Approved by the Academic Senate of Faculty of Humanities of TBU in Zlín on Oct. 19, 2016.

The Czech version of this TBU Directive is equal to its English version

### **1. General information**

1.1 The study programme is realized directly by Faculty of Humanities of Tomas Bata University in Zlín (hereinafter referred to as FHS). Publicly Announced Admissions Proceedings are governed by Art. 48–50 of the Act. No. 111/1998 on the Higher Education Institutions and on Amendment and Supplement to Some Other Acts (hereinafter referred to as the Act). The tuition fees amount to 50,000 (fifty thousand) CZK or the equivalent sum in EUR per year for the academic year 2017/2018, in accordance with Art. 58, Para 5 of the Act. The details of payment are given further in this directive.

1.2 Written applications to study in this study programme must be mailed to the TBU International Affairs Department, nám. T. G. Masaryka 5555, 760 01 Zlín **by May 31, 2017 (deadline)**. The applicant will fill a form available at <http://utb.cz/international/philology> in English and will indicate the type and form of study. Integral components of the application are Curriculum Vitae in English and other documents specified in the application form. Verified documents which prove the completion of the required education and also a notary verified copy of the language certificate in case stated in paragraph 2 letter b) must be submitted. These notary verified documents are subject to **nostrification** and must be submitted together with the application form. The requirements for how to prove and how to nostrify a graduate diploma from abroad are specifically stated in the Act and in Rector's directive Recognition of Secondary and Higher Education and Qualification Acquired Abroad, published on the university Official Board: <http://www.utb.cz/international/rules-and-regulations>. Delivery of the application to study initiates the admissions proceedings by the university.

1.3 The University Admission Proceedings Committee, which submits suggestions regarding the acceptance of successful applicants based on the written test and documents presented, in case 2a) also based on the entrance examination results, will be named by May 15, 2017 by the Dean of FHS, who will decide on the acceptance of the applicants.

### **2. Conditions for admission**

The following high school graduates can be admitted:

2a) high school graduates who passed the final examination or an equivalent exam at a foreign school. An entrance exam invitation together with the topics for the entrance examination (including samples of the test) and the exact date and place when and where the examination takes place will be mailed to these applicants. An alternative date will not be provided. Applicant identity must be proven by a valid personal identification card (občanský průkaz or passport)

before the start of the examination, and also during it when asked for. The entrance examination has the form of a written test in English. The test takes 60 minutes and includes grammar, vocabulary, reading comprehension, and also writing on a given topic.

Every task is evaluated individually; the maximum number of points is 50. Those who achieve at least 30 points pass the examination and will be ranked according to the achieved scores. Other applicants fail the entrance examination. An applicant can not be admitted without the entrance examination if he/she does not fulfil the condition in paragraph 2b).

2b) high school graduates who passed the final examination at a high school or an equivalent exam at a foreign school and who have an English exam certificate of level B2 or higher (issued max. 5 years ago), for example Test of English as a Foreign Language (TOEFL), First Certificate in English (FCE), Cambridge Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), City & Guilds. In this case, the applicants are exempt from entrance examination, and their admission is based on a notary verified proof of completed education of the required level, and on a notary verified copy of the English exam certificate clearly demonstrating that the student passed the exam within the last 5 years.

### **3. Applicant rankings**

Applicants who passed the requirements as stated in paragraph 2b above will be ranked according to the levels of their certificates, and placed at the top of the list of applicants. Applicants (who passed the requirements as stated in the paragraph 2a above) will be ranked according to the sum of the points they acquired in the written test in English and they will be added to the list next to those mentioned above. The number of admitted students will be decided by the Dean before the results announcement. **The minimal number of students** needed for the commencement of the study programme is **15** (those applicants who meet all the requirements for admission).

### **4. Publication of results**

The results of the University Admissions Proceedings process will be made public by July 10, 2017 via the Information System of the TBU. The applicants will be sent a decision letter immediately after the session of the admission committee. A part of the admissions results is their justification as well as guidance about the possibilities to appeal. If it proves impossible to deliver the decision, it will be published on the Official Board of the FHS. The date of publication shall be considered to be the day of delivery. The day of enrolment is September 18, 2017, and the admitted applicants must attend it personally.

### **5. Tuition fees payment**

The tuition fees in the amount of 50,000 (fifty thousand) CZK, or the equivalent in EUR for the first year of study, are payable: 50 % before the beginning of the academic year (September 1, 2017), and 50 % by the day of enrolment at TBU. For the payment in CZK, the fee should be addressed to the bank account 27-1925270277/0100, IBAN: CZ7501000000271925270277. For the payment in EUR, the fee should be addressed to the bank account 43-7565040247/0100, IBAN: CZ2901000000437565040247, variable symbol: 6903602930, specific symbol: student's personal number. For the payment from abroad: SWIFT (BIC): KOMBCZPPXXX, Bank's name and address: Komerční banka a.s., tř. T. Bati 152, 761 20 Zlín. The account owner is TBU in Zlín, nám. T. G. Masaryka 5555, 760 01 Zlín, Czech Republic. The payment of the full fee is a

condition of enrolment at TBU; the document proving the payment must be submitted on the day of the enrolment at university. The annual fee stays the same for the entire period of study. The fee may be cancelled and returned according to the Rector's directive Studies of International Students and Students That are Citizens of the Czech Republic in Degree Programmes Taught in a Foreign Language.

## **6. Final provisions**

The applicant can access the file only after the decision is announced.

The higher education institution can let the applicant access the copy instead of the original. The decision of admission or of rejection to study must be issued within 30 days after the verification of the conditions according to Art. 50, Para 4 of the Act. After the decision is announced, the applicant has 30 days to appeal against the decision to the Rector. The Rector will examine the agreement of the decision and admission proceedings with the legal documents, with the university proceedings, with the faculty proceedings and with the admission conditions set by the university or faculty.

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Chairperson, Academic Senate, FHS

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Tuition fees approved by

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