

B1-13/2-HN	PALACKÝ UNIVERSITY IN OLOMOUC MAIN REGULATION OF UP	B1-13/2-HN
<p>Admission Procedure Code of Palacký University in Olomouc</p>		
Contents:	<p>In accordance with the provisions of Sections 48 to 50 of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act), the Admission Procedure Code of Palacký University in Olomouc regulates the admission of applicants for study at UP to study at Palacký</p>	
Drafted by:	Vice-Rector of UP for Study Affairs	
<p>Date the regulation comes into force: 28 June 2013 Date the regulation comes into effect: 1 September 2013</p>		

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Admission Procedure Code of Palacký University in Olomouc

Pursuant to Article 57 (2) (b) of the Constitution of Palacký University, the Academic Senate of Palacký University in Olomouc has adopted the present Admission Procedure Code of Palacký University in Olomouc.

Part I

Article 1

Introductory Provisions

- 1) In accordance with the provisions of Sections 48 to 50 of Act No. 111/1998 Sb., on universities and on the amendment and modification of other acts (the Universities Act) (hereinafter the "Act"), the Admission Procedure Code of Palacký University in Olomouc (hereinafter the "Code") regulates the admission (hereinafter "admission" or "non-admission") of applicants for study at Palacký University in Olomouc (hereinafter "UP") to study at UP, including the review procedure.
- 2) Unless stipulated otherwise, Deans are responsible for the exercise of rights and obligations conferred hereunder to UP faculties (hereinafter the "faculty").

Part II

Requirements for Admission to Study at UP

Article 2

Basic Requirements for Admission to Study

- 1) To be admitted to study in a Bachelor's or Master's program of study implemented at UP, the applicant is required to have fully completed secondary or secondary vocational education.
- 2) To be admitted to study in a Master's program of study implemented at UP, which is a follow-up to a Bachelor's program of study under Section 46 (2) of the Act, the applicant is required to have duly completed a Bachelor's program of study. It may be stipulated by a faculty that to be admitted to study in a Master's program of study implemented at UP, which is a follow-up to a Bachelor's program of study under Section 46 (2) of the Act, the applicant is required to have duly completed a Bachelor's program of study in the same or related field.
- 3) To be admitted to study in a Doctoral degree program of study implemented at UP, the applicant is required to have duly completed a Master's program of study.

Article 3
Other Requirements for Admission to Study

- 1) Faculties may determine other requirements for admission to study in a given program of study implemented by the respective faculty, namely;
 - a) specific knowledge, abilities, aptitude or sport performance,
 - b) specific study results at secondary school, university or junior technical college.
- 2) For programs of study implemented under Article 18 (4) (c) of the Constitution of Palacký University in Olomouc (hereinafter the “Constitution”), the requirements shall be determined by the faculties implementing the program of study hereunder.
- 3) Requirements under Paragraph 1 (a) are checked by means of an entrance examination. Faculties may also stipulate that the entrance examination or a part thereof shall be waived for applicants who have proved that they meet the requirements under Paragraph 1 (a) or (b), if such requirements are determined.
- 4) Faculties must determine the maximum number of applicants admitted to study in a given program or field of study. Faculties are required to make public the maximum number of admitted applicants on its official notice board with reasonable advance notice before the time limit defined by Article 4 (1) (a), but not later than four months before the time limit.
- 5) If more applicants than can be accepted have met the requirements for admission, the admission decision shall be based on the order of applicants compiled according to the results of the entrance examinations, including possible bonus points if additional requirements under Paragraph 7 have been met, provided that such additional requirements have been set.
- 6) Additional requirements for bonus points may be stipulated by the Deans. The maximum number of bonus points and specific number of bonus points for meeting individual requirements defined in Paragraph 7 shall be stipulated by means of a Dean’s decision, so that the bonus points are assigned transparently.
- 7) Additional requirements for bonus points under Paragraphs 5 and 6 include, but are not limited to, taking part in national or international competitions, specialized hands-on training, teaching experience, works published, language exam or study results at secondary school, junior technical college or university, or, as the case may be, obtaining an academic title under Section 46 (5) of the Act or a similar title under previous regulations.
- 8) If more applicants than can be accepted have obtained the same number of points in the entrance examination, they shall all receive the same admission decision.
- 9) Faculties may determine that, should the number of applicants be low, they may refrain from verifying whether they meet the requirements under Paragraph 1 (a) by means of entrance examinations and all applicants meeting the requirements under Paragraph 1 (b), if these have been set, will be admitted to study.
- 10) Faculties may determine different requirements for admitting applicants who follow or have graduated from a program of study or a part thereof at a university in the Czech

