

*In accordance with Section 36(2) of Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered on 8 August 2017 the Admissions Regulations at the Silesian University in Opava under No. MSMT-14536/2017.*

*The amendment to the Admissions Regulations at the Silesian University in Opava from 8 August 2017 was registered by the Ministry of Education, Youth and Sports pursuant to Section 36(2) of the Higher Education Act on 4 August 2021 under No. MSMT-21611/2021-2.*

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Mgr. Karolína Gondková  
Director of the Department of Higher Education

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# **I. Full text of the Admissions Regulations at the Silesian University in Opava dated 4 August 2021**

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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 and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as “the Act”), the Admissions Regulations (hereinafter referred to as “the Regulations”) at 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 offered by a faculty or the University in collaboration with a higher education institution (hereinafter referred to as “institution”).
- 3) In cases where a study programme is conducted jointly by the University and an institution, the authority and powers of the Dean shall be exercised by the Director of the institution. Unless otherwise specified in these Regulations, the term “faculty” is used to refer to an institution.

## **PART TWO**

### **ADMISSION PROCEDURE**

#### **Article 2**

##### **Basic admission requirements**

- 1) Admission to a bachelor's or master's programme is subject to the completion of secondary education and obtaining a secondary school leaving certificate. Candidates who have completed higher vocational education at a conservatory may also be admitted to arts programmes. In exceptional cases, applicants without a secondary school education or a higher vocational qualification from a conservatory may also be admitted to arts programmes.
- 2) Admission to a master's programme following a bachelor's programme is also subject to the completion of any type of study programme.
- 3) Admission to a doctoral study programme is subject to the completion of a master's programme and, in the field of arts, to obtaining an academic degree.
- 4) If an applicant who has received foreign secondary education from a secondary school abroad, an international secondary school, a European school operating under the Convention relating to the Statute for European Schools, or a school authorized by the Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") for fulfilling compulsory school attendance under the Higher Education Act, applies for admission to a bachelor's or master's programme unrelated to their bachelor's programme, they shall provide evidence that they have completed secondary education with a school leaving certificate pursuant to Section 48, subsection 1, paragraph 1, of the Act, as stated in Sections 4(a) to (c) of the Act.
- 5) When applying for admission to a doctoral study programme or a master's programme following a bachelor's programme, an applicant who has obtained a foreign higher education degree by completing studies in a higher education programme at a foreign higher education institution shall provide evidence that they have met the condition specified in paragraph 2 or paragraph 3 pursuant to Section 48(5)(a) and (b) of the Act.
- 6) Students applying for study programmes within the framework of student mobility, international agreements or contracts and agreements that allow short-term study stays at the University or its units, are admitted based on signed contracts.

#### **Article 3**

##### **Additional admission requirements**

- 1) The faculty may establish additional requirements for admission to study in a study programme, including:
  - a) specific knowledge, skills or aptitudes; for admission to a master's programme that follows a bachelor's programme, the faculty may require that the study programmes are related or it may require a certain number of credits earned in selected types of courses,

- b) specific grades from secondary school, college or university, if applicable,
  - c) the applicant's medical fitness, if required by the nature of the study programme.
- 2) The faculty may establish different admission requirements for 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.
  - 3) Compliance with the admission requirements is typically assessed through an entrance examination. The faculty may determine the conditions under which the entrance examination, or part of it organized by the faculty or the University, can be waived.
  - 4) If compliance with the admissions requirements is assessed through an entrance examination, the faculty is obliged to announce the maximum number of students admitted to study in the relevant study programme.
  - 5) In cases where a larger number of applicants meet the admission requirements, the selection is made based on the ranking of applicants.
  - 6) Applicants who achieve the same result in the admission procedure will receive a decision with identical admission outcomes.
  - 7) The faculty may decide that in the event of a small number of applicants, the requirements specified in paragraph 1(a) shall be waived and all applicants who fulfil the requirements specified in paragraphs 1(b) and (c) shall be admitted to study.
  - 8) Other requirements for admission to study programmes in a given academic year are approved by the Academic Senate of the faculty upon the proposal of the Dean of a faculty (hereinafter referred to as "the Dean").
  - 9) Other requirements for admission to a study programme in a given academic year are subject to approval by the Academic Senate of the University, based on a proposal presented by the Director of an institution (hereinafter referred to as "the Director").
  - 10) The admission requirements and the method of verifying their fulfilment are valid for the entire admission procedure in a given academic year, including the appeal procedure, and cannot be changed during these procedures.

## **Article 4**

### **Deadline for application submissions and entrance examination dates**

- 1) The faculty shall release the necessary information for the following academic year in the public section of the website well in advance, ensuring a minimum of four months' notice in accordance with sections 49 and 50 of the Act. The notice shall include the following information:
  - a) the web address of the e-application process,
  - b) the application deadline,

- c) admission requirements as specified in Article 3(1) and (2), along with the method of verifying compliance, or the waiver of the entrance examination as specified in Article 3(3),
  - d) the format and general content of the examination and the evaluation criteria if the admission procedure includes an entrance examination,
  - e) any medical fitness requirements if they are necessary for admission to study a specific programme,
  - f) the maximum number of students that can be admitted to a given study programme,
  - g) conditions for waiving the entrance examination.
- 2) The date of the entrance examination is set by the Dean as part of the admission procedure requirements.

