

The Ministry of Education, Youth and Sports has registered, pursuant to Section 36(2) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), under No. MSMT-xx/2025-x Regulations of the admission procedure at the Silesian University in Opava as of the date of signing the registration

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Mgr. Vojtěch Tomášek
Director of the Department of Higher Education



Admission procedure regulations at the Silesian University in Opava of ... 2025

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PART ONE

BASIC PROVISIONS

Article 1

Introductory provisions

- 1) In accordance with Sections 48 to 50 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (the Act), the Admission Procedure Regulations of the Silesian University of Opava (hereinafter referred to as the University) regulate the admission of applicants to study at the University, including the appeal procedure.
- 2) These Regulations shall apply to all types of study programmes implemented by a faculty or the University together with a higher education institute (hereinafter referred to as "institute").
- 3) In the case of a study programme carried out by a university together with an institute, the authority and powers of the dean shall be exercised by the director of the institute and the faculty shall be understood to be the institute, unless otherwise provided for in these Regulations.

PART TWO

ADMISSION PROCEDURES

Article 2

Basic conditions for admission to study

- 1) Admission to study in a bachelor's degree programme or in a master's degree programme which is not related to a bachelor's degree programme shall be subject to the attainment of secondary education with the matriculation examination. Applicants with a higher vocational qualification in a conservatory may also be admitted to study in the arts. Exceptionally, applicants who have not

attained secondary education with the baccalaureate or higher vocational education at a conservatory may also be admitted to study in the arts.

- 2) Admission to study in a master's degree programme which is a follow-up to a bachelor's degree programme is conditional on proper completion of studies in any type of degree programme.
- 3) Admission to a doctoral programme is conditional on the proper completion of studies in a master's degree programme and, in the field of arts, on the acquisition of an academic degree.
- 4) If an applicant who has obtained a foreign secondary education by completing studies in a secondary education programme in a foreign secondary school or in an international secondary school applies for admission to study in a bachelor's degree programme or in a master's degree programme which is not related to a bachelor's degree programme, in a European school operating under the Convention relating to the Statute for European Schools or in a school in which the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") has authorised the fulfilment of compulsory school attendance under the Education Act, shall demonstrate fulfilment of the condition of attainment of secondary education with a matriculation examination pursuant to Section 48, subsection 1, paragraph 1, of the Act. 4(a) to (e) of the Act. Further details shall be laid down in an internal standard of the Rector.
- 5) Where an applicant applies for admission to study in a doctoral study programme or in a master's study programme which is a continuation of a bachelor's study programme, an applicant who has obtained foreign higher education by completing studies in a foreign higher education study programme at a foreign higher education institution shall demonstrate fulfilment of the condition referred to in paragraph 2 or paragraph 3 pursuant to Section 48(5)(a) to (c) of the Act. Further details shall be laid down in an internal standard of the Rector.
- 6) The University may set a fee for the acts related to the assessment of the fulfilment of the condition for admission to study pursuant to Section 48(4)(e) and (5)(c) of the Act, which shall not exceed 20 % of the base set pursuant to Section 58(2) of the Act. The fee is a revenue of the University.
- 7) Students applying to study in study programmes within the framework of student mobility or on the basis of international treaties or agreements and arrangements which allow short-term study stays of students at the University or its units shall be admitted on the basis of signed agreements.

Article 3

Other conditions for admission to study

- 1) The faculty may lay down additional conditions for admission to study in a given programme of study which it implements, namely
 - a) certain knowledge, skills or aptitudes; for admission to study in a master's degree programme which is a continuation of a bachelor's degree programme, it may set as a condition for admission the relatedness of study programmes or the number of credits obtained during the study in selected types of courses,
 - b) a certain level of achievement in secondary school or, where appropriate, higher vocational school or university,
 - c) the applicant's medical fitness, if the nature of the study programme so requires.