Republic or abroad. In such a case, faculties shall determine the form and content of special entrance examinations and conditions for waiving such examinations.

- 11) Other requirements for admitting applicants to study in a program of study in the given academic year shall be approved by the Academic Senate of the respective faculty upon the Dean's (hereinafter the "Dean") proposal.
- 12) For programs of study implemented under:
 - a) Article 18 (4) (b) of the Constitution the Deans of respective faculties file such a proposal with the Academic Senate of the respective faculty individually;
 - b) Article 18 (4) (c) of the Constitution the Deans of respective faculties file such a proposal with the Academic Senate of the respective faculty consecutively after a mutual agreement;
 - c) Article 18 (4) (d) and (e) of the Constitution, the procedure is defined by the accreditation of the given program of study, or, as the case may be, by an agreement entered into by entities defined in the respective provisions of the Constitution.
- 13) Requirements for admitting applicants and the method of verifying the fulfillment of requirements for their admittance apply to all decisions throughout the admission procedure in the given academic year, including the review procedure, and may not be modified during the procedure.

Article 4

Time Limits for Filing Applications and Dates of Entrance Examinations

- 1) In accordance with Sections 49 and 50 of the Act, the Rector of UP (hereinafter the "Rector"), having considered the dates of school-leaving examinations and of the beginning of the academic year and having discussed the matter at a Deans' meeting not later than 15 March, determines for the following academic year:
 - a) the commencement of the time limit for filing applications to study at UP,
 - b) the expiration of the time limit for filing applications to study at UP,
 - c) the time limit for considering and approving by the Academic Senates of respective faculties the requirements for admission to study for individual programs (fields) of study implemented at UP.
- 2) If requested to do so by the Dean, the Rector may stipulate an alternative date, or dates, in accordance with Paragraph 1 (a) and (b).

Article 5

Publishing the Decision of the Faculty Bodies and the Preceding Procedure

- 1) With reasonable advance notice, but not later than 5 months prior to the time limit under Article 4 (1) (a), the Dean shall decide on:
 - a) the particulars of an application for study at the respective faculty in accordance with Article 8 (3);
 - b) the requirements for admission for study in a program of study in accordance with Articles 2 and 3;

- c) the time and method of verifying whether such requirements have been met;
- d) if the admission procedure includes an entrance examination, its form, general content, and the criteria for its evaluation;
- e) the maximum number of applicants admitted to study in a given program or field of study;
- f) if the Dean exercises his or her right under Article 3 (6), then additional requirements for assigning bonus points in accordance with Article 3 (5) and (7).

The Dean shall inform the Rector in writing of the above.

- 2) Should the Rector consider the decision of the Dean under Paragraph 1 to be contrary to generally binding legal regulations or the internal regulations of UP or the faculty, he or she shall make a ruling within no more than 14 days after the receipt of notice under Paragraph 1 to the effect that the decision or a part thereof is not valid, and shall without undue delay inform the Dean of the respective faculty of such a ruling to cancel the decision.
- 3) Should the Rector consider the decision of the Dean under Paragraph 1 to lack any particulars defined by the Act or internal regulations of UP or the faculty, he or she shall without undue delay inform the Dean of the respective faculty thereof and request that such a state be remedied without undue delay.
- 4) Not later than 4 months before the time limit under Article 4 (1) (a) faculties shall make public all information listed in Paragraph 1 together with the time limit set by the Rector under Article 4 (1) (a) and (b) and an alternative date or dates, if any, set by the Rector under Article 4 (2) on the official notice board as well as use an appropriate method for making such information public in the press and on the Internet.