## **Article 5**

### **Document-based verification of requirements**

In order to verify the fulfilment of the necessary conditions for the admission of an applicant to study as specified in Articles 2 and 3, the faculty shall examine the submitted documents that prove the applicant's qualifications or achievements. These documents must be valid and officially certified. The verification process will be carried out in accordance with the guidelines and timeframes set by the Dean. The documents submitted by the applicant will become a part of their application file.

## **Article 6**

### **Entrance examination**

- 1) The admission procedure includes an entrance examination unless the entrance examination or a part of it has been waived.
- 2) The entrance examination may consist of one or more parts and may be conducted 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 take place on one or more days.
- 3) If the entrance examination consists of multiple parts, the order of the parts must be specified. Participation in each part shall be conditional upon meeting the requirements of the previous part.
- 4) In the case of an entrance examination for a study programme with specializations, the choice of specialization may be considered by including a part or parts in the examination that test the knowledge, skills or aptitudes relevant to the specialization, depending on the choice of the applicant and the other admission requirements for the programme.
- 5) For an entrance examination of a study programme where the student acquires comprehensive knowledge and skills related to that programme, as well as knowledge and skills corresponding to the content of another study programme based on the prescribed study plan, the entrance examination aligns with the content of this study plan.
- 6) If applicable, the candidate shall receive an invitation to attend the entrance examination well in advance of the examination date.

- 7) The entrance examination may be individually adjusted for applicants with specific needs in accordance with the Statutes of the University (hereinafter referred to as “the Statutes”).
- 8) An applicant may be exempt from the entrance examination by the Dean based on the results of their previous studies and in accordance with the admission requirements.
- 9) If an applicant is unable to take the entrance examination on the scheduled date for valid and documented reasons, particularly health reasons, the Dean may allow the applicant to take the examination on an alternative date if a written request is submitted within 5 working days of the regular examination date. In exceptional cases with valid justifications, the Dean may waive this deadline. Participating in another entrance examination is not a valid reason for requesting an alternative examination date. No further alternative dates will be permitted for the entrance examination.

## **Article 7**

### **Admission procedure**

- 1) The admission procedure starts by submitting an electronic application for study via the e-application in the information system of the university or faculty conducting the study programme.
- 2) Only the applicant whose application is the subject of the admission procedure is considered a participant in the admission procedure.
- 3) The admission fee must be paid no later than on the date set as the deadline for submitting the application for admission.
- 4) If the application has formal deficiencies, the relevant study department will send an electronic invitation to the applicant’s provided email address, requesting them to correct and complete the application within a reasonable timeframe. If the applicant fails to address the deficiencies within the specified time limit or fails to pay the admission fee within the required timeframe and in the prescribed manner, the admission procedure will be terminated. The applicant must be informed about the consequences of not addressing the deficiencies or paying the fee.

## **Article 8**

### **Decision on admission/non-admission of applicants to study**

- 1) The decision of whether to accept or reject an applicant is made by the Dean.
- 2) A decision on the admission or non-admission of an applicant who has not given consent to the electronic delivery of the decision in the e-application must be issued within 30 days of verification of the admission requirements. Two copies of the decision must be provided and the delivery of the admission or non-admission shall follow the provisions in Article 25 of the Statutes.
- 3) The decision outlined in paragraph 2 shall include the following:
  - a) reference number,
  - b) date of issue,
  - c) applicant’s name, surname, date of birth and permanent address,

- d) information about the applicant's admission or non-admission to study, the name of the faculty, institute, academic year, study programme, form of study, and the legal regulation under which the decision was made,
  - e) justification,
  - f) information about the appeal,
  - g) name and position of the person responsible for the correctness of the decision,
  - h) signature of the Dean or their authorized representative,
  - i) official stamp of the relevant faculty.
- 4) The applicant has the right to access and review the file after they have received the decision.
  - 5) The applicant may file an appeal within 30 days from the date of receiving the decision.

### **PART THREE APPEAL PROCEDURE, TERMINATION OF THE ADMISSION PROCEDURE**

#### **Article 9**

##### **Appeal procedure**

- 1) The decision on appeals against the Dean's decision regarding the admission or non-admission of an applicant to study is made by the Rector.
- 2) The appeal procedure examines the compliance of the contested decision and the proceedings preceding the decision with legal regulations, internal regulations of the University and the faculty, and the admission requirements set by the faculty.

