

Admissions Process Rules for Follow-up Postgraduate Study Programmes in English for the Academic Year 2024/2025

Ordinance

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Document Title	Admissions Process Rules for Follow-up Postgraduate Study Programmes in English for the Academic Year 2024/2025
Document Type	Ordinance
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Applicable to	Applicants for admission to study
Effective from	1 September 2023

Drafted by	prof. Ing. Jitka Komárková, Ph.D., Vice-Dean	4 July 2023	Signature:
Approved by	prof. Ing. Jan Stejskal, Ph.D., Dean		Signature:

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Follow-up Postgraduate Study Programmes in English

Article 1

Informatics and System Engineering Follow-up Postgraduate Study Programme

- (1) The Faculty of Economics and Administration (FEA) implements an accredited follow-up postgraduate study programme in English "Informatics and System Engineering".

Article 1.1.

Admissions Deadlines and Dates

Deadline for submitting an application for study	1 December 2023 – 16 February 2024
Deadline for payment of administrative fees	16 February 2024
Officially certified copy of the secondary school education from the Czech Republic or recognition of the secondary school education from a foreign secondary school, or proof of recognition of education in the admissions process at the University of Pardubice (see Directive 11/2019 Rules for the Assessment of Foreign Secondary and Higher Education in the Admissions Process at the University of Pardubice)	16 February 2024
Payment of the tuition fee	at the latest on the day of enrolment
Sending exam tests	4 March – 15 March 2024
Deadline for publication of results	2 April 2024
Enrolment of applicants admitted to the 1st year	20 September 2024

Delivery address: Faculty of Economics and Administration, Study Office, Studentská 84, 532 10 Pardubice.

Article 1.2.

Application for study

- (1) The electronic application form must be filled in according to the instructions at <http://eprihlaska.upce.cz>. The instructions must be read carefully and followed. The candidate shall not send a printed electronic application form to the Faculty of Economics and Administration (FEA).
- (2) The electronic application can be checked by the applicant after registration at the same internet address.
- (3) The applicant shall deliver one passport-size photo, a copy of his/her passport, a curriculum vitae (in English) and proof of previous undergraduate education to the address of the FEA Study Office, see Directive 11/2019 Rules for the Assessment of Foreign Secondary and Higher Education in the Admissions Process at the University of Pardubice.
- (4) A medical certificate is not required.
- (5) If the application for study does not have the prescribed formalities or suffers from other defects, the applicant shall be invited in writing to remedy them, the application with formal defects shall not be registered and the applicant shall be invited to complete it immediately. If the applicant fails to remedy the defects within the time limit set, the admissions process shall be terminated.

Article 1.3.
Administrative fee

- (1) The fee for each application for admissions process is CZK 2,000.
- (2) The fee shall be paid by bank transfer.
- (3) If the applicant fails to participate in the admissions process, neither the fee nor the application form shall be returned.

Payment information:

Recipient's account name:	Univerzita Pardubice, Studentská 95, 532 10 Pardubice
Name and registered office of the financial institution:	KB Pardubice
Account number:	37030561/0100
Variable symbol:	4921
Constant symbol:	308
Specific symbol for electronic applications:	electronic application number generated
Transfer post office	Pardubice 530 02

Article 1.4.
Fee for the assessment of the recognition of education in the admissions process

- (1) The amount of the fee for the assessment of the recognition of education in the admissions process (in accordance with Directive 11/2019 Rules for the Assessment of Foreign Secondary and Higher Education in the Admissions Process at the University of Pardubice) is CZK 600.
- (2) The fee for the admissions process is non-refundable.
- (3) The fee shall be paid by bank transfer.

Payment information:

Recipient's account name:	Univerzita Pardubice, Studentská 95, 532 10 Pardubice
Name and registered office of the financial institution:	KB Pardubice
Account number:	37030561/0100
IBAN:	CZ2901000000000037030561
SWIFT:	KOMBCZPPXXX
Variable symbol:	4929
Constant symbol:	308
Specific symbol for electronic applications:	electronic application number generated
Transfer post office	Pardubice 530 02

Article 1.5.
Conditions of admission and method of decision-making

- (1) See the Conditions for Admission to Follow-up Study Programmes in English for the academic year 2024/2025, approved by the FEA Academic Senate on 29 May 2023 (FES_LEG_2023-003-A).

Article 1.6.
Number of applicants admitted

- (1) See the Conditions for Admission to Follow-up Study Programmes in English for the academic year 2024/2025.

Article 1.7.**Admission of applicants with specific educational needs**

- (1) The process for admission of applicants with specific educational needs is regulated by Directive 8/2019 "Support and Levelling of Conditions in the admissions process and Study of Applicants/Students with Special Educational Needs at the University of Pardubice".

Article 1.8.**Conditions of study for foreigners**

- (1) When admitting foreigners for study within the framework of international treaties and agreements to which the Czech Republic is bound, it is possible to adjust the date of the Admissions Process and to individually assess the applicant's educational attainment, or the admissions examination is not required (see Statutes of the University of Pardubice, Article 9, Point 2).

Article 1.9.**Notification of admission**

- (1) The method of publication of the results of the admissions process shall respect the principles of data protection.
- (2) The results of the admissions process shall be published under the applicant's university number on the Internet at www.upce.cz/fes.
- (3) Applicants shall receive the written decision of the Dean of the Faculty on the results of the admissions process in their own hands through a postal service provider.
- (4) The documentation on the admissions process shall be kept at the Study Office for FEA international students. Applicants may exercise the right to inspect their personal materials by appointment.
- (5) The admission decision shall be made by **2 April 2024**.