Article 6

Verification of Requirements Proved by Documents

Whether the basic and additional requirements for admitting an applicant to study under Articles 2 and 3 have been met shall be verified by valid documents submitted by the applicant in a manner and within time limits stipulated by the Dean if such requirements consist in presenting documents proving achieved qualification or school results. The verification under Sentence 1 shall be recorded, and the record shall form part of the admission procedure file.

Article 7

Entrance Examinations

- 1) Entrance examinations may have one or more parts as well as one or more rounds. Entrance examinations or parts thereof may have written, oral, aptitude, practical, or combined forms. All parts of the entrance examination may take place in one or more days.
- 2) The Dean shall determine a minimum of one regular date for entrance examinations. Furthermore, an alternative date may be determined in advance.
- 3) Only applicants who have asked the Dean in writing before or on the regular date of the

entrance examination if they are unable to attend the examination on the regular date set for them due to substantiated reasons of a serious, mainly health, nature, may be granted an alternative date by the Dean. In exceptional cases and with due reasoning, the Dean may waive the time limit under Sentence 1. Attending another entrance examination does not entitle the applicant to be granted an alternative date. Further alternative dates of entrance examinations are not admissible.

- 4) Furthermore, the Dean may announce extraordinary dates of entrance examinations for applicants listed in Paragraphs 3 and 10.
- 5) The rules which shall be complied with by the applicants during the entrance examinations shall be stipulated by the Dean.
- 6) Members of the Admission Procedure Committee (hereinafter the "Committee") are appointed by the Dean. The Committee shall have a minimum of two members, one of which shall always be a member of the academic staff of UP (hereinafter an "authorized member of the academic staff"). Membership on the Committee expires on the date when the report on the course of admission proceedings is published under Article 17.
- 7) Before the entrance examination begins, the identity of the applicants shall be checked by persons authorized to do so by the Dean and the applicants attach their signature as a proof of their being present. Persons authorized by the Dean shall keep records on the course of the admission proceedings in the UP Information System and the records shall include information on the form, subjects, date, and results of the entrance examination. A person authorized by the Dean shall be responsible for the correctness of the data. If the form of the entrance examination requires so (especially for oral, aptitude, and practical entrance examinations), a written record on the course of the entrance examination signed by all Committee members shall be kept by the Committee.
- 8) A minimum of two members, one of whom is an authorized member of academic staff, of the Committee shall be present during the entrance examination or a part thereof.
- 9) Answer sheets bearing the anonymous code of the applicant shall be passed by the Committee to an evaluator of the written part of the entrance exam authorized by the Dean.
- 10) An authorized member of the academic staff suspends the entrance examination or a part thereof if requested to do so by an applicant because of a sudden health problem which occurs during the examination and if it is obvious that the applicant cannot continue with the examination. The authorized member of the academic staff shall do the same if an applicant cannot request a suspension of the entrance examination because of a serious health problem. A record shall be made of such interruptions. Results of the suspended entrance examination shall not be evaluated and the applicant shall be deemed not to have attended the examination. The Dean may grant the applicant an alternative or extraordinary date for the entrance examination if the applicant so requests and justifies the request within seven days of the suspension of the entrance examination. In exceptional cases and with due reasoning, the Dean may waive the time limit under the preceding sentence. After the entrance examination or a part thereof has been completed, the health problem objection may no longer be raised.
- 11) An authorized member of the academic staff shall suspend the entrance examination or a part thereof for an applicant who acts contrary to the rules under Paragraph 5. The

results of the entrance examination suspended under Sentence 1 shall not be evaluated and an alternative or extraordinary date shall not be granted. A record shall be made of a measure under Sentence 1 by the Committee and the Dean shall be informed thereof without undue delay.