- 2) The faculty may set different conditions for admission
 - a) applicants who have completed a study programme or part thereof or are studying another study programme at a higher education institution in the Czech Republic or abroad, or have completed an accredited educational programme or part thereof at a higher vocational school or are studying an accredited educational programme at a higher vocational school in the Czech Republic or abroad, or
 - b) recipients of scholarships or applicants for scholarships under programmes for the provision of government development scholarships for study at higher education institutions in the Czech Republic, approved by the Government on the basis of the Foreign Development Cooperation Act, or programmes announced by the Ministry pursuant to Section 91b of the Act.
- 3) Compliance with the conditions for admission to study is usually verified by an entrance examination. The faculty may determine the conditions under which the entrance examination or part thereof organised by the faculty or the university will be waived.
- 4) If the conditions for admission to study are verified by an entrance examination, the faculty is obliged to publish the maximum number of students admitted to study in the relevant study programme.
- 5) If a greater number of applicants meet the conditions for admission to study, the order of the best of these applicants, as determined by the results of the admission examination, shall prevail.
- 6) Applicants who have achieved the same result in the admissions procedure shall be given a decision with the same content of the admission decision.
- 7) The faculty may provide that, in the event of a small number of applicants, the verification of the conditions referred to in paragraph 1(a) by admission examination shall be waived and all applicants who satisfy the conditions referred to in paragraph 1(b) and (c), if any, shall be admitted to study.
- 8) Other conditions for admission to study in a study programme in a given academic year shall be approved by the Academic Senate of that faculty on the proposal of the Dean of the faculty (hereinafter referred to as 'the Dean').
- 9) Other conditions for admission to study in a degree programme in a given academic year shall be approved by the academic senate of the university on the proposal of the director of the institute (hereinafter referred to as 'director').
- 10) The conditions of admission to study and the method of verifying the fulfilment of the conditions of admission of applicants are valid for decision-making throughout the admission procedure in a given academic year, including the appeal procedure, and may not be changed during these procedures.

Article 4

Deadline for applications and dates of admission tests

- 1) The faculty shall publish the admission criteria for the following academic year in the public section of its website well in advance, but at least four months in advance, in accordance with Sections 49 and 50 of the Act:

- a) the internet address of the e-application form,
 - b) the deadline for the submission of applications,
 - c) the conditions for admission to the course of study referred to in Article 3(1) and (2)(a), and the method of verifying compliance with these conditions and, where applicable, the waiver of the admission test referred to in Article 3(3),
 - d) the form and indicative content of the examination and the criteria for its evaluation if the admission procedure includes an entrance examination,
 - e) the medical fitness requirements for the study programme concerned, if this is a condition for admission,
 - f) the maximum number of students to be admitted in the relevant study programme if the admission procedure includes an entrance examination,

 - g) the conditions for waiving the entrance examination,
 - h) information on the delivery of documents via the University's information system,
 - i) information on the applicant's obligation to make submissions to the faculty only through the University's information system.
- 2) The obligations in paragraph 1) shall not apply to admissions under Article 3(2)(b).
 - 3) The date of the entrance examination shall be set by the Dean in the admissions conditions.

Article 5

Verification of the conditions to be proved by documents

The fulfilment of the basic and other conditions for the admission of an applicant to study pursuant to Articles 2 and 3 shall be verified in the case of documents attesting to educational attainment or achievement on the basis of valid, officially certified documents submitted by the applicant in the manner and within the time limits set by the Dean. The documents submitted pursuant to the first sentence shall become part of the applicant's file.

Article 6

Entrance examination

- 1) The entrance examination may have one or more parts and may be held in one or more rounds. The entrance examination or part thereof may be written, oral, aptitude, practical or combined. All parts of the entrance examination may be held on one or more days.
- 2) Where the entrance examination consists of more than one part, the order of the parts must be determined. Participation in each part shall be subject to fulfilment of the conditions of the previous part.

- 3) In the case of an admission examination for a programme of study with specialisations, the choice of specialisation may be taken into account by including in the admission examination a part or parts in which the knowledge, skills or aptitudes relevant to the specialisation being pursued are tested, depending on the choice of the applicant and the other conditions laid down for admission to study.
- 4) In the case of an admission examination for a study programme in which the student acquires comprehensive knowledge and skills of that study programme and also knowledge and skills corresponding to the content of another study programme on the basis of the established study plan of the study programme in which he/she is enrolled, this admission examination is set with regard to the content of that study plan.
- 5) The candidate shall be invited to take part in the entrance examination, if any, in an appropriate manner well in advance of the examination.
- 6) The entrance examination may be individually modified for applicants with special needs.
- 7) The admission examination shall be given by the Dean to the applicant in relation to the results of previous studies and in accordance with the published conditions of admission to study.
- 8) The dean may allow an applicant to take the entrance examination on an alternative date if the applicant requests it in writing within 5 working days of the date of the entrance examination on the regular date applicable to that applicant, in the event that the applicant is unable to take the entrance examination on the regular date for serious and documented reasons, in particular health reasons. In exceptional and duly justified cases, the dean may waive the deadline referred to in the first sentence. An applicant's participation in another entrance examination shall not be a reason for allowing an entrance examination to be taken on an alternative date. No further alternative date for the entrance examination shall be permitted.

