

# **Code of Admission Procedure**

## **CEVRO, z. ú. University**

**2018**  
**Prague**

## **Part I. – General Provisions**

### **Article 1. Introductory Provisions**

1. This Code of Admission Procedure (hereinafter referred to as the "Code") is issued in compliance with requirements stated in Act number 111/1998 Col. to regulate higher education institutions and to change and amend other laws (Higher Education Act), as amended, and it follows the Statute of CEVRO, z. ú. University, as amended.
2. This Code stipulates the rules and conditions for admission to study at Cevro, z.ú. University (hereinafter referred to as the "University").

## **Part II. – Admission Procedure**

### **Article 2. Conditions for Admission to Study and Submitting Applications**

3. The basic condition for admission to university studies is stipulated in the Higher Education Act.
4. The condition for study in a bachelor program is accomplishing secondary education with maturita examination, and the condition for study in any type of master program is due completion of any type of university study program. Conditions for recognizing studies abroad are regulated by the Higher Education Act, international agreements, and relevant legal regulations.
5. The University publishes information about the contents of applications, forms of submitting applications, and contents and scope of the entrance examinations at least four (4) months before the due date for submitting applications to studies on their official notice board, public section of university web pages and in any other suitable way.
6. The deadline for submitting applications is stipulated by a rector's provision.
7. If the application does not have all necessary elements, the University asks the applicant to remove all shortcomings and provides him or her with adequate period of time to do that. If the shortcomings are not removed in this period, and if the shortcomings are considerable, the University discontinues the admission procedure by means of a resolution.
8. After the application for study is verified, the University sends to the applicant the invitation for the entrance examination, not later than 30 days before the entrance examination takes place.

### **Article 3. Entrance Examination and its Course**

1. The entrance examination is oral, and the applicant needs to prove his or her sufficient knowledge in relevant field. A part of the oral entrance examination is an interview the aim of which is to find out student's motivation and interest in the field.
2. The entrance examination takes place before an admission board. The course of the entrance examination is recorded in detail into a report. The admission board consists of a chairperson and at least one other member, who are both appointed and removed by the

rector. The chairperson and other members of the admission board are chosen by the rector from academic staff of the University or other significant experts in given field.

3. The result of the entrance examination may be announced to the applicant after the entrance examination is finished. Otherwise, the result will be announced to the applicant in the written form not later than seven (7) days after the entrance examination took place.

4. The vice-rector for studies may decide about the admission without the entrance examination after discussing it with the rector's board if the student fulfilled the conditions of admission procedure in another way, or if there are special reasons for it.

#### **Article 4. Enrolment in Study**

1. The applicant becomes a university student after meeting the following conditions:

- a) s/he successfully passed the entrance examination
- b) s/he signed the study agreement
- c) s/he has paid the tuition fee stipulated in the agreement
- d) s/he has enrolled in study

2. After the applicant's enrolment in study and after the regular courses started, the matriculation ceremony takes place. The presence of enrolled students at the matriculation ceremony is obligatory. The course of the matriculation ceremony is specified in a special internal regulation of the University.

### **Part III. Decision about Admission to Study**

#### **Article 5. Procedure and Decision about Admission to Study**

1. The admission procedure commences on the day the applicant's application is delivered to the University.

2. If the applicant meets all conditions for admission to study, the vice-rector for studies issues, within 30 days after the conditions for admission to study were met, the decision about admission to study. If the applicant does not meet the conditions, the vice-rector for studies issues the decision about not admitting the applicant.

3. The decision of the vice-rector for studies is in a written form; the decision contains a statement part, reasoning and advice of the right to appeal. The written decision is affixed with the university seal and the signature of the vice-rector for studies. The statement part may contain one or more statements. The reasoning part provides reasons which led to making the decision stated in the statement part. The advice provides information whether, in what deadline, and to whom it is possible to file an appeal in the first instance.

