



ADMISSION PROCEDURE
UNIVERSITY OF SOCIAL AND ADMINISTRATIVE AFFAIRS

Art. 1
Introductory provisions

1. Study applicants at the University of Social and Administrative Affairs (hereinafter referred to as the 'University') are admitted to studies in accordance with this Admission Procedure and in accordance with the provisions of Art. 48 et seq. Law No. 111/1998 Coll., on higher education institutions and on amending and supplementing other acts (Higher Education Act), as amended (hereinafter referred to as the 'Higher Education Act').
2. The Admission Procedure of the University of Social and Administrative Affairs is an internal rule of the University.
3. Only applicants who have graduated from a secondary school with maturity diploma may be admitted to studies in a bachelor study programme.
4. Another condition for being admitted to studies in a bachelor study programme at the University is to successfully pass the entrance examination. Students may be exempt from the entrance examination under the conditions established by this Procedure.

Art. 2
Admission proceedings

1. The rules of admissions to a bachelor study programme are announced by the Rector of the University.
2. The assessment of study applicants consists of the criteria announced by the Rector of the University, which take particularly the following into account: general qualifications for studies, technical qualifications for studies in a given study programme and the study results in the immediately preceding level of studies.
3. The admission to studies in an accredited study programme is individually adjusted to the needs of a given programme and may comprise the entrance examination either as only written or only oral or the combination of both.
4. The decree on holding the admissions is announced no later than four months before the end of the deadline for application submission. It includes:
 - a) terms for submitting applications for studies and the application form,
 - b) conditions for admission,
 - c) date, form and the contents of the entrance examination as well as evaluation criteria,



- d) number of students admitted to individual study programmes,
 - e) admissions fee,
 - f) list of documents constituting the mandatory annex to the application form pursuant to Art. 48, Par. 1 and Par. 4a) and b) of the Higher Education Act.
5. The information as per Art. 2, Par. 4 will be published by the University on its notice-board and in the public section of the University 's websites.
6. Study applicants are obliged to submit the application form and complement all required requisites, namely an officially certified copy of degree certificate, within the period set by the Rector of the University.
7. In compliance with this Procedure, the Rector of the University may announce an extraordinary date of entrance examinations, together with an extraordinary deadline for submitting the applications.
8. The admissions are initiated on the day on which the application form is delivered to the University, in the form prescribed by the Rector of the University.
9. The application form must be duly completed and signed, and it must contain all the prescribed annexes. Applicants are required to provide their degree certificates no later than on the day of enrolment.
10. In the case of an incomplete application form, the applicant is asked to complement it within the period of 15 days. If the application form is not complemented within that period, it is rejected and the admissions are terminated on the day the application has been rejected. The student is informed in writing about the application being rejected.
11. Applicants are notified in writing of the place, exact date and further information of the entrance examination no later than one month before the entrance examination is held. In the case an applicant is exempt from the entrance examination, he is informed about this no later than one month before the entrance examination is held.
12. In justified cases, the Rector of the University may set an alternative date for the entrance examination, based on an applicant's request.
13. If a student fails to attend the entrance examination without excuse, the admission is terminated, of which the student is notified in writing.
14. Applicants sit the entrance examination determined by the Rector on the day established for a given study programme.
15. The Rector may exempt a student from sitting the entrance examination in accordance with the conditions determined in the Rector's decree on holding the admissions.



Art. 3

Decision on the admissions results

1. Applicants who have met the admission requirements will receive a decision on admission to studies in a given study programme.
2. Other applicants will be notified of being not admitted to studies at the University.
3. The decision on admission to studies is made by the Rector of the University based on the admission results, which are processed by the Admission Committee appointed by the Rector and whose members are the academics of the University.
4. The decision on the admission results must be issued within 30 days from the verification of conditions for admission to studies, and it must also include the statement and its reasons, together with information about the appeal against the decision.
5. Applicants may appeal against the Rector's decision on the admission results within 30 days from the day the decision is delivered; the appeal is to be sent to the Rector, only. The appeal is decided on by the Review Panel appointed by the Rector. No further appeal is possible against the decision on the appeal.
6. Applicants may request in writing to see the files concerning the admissions, especially the evaluation of their entrance examinations. These materials are stored at the Registrar's Office of the University. Students have the right to see the documents during the period in which they may file an appeal against the Rector's decision on the admission results. It is not possible to authorise a third person to see the materials concerning the admissions. It is a personal right of the study applicants.

Art. 4

Final provisions

1. This Admission Procedure has been approved by the Board of Directors in accordance with the Statutes of the University of Social and Administrative Affairs.
2. In compliance with Art. 36, Par. 4 and Art. 41, Par. 2 of the Higher Education Act, this Admission Procedure comes into force and effect on the day of registration by the Ministry of Education, Youth and Sports.

On behalf of the Board of Directors on 21 August 2017

Ing. Linda Foltýnová