



*The Ministry of Education, Youth and Sports registered, in compliance with § 36, paragraph. 2 and paragraph 4, § 41, paragraph 2 and § 87, Letter a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act, under reference number MSMT-4914/2017-1, dated the 28th of March 2017, this **Directive governing Admissions Requirements and Procedures for acceptance to Moravian Business College Olomouc study programs.***

## **ADMISSION REQUIREMENTS AND PROCEDURES DIRECTIVE**

Version: 1

Valid from: The day of registration with the Ministry of Education, Youth and Sports

Proprietor of this activity: the Study Department

The Guarantor of the Process: the Vice-Rector for Study and Pedagogical Affairs

Checked by: the Quality Manager

Approved by: **RNDr. Josef Tesařík, the Director**



## **Article 1**

### **Introductory Provisions**

This directive establishes the rules for the process of the admission proceedings and dictates the conditions for the acceptance of applicants for study at Moravian Business College Olomouc (hereinafter referred to as “MVSOU”).

## **Article 2**

### **Admission Procedure Information**

Admissions procedures are conducted in accordance with the current version of Act No. 111/1998 Coll., on Higher Education Institutions and the Administrative Code. Information and details regarding admission procedures and the current offer of study programs are regularly published on MVSOU website: <https://mvso.cz/en/> in the section “Information for Applicants” where interested parties can also find the date of Open House Day at MVSOU.

## **Article 3**

### **Terms for the Submission of Study Applications**

The Vice-Rector for Study and Pedagogical Affairs always sets the dates for the admissions process by the 30th of August for the upcoming academic year:

- a. the beginning and the end of the period for the submission of study applications to MVSOU,
- b. the number and the exact dates of individual rounds of the admission process.

## **Article 4**

### **Study Application**

- a. The MVSOU study application is to be submitted both electronically as well as in writing.
- b. The electronic study application form is available on MVSOU website in the section “Information for Applicants” where one can also find supplementary information about MVSOU’s admission procedures. A link leads the applicant into MVSOU’s IS/STAG system (Applicant – E-application section).
- c. The applicant is required to, upon having filled in all data into the electronic application form, print it out and sign it. By means of this signature, the applicant expresses consent to the use of personal data for the purposes of the admissions process as well as statistical reporting and, if the student is accepted for study at MVSOU, also for record-keeping regarding the student. MVSOU does not require a doctor’s report on the state of health of the student.



- d. If the student does not submit a printed and signed application form to the study department together with proof of payment of the fee for the procedures associated with the admissions process, the study application is not considered to have been properly submitted and the admission process will not begin.

## Article 5

### The Admission Procedure Administration

In the course of the admissions process, the applicant must submit, by the end of the given submission period, the following mandatory documents:

- a. a structured CV
- b. a cover letter
- c. a notarised document proving previous education.

Upon acceptance to the Bachelor's study programme, the applicant provides a notarised copy of the secondary education completion (for example, a high school diploma, a school-leaving examination result or the like), which proves that the applicant has completed middle school or trade school.

Students from countries other than the Czech Republic, who did not complete their secondary education in either the Czech or the Slovak Republics, must submit, in addition to a notarised copy of proof of completion, also a notarised copy of its nostrification and a document proving official recognition that this foreign secondary school education is at the same as or an equivalent level to Czech or Slovak secondary school education in accordance with proclamation No. 12/2005, Coll.

No applicant can be admitted to studies at MVS0 without the above-listed documentation. If the applicant cannot, within the admissions period, submit documentation of previous education, it must be submitted as soon as possible thereafter, but no later than the date of MVS0 study enrolment.

For acceptance to the Master's study programme, the applicant must submit a notarised copy of a diploma as proof of having completed previous education in any type of college study program.

Foreign applicants, who acquired their education elsewhere than in the Czech or Slovak Republics, must prove the education they have acquired by means of a notarised copy of a diploma, a grade report or similar document published by a college abroad, or a notarised copy of a diploma supplement and additional information proving the fact that the study program was completed at an institution accredited to provide education at the college level in accordance with the Act on Higher Education Institutions and also showing the content of college studies completed abroad.

If necessary, the applicant will attach a notarised translation of the above-indicated documents.



## **Article 6**

### **Admissions Procedures**

The admissions process begins when an applicant submits a printed and signed application form to the study department together with a proof of payment of the admissions procedure fee before the end of the admissions period.

- a. If the applicant does not submit all of the documentation for the admissions process in accordance with Article 5, the Study Department will, after the deadline for the given round, call upon the applicant to fulfil any requirements still needed and will set a reasonable deadline for the submission of missing documentation.
- b. Based upon the internal evaluation system, the Vice Rector for Study and Pedagogical Affairs will issue a recommendation to either accept or reject the applicant, which will be passed on to the Rector, who will decide no later than 30 days after the end of the given round as to the acceptance or rejection of the applicant for study.
- c. A decision to accept or reject an applicant for study is prepared by the study department in writing and is delivered directly into the hands of the applicant. If the applicant provides information about a personal data box, the decision can be delivered via a data network in accordance with the Administrative Code (in accordance with §20, Point 1.)
- d. A proposed contract in duplicate regarding the facilitation of studies is sent simultaneously with the decision on acceptance for studies and a cover letter for the applicant, which contains information on the conditions for and the dates of MVSOU study enrolment.
- e. If the applicant is unable to, in the course of the admissions process, provide documentation of previously acquired education, it is mandatory to provide it as soon as possible, by the MVSOU study enrolment date at the latest. If no document proving previous education is provided, the admissions decision becomes invalid.

## **Article 7**

### **Study Enrolment by the Applicant**

The study enrolment of the applicant can take place only if the conditions listed below are fulfilled:

- a. documentation proving the level of previously acquired education (if the applicant has not already submitted this within the framework of the admissions process),
  - for Bachelor's studies – a notarised copy of a high school diploma, school-leaving exam or equivalent,
  - for Master's degree study – a notarised copy of a college/university diploma,
- b. the signing of a contract facilitating study,



- c. the payment of the study fee, the amount of which is set forth in the contract negotiated between the student and the College.

Study enrolment takes place on the dates set forth in the current schedule for the given academic year. If the student cannot enrol in person and that neither on the regular date, nor on an alternative date, it is possible for an entrusted person to enrol the student, based on a letter of authorisation or a power of attorney.

## **Article 8**

### **Appeals Procedure**

A study applicant who is not accepted can appeal such a decision within thirty days of its serving. In an appeal proceeding, the Rector investigates whether the initial decision is valid and in accordance with current law and other MVSU internal regulations. A decision regarding such an appeal is prepared in writing and delivered directly into the hands of the applicant.

## **Article 9**

### **Admissions Proceedings Record**

In accordance with §50, paragraph 9 of the Act and Proclamation No. 343/2002, Coll., on the procedures and conditions for the publication of the course of the admissions proceedings at higher education institutions as amended will be published by MVSU no later than 15 days after the completion of the admissions process on the status of the admissions proceedings. This announcement is published on the official notice board of MVSU's web page in the section Study and Pedagogical Affairs.

## **Article 10**

### **Force and Effect**

This directive takes effect in accordance with § 36, Paragraph 4 and § 41, Paragraph 2 of the Act No. 111/1998 Coll., on Higher Education Institutions, and also based on alterations and amendments to further valid Acts (the Act on Higher Education Institutions). It enters into force on the date of its registration with the Ministry of Education, Youth and Sports.