- 12) Subsequently the Dean declares an entrance examination or a part thereof which has been completed to be invalid if conduct interfering with the equality of applicants in the admission procedure has been proved. Such a measure does not apply to applicants who have received the Admission Decision on the date of the issue of such a measure at the latest. Without undue delay, the applicants affected shall be invited by the Dean to sit for the entrance examination on an alternative or extraordinary date. In such cases, the Dean shall set an extraordinary date subject to an agreement with the Rector not later than 7 days from the date of the entrance examination which the Dean declared invalid under Sentence 1.

Part III Admission Procedure at Faculties

Article 8 Applications for Study

- 1) The admission procedure commences as soon as an applicant's application for study has been delivered to UP or to the faculty implementing the given program of study.
- 2) Unless a program of study implemented by the faculty is subdivided into more than one field of study, only one application may be filed to follow such a program of study at the respective faculty. If the program of study implemented by the faculty is subdivided into more than one field of study, a separate application may be filed for each field of study within such a program of study at the respective faculty unless an internal regulation of the faculty stipulates that an application may only be filed for the program of study as a whole, or separate applications for more than one field of study within such a program of study. Restrictions to filing applications other than those under the present Paragraph are not admissible.
- 3) Applications for study are filed electronically together with attachments, whose content, form, and other particulars shall be determined by the Dean. An applicant's declaration that he or she agrees with the processing of his or her personal data for the purposes of the admission procedure at UP, statistical purposes and, if he or she is admitted, for the records of students at UP, within the meaning of Act 101/2000 Sb., on the Protection of Personal Data and Amendment to Other Acts, as amended, is an integral part of the application. It may be stipulated by the Dean that an abbreviated version of the electronic application, which shall be printed out, signed and sent to the respective faculty by the applicant, constitutes a mandatory attachment to the electronic application. An applicant's declaration that he or she agrees with the processing of his or her personal data for the purposes of the admission procedure at UP, statistical purposes and, if he or she is admitted, for the records of students at UP, within the meaning of Act 101/2000 Sb., on the Protection of Personal Data and Amendment to Other Acts, as amended, is part of the abbreviated version of the electronic application. It may be stipulated by the Dean that a proof establishing that the applicant has paid fees related to the admission

procedure under Article 8 (4) may be an obligatory attachment of the abbreviated version of the electronic application for study. The Dean may determine that an abbreviated version of the electronic application will not be required.

- 4) Application for study shall be filed within a time limit for filing applications for study at UP under Article 4 (1) (a) and (b). Applicants shall pay the fees related to the admission procedure within such a time limit. The payment made is subsequently linked with the respective filed application for study. Fees related to the admission procedure are not refundable.
- 5) If the application is not duly completed or if it does not include the attachments stipulated by the Dean to be mandatory in accordance with this Code, the faculty shall invite the applicant to remedy such defects and set a reasonable time limit to do so, which shall not exceed the time limit under Article 4 (1) (b). Should the defects fail to be remedied within the time limit, the application shall be deemed not to have been filed and the admission procedure is deemed not to have commenced. The provision of this paragraph shall not apply to situations under Article 9 (1) hereof.
- 6) The applicant shall be informed by the Students Office of information listed in Article 5 (1) (b) to (f). If the verification process of the requirements for admission for study includes an entrance examination, the Students Office sends an invitation to an entrance examination to the applicant, together with information under Sentence 1 and notification of the rules under Article 7 (5) not later than 28 days before the regular date of the entrance examination or of its first part.
- 7) The admission procedure of applicants with special needs shall be regulated by this Code in conjunction with UP Rector's Directive No. B3-11/11-SR.