4. The decision of the vice-rector for studies becomes legally effective by issuing such a decision after the period for the appeal passed, or the moment the student gave up on his/her right to appeal, or in cases when the appeal is inadmissible.

5. The applicant may file a written appeal against the decision in the first instance to the rector via the vice-rector for studies. The time limit for the appeal is 30 days after the decision was announced to the student. Missing this time limit may be pardoned only by

the rector and only for especially serious reasons if the appeal is filed without any delay after the obstacle which prevented filing an appeal in due deadline is removed.

6. The appeal may challenge the statement part of the decision: either a single statement, several statements, or all statements. The appeal solely against the reasoning of the decision is inadmissible. The appeal must make it clear which decision is challenged and what is being proposed.

7. The appeal filed in time has a suspensory effect. As a result of the suspensory effect of the appeal, the decision does not become legally effective, it cannot be executed, and no other legal effects can be applied.

8. The vice-rector for studies may amend the procedure if s/he finds it necessary.

9. The vice-rector for studies may cancel or change the decision if s/he fully complies with the appeal. It is not possible to appeal against such a decision of the vice-rector for studies.

10. If the vice-rector for studies does not find conditions for proceeding according to the previous paragraph, s/he hands the file with his/her opinion to the rector, not later than 30 days after the appeal was received.

11. If the appeal is inadmissible or belated, the vice-rector for studies hands the file without any delay to the rector with his/her opinion including all crucial facts for assessing the belated or inadmissible appeal.

12. The rector denies a belated or inadmissible appeal and confirms the challenged decision. If there are no reasons for this procedure, the rector re-examines the agreement of the challenged decision and the proceeding which preceded the decision with legal regulations and internal regulations of the University. Shortcomings which could not have had an impact on the agreement of the challenged decision with legal regulations or internal regulations of the University are omitted.

13. If the rector comes to the conclusion that the challenged decision is against legal regulations or internal regulations of the University, the rector:

- a) cancels the challenged decision or cancels any part of it, and discontinues the proceeding,
- b) cancels the challenged decision or any part of it, and sends the matter back to the vice-rector for studies to deal with it again; in the reasoning, the rector expresses his/her legal opinion which is in this matter binding for the vice-rector for studies,
- c) changes the challenged decision or any part of it; the rector cannot change the challenged decision to the detriment of the student, unless the challenged decision is against legal regulations,
- d) changes the challenged decision or cancels a part of it and confirms the rest of it; conditions in b) and c) are applied similarly.

14. If the rector does not find a reason for any type of proceeding according to previous paragraphs, the appeal is denied, and the challenged decision in the first instance is confirmed.

15. If the rector finds out that there is any fact that justifies discontinuing the proceeding, s/he cancels the decisions without any delay and discontinues the proceeding.

16. The rector issues a decision in the appellative proceeding in the period of 30 days after the file was handed to the rector.

17. The appeal cannot be filed against the rector's decision. Rector's decision becomes legally effective the moment it is announced to the student.

18. If the student takes his/her appeal back anytime during the appellative proceeding, the appellative proceeding is discontinued on the day the appeal was taken back. The challenged decision in the first instance becomes legally effective the day after the proceeding was discontinued.

### **Article 6. Delivering**

Delivering the documents to students and applicants to study complies with the conditions stipulated in relevant legal regulation<sup>1</sup>.

## **Part VII. Common, Temporary and Final Provisions**

### **Article 7. Final Provisions**

1. This Code of Admission Procedure was approved by the Academic Board on May 17th, 2018.

2. This Code of Admission Procedure becomes legally effective on the day it is registered by the Ministry of Education, Youth and Sports of the Czech Republic.

3. This Code becomes legally effective on October 1st, 2018.

.....  
Mgr. Ladislav Mrklas, Ph.D.

Vice-rector for studies

.....  
prof. Ing. Josef Šíma, Ph.D.

Rector

---

<sup>1</sup> Constitution § 69a, Act number 111/1998 Coll., to regulate higher education institutions, as amended