#### **Article 10**

##### **Appeal**

- 1) An appeal against the Dean's decision on admission or non-admission to study may be lodged only by an applicant for study.
- 2) An appeal against the Dean's decision on admission or non-admission must be filed within 30 days from the date of notification.
- 3) An appeal may be made against the operative part of the decision, an individual operative decision or a subsidiary part of the decision. An appeal only against the justification of the decision is inadmissible.
- 4) The appeal shall be submitted to the Dean who issued the contested decision.
- 5) The Dean has the authority to reverse the decision if they support the appeal. This decision may be further appealed.
- 6) If the Dean who issued the contested decision does not find grounds to fully support the appeal, they must forward the appeal, along with their opinion and the relevant file, to the Rector within

30 days. In cases where the appeal is inadmissible or submitted late, the deadline for forwarding all the aforementioned documents is reduced to 10 days.

## **Article 11**

### **Rector's decision**

- 1) The Rector will dismiss the appeal and uphold the original decision if the appeal:
  - a) was filed late,
  - b) was deemed inadmissible.
- 2) The Rector will also reject the appeal and confirm the Dean's decision if it is determined that the Dean's decision did not violate any legal regulations, internal regulations of the University and the faculty, or the admission requirements. If the Rector finds that the Dean's decision violated any of the regulations or requirements, it will be overturned.
- 3) The decision shall be drawn up in duplicate. One copy shall be delivered to the applicant without undue delay, while the other shall be placed in the applicant's file.

## **Article 12**

### **Entrance examination report**

- 1) Within 15 days after the conclusion of the admission procedure, the faculty shall release a report on the progress of the procedure pursuant to Section 50(9) of the Act and Decree No.343/2002 Coll., on the procedure and conditions for publication of admission processes at higher education institutions, as amended.
- 2) The entrance examination report shall be prepared and released by the Vice-Deans of the individual faculties responsible for the admission procedure. At institutions, this decision lies with the Directors.

## **PART FOUR**

### **SPECIAL PROVISIONS**

## **Article 13**

### **Special measures in extraordinary situations**

- 1) If a crisis measure is declared pursuant to the Crisis Act or an emergency measure is ordered pursuant to a special act, which limits the ability to verify the fulfilment of admission requirements outlined in Section 49 of the Act, and the Ministry approves this through a decision, the University or faculty can modify the admission requirements specified in Section 49 of the Act. They can set a different date and method for verifying the fulfilment of admission requirements or set different criteria, form and general content for evaluating the entrance examination. The university or faculty



must provide information about these changes at least 15 days prior to the verification date for fulfilling admission requirements.

- 2) If a crisis measure is declared pursuant to the Crisis Act or an emergency measure is ordered pursuant to a special act, which prevents applicants from demonstrating the fulfilment of the providing evidence of prior education as outlined in Section 48 of the Act, and the Ministry approves this through its decision, the University or faculty can postpone the condition of providing evidence of attainment of prior education pursuant to Section 48 of the Act. This postponement allows applicants an extended period of 90 days from the date of enrolment in studies to fulfil this requirement. However, if the applicant fails to demonstrate the fulfilment of prior education within the designated time limit, the University or faculty will render the admission and enrolment in the course of study invalid. This decision to revoke the admission is final and no appeals can be made against it. Additionally, it should be understood that this extended period of time will be counted as part of the student's overall period of study.

## **PART FIVE**

### **COMMON, TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 14**

##### **Conditions for the admission of foreigners**

The requirements for the admission of foreigners to study are specified in Article 28 of the Statutes of the University.

#### **Article 15**

##### **Fee for the admission procedure**

The fee for the admission procedure shall be determined pursuant to Article 26 of the Statutes of the University.

#### **Article 16**

##### **Transitional provisions on re-admission to study in the event of termination of accreditation of a study programme divided into fields of study**

In cases where students in accredited study programmes that are divided into fields of study do not complete their studies before the accreditation of the respective study programme ends, they may complete their studies in another accredited study programme at the University. The following measures will be implemented to enable the students to continue their studies:

- (a) admission requirements will be set so that applicants will be admitted without having to take an entrance examination,

b) applicants who have completed part of the study programme and have been readmitted to study have the right to request the recognition of credits they have received and examinations they have passed and to be placed in the corresponding (or higher) year of study,

(c) the Dean grants the request made under (b) in full for the benefit of the student,

d) if students are obliged to pay a fee for studying in the new programme, the Rector shall decide to waive the fee pursuant to Section 58(7) of the Act.

## **Article 17**

### **Final provisions**

- 1) These Regulations were approved by the Academic Senate of the University on 25 July 2017, pursuant to Section 9(1)(b)(3) of the Act.
- 2) These Regulations shall come into force on the date of registration by the Ministry, pursuant to section 36(4) of the Act.
- 3) These Rules shall take effect on 1 September 2017.

doc. Ing. Pavel Tuleja, Ph.D., v. r.  
Rector

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- 1) This amendment to the Regulations of the Admission Regulations at the Silesian University in Opava was approved pursuant to Section 9(1)(b)(3) of Act No.111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (the Higher Education Act), as amended, by the Academic Senate of the Silesian University in Opava on 22 June 2021.
- 2) This amendment to the Regulations of the Admission Regulations at the Silesian University in Opava comes into force pursuant to Section 36 (4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.
- 3) This amendment shall take effect on the date of its entry into force.

doc. Ing. Pavel Tuleja, Ph.D., v. r.  
Rector