Article 9

Admission/Non-Admission Decision

- 1) If an applicant has passed an entrance examination but failed to establish the fulfillment of requirements under Articles 2 and 3 consisting in proofs of qualification achieved and study results, a notice of proposed admission shall be sent to the applicant by the Dean to be delivered personally. The Dean shall inform the applicant in a notice of a deadline for establishing the requirements under Articles 2 and 3, and shall advise the applicant that should he or she fail to do so, the Dean will decide on non-admission.
- 2) The decisions on the admission/non-admission of applicants to study are not subject to the general legal regulations on administrative proceedings.
- 3) Applicants who are already enrolled in a program of study (a field of study within a program of study) at a particular faculty of UP cannot be enrolled in the same program of study (a field of study within a program of study) at the same faculty of UP.
- 4) The Dean decides on the admission/non-admission of applicants.
- 5) The Admission/Non-Admission Decision is made in writing in two copies within 30 days of the verification of requirements for admitting the applicant to study under Articles 2, 3, and 6. One copy forms part of the admission procedure file and the other one is delivered personally to the applicant.
- 6) Decisions under Paragraph 4 and notices under Paragraph 1 must contain the following

particulars:

- a) the reference number under which the decision is kept at the faculty;
 - b) date of issue;
 - c) applicant's first name, surname, personal identification number and address;
 - d) statement on the admission or non-admission of the applicant including the name of the faculty, the academic year, the program of study or, as the case may be, the field of study within a program of study, the form of study and the legal regulation under which the decision was made;
 - e) reasoning;
 - f) advice on the possibility of applying for a review of the decision and on the particulars of such an application;
 - g) name and position of the person responsible for the correctness of the decision;
 - h) Dean's or authorized Vice-Dean's signature.
- 7) Decisions under Paragraph 4 must bear the official stamp of the respective faculty.

Article 10

Applicant's Right to Consult the Admission Procedure File

- 1) Applicants may ask to consult any and all documents in the admission procedure file which are relevant for the decision on their admission or non-admission. Pursuant to the present Paragraph, the faculties shall enable applicants to consult the files not later than thirty days after they have so requested.
- 2) For the purposes of the present Code:
 - a) "consult" shall mean read documents under Letter (b) and extract notes therefrom and make copies thereof, "file" shall mean all documents under Letter (b);
 - b) "documents" shall mean any and all documents included in or attached to the application, all written tests completed by the applicant including their instructions, written evaluation of the applicant by the evaluator authorized by the Dean or their formalized notes if kept by the faculty, including the evaluation of all types of examinations, and, as the case may be, a record of the entrance examination (if drawn up), and other documents under faculty regulations.
- 3) The right to consult the admission procedure file may only be exercised by the applicant at the Students Office or at another designated place of the faculty when personal data protection is ensured pursuant to Act No. 101/2000 Sb., on the protection of personal data and on amendment to some other acts, as amended. Applicants may only consult the file during official office hours of the faculty Students Office in the presence of an employee authorized by the Dean. Applicants may consult their file as long as necessary but not longer than 30 minutes.
- 4) Technical and administrative details to implement this Article shall be stipulated by means of the Dean's directive published on the official notice board of the respective faculty.

Part IV. Review Proceedings

Article 11 Introductory Provisions

- 1) Applications for a review of the Dean's Admission or Non-Admission Decision (hereinafter the "application") shall be decided by the Rector. The provisions hereof shall be without prejudice to the Deans' right under Article 13.
- 2) In the review proceedings, the Rector examines whether the Dean's decision complies with the Act, the Constitution, other internal regulations of UP or of the respective faculty, or conditions stipulated by Section 49 (1) and (3) of the Act.

Article 12 Application for Decision Review

- 1) Either the applicant himself or herself or an agent who attaches to the Application a written power of attorney with an officially authenticated signature of the applicant may apply to have the decision reviewed under Article 11.
- 2) The application may be filed within a time limit of 30 days that commences on the first day after the day on which the Dean's decision under Article 9 was delivered to the applicant.
- 3) The application is filed with the Dean who issued the challenged decision.
- 4) The time limit under Paragraph 2 may be waived if the default was caused by serious, especially health, reasons.
- 5) The application usually contains:
 - a) applicant's first name, surname and the address to which the decision on the application is to be delivered;
 - b) details of the decision, for the review of which the applicant is applying (the faculty, reference number and date of issue, program of study, or field of study within a program of study, form of study);
 - c) description of the subject-matter of the review and reasons for applicant's disagreement with the original decision;
 - d) applicant's own signature or the signature of the person filing the application under a power of attorney.