Article 7

Conduct of the admission procedure

- 1) The admission procedure shall be initiated by the delivery of the application for admission to study in electronic form via the e-application form in the University's information system to the faculty which implements the relevant study programme.
- 2) Only the applicant whose application is the subject of the admission procedure is a participant in the admission procedure.
- 3) The fee for the admission procedure must be paid no later than the date specified in the admission procedure conditions. If the applicant fails to pay the fee by the deadline, he/she shall be deemed to have withdrawn his/her application.
- 4) If the application has formal deficiencies, the relevant study department will invite the applicant to correct and complete it electronically at the e-mail address given in the e-application within a reasonable period of time. If the applicant fails to remedy the defects within the time limit set, the admission procedure will be terminated. The applicant must be informed of the consequences of failing to remedy the defects.

Article 8

Decision on admission/non-admission

- 1) The Dean decides whether or not to admit an applicant.
- 2) The decision on admission or non-admission to study is delivered in accordance with Article 25 of the University Statutes via the University's information system.
- 3) The decision referred to in paragraph 2 shall contain the following elements:
 - a) the reference number,
 - b) the date of issue,
 - c) the name, surname, date of birth and permanent address of the applicant,
 - d) a statement on the admission or non-admission of the applicant to study, an indication of the faculty, institute, academic year, study programme, form of study, and an indication of the legal regulation under which the decision was made,
 - e) reasons,
 - f) an indication of the possibility of lodging an appeal,
 - g) the name and function of the person responsible for the correctness of the decision,
 - h) the signature of the dean or his/her authorised representative.
- 4) The candidate has the right to consult the file only after the decision has been notified.
- 5) The candidate may appeal within 15 days from the date of notification of the decision.

PART THREE APPEAL PROCEDURE, TERMINATION OF THE ADMISSION PROCEDURE

Article 9

Appeal procedure

- 1) The Rector decides on appeals against the Dean's decision to admit or not to admit an applicant to study.
- 2) In the appeal procedure, the conformity of the contested decision and the procedure preceding the decision with the legal regulations, the internal regulations of the University and the Faculty and the conditions of admission to study laid down by the Faculty shall be examined.

Article 10

Appeals

- 1) An appeal against the dean's decision on admission or non-admission to study may be lodged only by a candidate for study.
- 2) An appeal against the Dean's decision on admission or non-admission may be lodged by the applicant within 15 days of the date of its notification. The appeal shall be submitted electronically via the University's information system.
- 3) The appeal may challenge the operative part of the decision, a single operative part or its subordinate provisions. An appeal against the grounds of the decision alone is inadmissible.
- 4) The appeal shall be lodged with the dean who issued the contested decision.
- 5) The dean may amend the contested decision if he or she fully upholds the appeal. Such a decision may be appealed.
- 6) If the dean who issued the contested decision does not find the conditions for proceeding under paragraph 5, he or she shall forward the appeal, together with his or her opinion and the file, to the rector within 30 days. If the appeal is inadmissible or late, the time limit for forwarding all the above-mentioned documents shall be 10 days.

Article 11

Decision of the Rector

- 1) The Rector shall reject the appeal and confirm the decision if:
 - a) it was filed out of time,
 - b) it was inadmissible.
- 2) The Rector shall also reject the appeal and uphold the decision of the Dean if he or she finds that the Dean's decision did not violate legal regulations, the internal regulations of the University and the Faculty and the conditions of admission to study. Otherwise, the Rector shall reverse the Dean's decision.
- 3) The decision shall be delivered via the University's information system.

Article 12

Report on the conduct of the entrance examination

- 1) Within 15 days after the end of the admission procedure, the faculty shall publish a report on the procedure in accordance with Section 50(7) of the Act.
- 2) The Vice-Deans of the individual faculties whose agenda the admission procedure falls under are responsible for the preparation and publication of the report on the course of the admission procedure. At the Institute, the Director is responsible for this report.

PART FOUR

COMMON, TRANSITIONAL AND FINAL PROVISIONS

Article 13

Conditions for the admission of foreigners

The conditions for the admission of foreigners to study are laid down in Article 28 of the Statutes of the University.

Article 14

Fees for admission procedures

The amount of fees for admission procedures shall be determined in accordance with Article 26 of the University Statutes.

Article 15

Transitional and final provisions

- 1) The University's Admissions Code registered by the Ministry on 8 August 2017 under No. MSMT-14536/2017, as amended.
- 2) Admission procedures that have not been finally concluded before the entry into force of these Regulations shall be completed in accordance with the existing Regulations.
- 3) These Regulations were approved under Section 9(1)(b)(3) of the Act by the Academic Senate of the University on 6 May 2025.
- 4) These Regulations shall come into force in accordance with section 36(4) of the Act on the date of registration by the Ministry.
- 5) These Regulations shall come into force on 1 September 2025.

Ing. Lucie Kamrádová, Ph.D.
Chair of the Academic Senate

doc. Mgr. Tomáš Gongol, Ph.D.
Rector