

TBU Directive - Publicly Announced Admissions Proceedings for the academic year 2010/2011.

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 in Zlín on Oct. 21, 2009.

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. 49 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 2010/2011, in accordance with Art. 58, Para 5 of the Act. The details of payment are given in paragraph 5 of this directive.

1.2 Written applications to study in this study programme must be mailed to the TBU International Affairs Department, Náměstí T. G. Masaryka 5555, 760 01 Zlín by **Feb. 28, 2010 (deadline)**. The applicant will fill a form available at http://web.utb.cz/?id=0_13_2&lang=en&type=0 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 (full secondary education), according to the Rector's directives No. 3/2009 and No. 11/2009, and also a notary verified copy of the language certificate in case stated in paragraph 2b), must be submitted. These notary verified documents are subject to **nostrification** and must be submitted together with the application form. Acceptance of the application to study initiates the admissions proceedings by the university.

1.3 The University Admission Proceedings Commission, 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 the Dean of FHS, who will decide on the acceptance of the applicants.

2. Form and specifications regarding the Entrance Examination

The following high school graduates can be admitted and registered for studies:

2a) the high school graduates who passed their final examination by July 1, 2010. 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 by March 31, 2010. An alternative date will not be provided. Applicant identity must be proven by a valid personal identification card (obcanský 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) the high school graduates who passed their final examination by July 1, 2010 at high school or corresponding examination abroad and who have an English exam certificate of level B2 or higher, 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 24 months.

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 their results, 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 paying students needed in order to commence the study programme is 15.

4. Publication of results

The results of the University Admissions Proceedings process will be made public by July 11, 2010 on the "Official Board" web pages of the FHS in Zlín. The applicants will be sent a decision letter immediately after the session of the admission committee. A part of the admissions proceedings is its justification as well as guidance about the possibilities of submitting a request for re-assessment of the results achieved. If it proves impossible to deliver the decision, it will be published on the "Official Board" web pages of the FHS. The date of publication shall be considered to be the day of delivery.

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, 2010), and 50% by the day of enrolment at TBU. The fee should be addressed to the bank account 27-1925270277/0100 in KB Zlín, variable symbol: 6903649930, specific symbol: surname, date of birth of the applicant, and faculty. For the payment from abroad: SWIFT (BIC): KOMBCZPPXXX, IBAN: CZ7501000000271925270277, Bank's name and address: Komerční banka a.s., tř. T. Bati 152, 761 20 Zlín. The document proving the payment must be submitted on the day of enrolment at the university.

6. Final provisions

Applicants may, in line with Art. 50, Para 6, of the Act No. 111/1998, look at all of their materials that have a significance regarding the decision about their admission to study at the university. Applicants may request reconsideration of the decision regarding the admission within a time limit of 30 days from the date of their recorded delivery. Such requests must be submitted to the Dean, who issued the decision. The Dean may gratify the request and change the decision; else the request will be passed to the Rector. In the course of reconsiderations of

the decision, it is assessed whether or not the decision was issued in breach of compliance with the Law or the Internal Rules and Regulations of TBU.

Mgr. Magda Zálešáková
Chairperson, Academic Senate, FHS

prof. PhDr. Vlastimil Švec, CSc.
Dean, FHS

Tuition fees approved by

prof. Ing. Ignác Hoza, CSc.
Rector