If the applicant is represented in the proceedings by an agent, a power of attorney with an officially authenticated signature shall be attached to the application.

Article 13 Dean's Decision

- 1) The Dean may grant the application himself or herself and change the original admission/non-admission decision if the original admission/non-admission decision was made contrary to the Act or an internal regulation of UP or its constituent part.

- 2) The Dean may also grant the application himself or herself and replace the original Non-Admission Decision with an Admission Decision if the applicant was not admitted due to limited capacity and another admitted applicant did not enroll in study.
- 3) Decisions under Paragraph 1 and 2 are made in writing and delivered personally to the applicant.

Article 14

Preparing Background Materials at the Faculty

If the Dean does not decide in accordance with Article 13, he or she shall attach to the application applicant's admission procedure file and, as the case may be, his or her own opinion to the application. The Dean shall submit the application, the file, and the opinion under Sentence 1, if any, to the Rector; the time limits and other particulars shall be determined by the Rector's instruction for the given academic year.

Article 15

Working Committee

The Rector may establish a working committee to prepare background materials for decisions on applications.

Article 16

Rector's Decision

- 1) The Rector shall dismiss the application and confirm the original decision if:
 - a) the application was filed late,
 - b) the application was filed by a person not competent to do so.
- 2) Furthermore, the Rector dismisses the application and upholds the Dean's decision if he or she concludes that the regulations, conditions, and rules listed in Article 11 (2) have not been violated. Otherwise the Rector shall change the Dean's decision.
- 3) The Rector's decision on the application includes a statement, reasoning, and advice that no appeal may be lodged against it.
- 4) The Rector's decision is made in writing in two copies. One copy shall be personally delivered to the applicant without undue delay and the other copy forms part of the admission procedure file.

Article 17

Report on the Course of the Admission Proceedings

- 1) In accordance with Section 50 (8) of the Act and Decree No. 343/2002 Sb., on the procedure and conditions of publishing the course of admission proceedings at universities, as amended, (hereinafter the "Decree") individual faculties shall publish a report on the course of the admission proceedings not later than 15 days after the proceedings have finished.
- 2) The report on the course of the admission proceedings shall have all content particulars

and shall be drafted in accordance with Section 50 (8) of the Act and the Decree.

- 3) Vice-Deans in charge of the admission proceedings shall be responsible for drafting and publishing the report on the course of the admission proceedings at individual faculties.

Part V

Article 18

Final Provisions

- 1) The rules for the proceedings under the present Code shall be applied with the necessary modifications for decisions and procedures related to such proceedings.
- 2) For the personal delivery of documents under the present Code, Article 25 (2) and (3) of the Constitution shall apply with the necessary modifications.
- 3) With regard to the time limits for filing documents by applicants, the time limits are kept if the document is submitted at the faculty or to a provider of postal services on the final day of the time limit. If the final day of the time limit is Saturday, Sunday or a public holiday, the last day of the time limit is the next working day.
- 4) All employees of UP who have taken part in the admission procedure under the present Code shall keep confidential any facts which they have learnt in relation to the admission procedure under the present Code in order to protect applicants' personal data pursuant to Act 101/2000 Coll., on the protection of personal data and on amendment to some other acts, as amended.
- 5) Main Regulation No. B1-10/2001 of 17 December 2011, the Admission Procedure Code, is hereby repealed.
- 6) The present Code was approved by the Academic Senate of UP at its meeting held on 12 June 2013.
- 7) The present Code comes into force once it has been signed by the Rector of UP, and into effect on 1 September 2013.

prof. RNDr. Miroslav Mašláň, CSc., in his own hand
Rector

Doc. Mgr. Miroslav Dopita, Ph.D., in his own hand
Chairperson of the Academic Senate of UP