Article 1.10.**Appeal proceedings**

- (1) Any decision made by the Dean on matters of admission to study may be appealed. This appeal may be lodged within 30 days of the date of delivery of the decision to the applicant in his/her own hand.
- (2) The procedure for handling appeals is governed by Section 50 of Act 111/1998 Sb., On Universities, as amended.

Article 1.11.**Determination of the amount of the tuition fee and the payment thereof**

- (1) The amount of the tuition fee is determined on the basis of the results of the entrance exam and the number of students admitted. For the first **ten** students admitted in the first round of the admission process who obtain at least 60% of the maximum possible points in the entrance exam, the tuition fee is set for the entire duration of their studies in accordance with Article 12, Paragraph 1, Subparagraph a) of the Statutes of the University of Pardubice. Other admitted applicants shall pay the tuition fee for the entire duration of their studies in accordance with Article 12, Paragraph 1, Subparagraph b) of the Statutes of the University of Pardubice. These students shall be considered as fully paying for their studies.
- (2) The applicant is obliged to pay the full tuition fee for one academic year by bank transfer no later than on the day of enrolment (see Statutes of the University of Pardubice, Article 12, Paragraph 4. The paid tuition fee is refundable upon the applicant's request if he/she does not enrol for studies. The fee paid shall be reduced by bank charges, at the applicant's expense. A decision on the amount of the fee shall be given to the applicant who becomes a student on the day of enrolment.

Information on payment of tuition fees:

Recipient's account name:	Univerzita Pardubice, Studentská 95, 532 10 Pardubice
Name and registered office of the financial institution:	KB Pardubice
Account number:	37030561/0100
IBAN:	CZ2901000000000037030561
SWIFT:	KOMBCZPPXXX
Variable symbol:	124
Constant symbol:	308
Specific symbol for electronic applications:	electronic application number generated
Transfer post office	Pardubice 530 02

Article 1.12.
Enrolment in studies

- (1) Applicants admitted to the postgraduate study programme shall enrol at FEA during September, but no later than **20 September 2024**.
- (2) If the applicant is unable to attend on the appointed date, he/she must excuse himself/herself in writing in advance or, in an exceptional case, within five days after the appointed date of enrolment.

Article 1.13.
Deferment of studies

- (1) It is not possible to apply for deferment of studies.

Article 1.14.
Additional round of admissions

- (1) In the event that the anticipated number of students is not met during the admissions process, the Dean of FEA may announce another round of admissions by **1 May 2024**.
- (2) The deadline for the submission of applications for a possible additional round of admissions for studies in the academic year 2024/2025 is **31 May 2024**.
- (3) If an additional round of the admissions process is announced, additional information shall be published on the Faculty's website <http://www.upce.cz/fes>.

Article 2

Regional Development and Governance Follow-up Postgraduate Study Programme in English

- (1) FEA runs an accredited follow-up postgraduate study programme in English "Regional Development and Governance".

Article 2.1.

Admissions Deadlines and Dates

Deadline for submitting an application for study	1 December 2023 – 16 February 2024
Deadline for payment of administrative fees	until 16 February 2024
Officially certified copy of the secondary school education from the Czech Republic or recognition of the secondary school education from a foreign secondary school, or proof of recognition of education in the admissions process at the University of Pardubice (see Directive 11/2019 Rules for the Assessment of Foreign Secondary and Higher Education in the Admissions Process at the University of Pardubice)	until 16 February 2024
Submission of an abstract of the Bachelor's thesis in the required length in English (see Conditions for Admission to Follow-up Study Programmes in English for the academic year 2024/25).	until 4 March 2024
Payment of the tuition fee	at the latest on the day of enrolment
Sending exam tests	4 March – 15 March 2024
Round 1 results publication date	until 2 April 2024
Enrolment of applicants admitted to the 1st year	20 September 2024

Delivery address: Faculty of Economics and Administration, Study Office, Studentská 84, 532 10 Pardubice.

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Application for study

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- (2) The electronic application can be checked by the applicant after registration at the same internet address.
- (3) The applicant shall deliver one passport-size photo, a copy of his/her passport, a curriculum vitae (in English) and proof of previous undergraduate education to the address of the FEA Study Office, see Directive 11/2019 Rules for the Assessment of Foreign Secondary and Higher Education in the Admissions Process at the University of Pardubice.
- (4) A medical certificate is not required.
- (5) If the application for study does not have the prescribed formalities or suffers from other defects, the applicant shall be invited in writing to remedy them, the application with formal defects shall not be registered and the applicant shall be invited to complete it immediately. If the applicant fails to remedy the defects within the time limit set, the admissions process shall be terminated.

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Article 2.5.
Conditions of admission and method of decision-making

- (1) See the Conditions for Admission to Follow-up Study Programmes in English for the academic year 2024/2025, approved by the FEA Academic Senate on 29 May 2023 (FES_LEG_2023-003-A).

Article 2.6.
Number of applicants admitted

- (1) See the Conditions for Admission to Follow-up Study Programmes in English for the academic year 2024/2025.

Article 2.7.**Admission of applicants with specific educational needs**

- (1) The process for admission of applicants with specific educational needs is regulated by Directive No.8/2019 "Support and Levelling of Conditions in the admissions process and Study of Applicants/Students with Special Educational Needs at the University of Pardubice".

Article 2.8.**Conditions of study for foreigners**

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Article 2.10.**Appeal proceedings**

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- (2) The procedure for handling appeals is governed by Section 50 of Act 111/1998 Sb., On Universities, as amended.

Article 2.11.**Determination of the amount of the tuition fee and the payment thereof**

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- (2) The applicant is obliged to pay the full tuition fee for one academic year by bank transfer no later than on the day of enrolment (see Statutes of the University of Pardubice, Article 12, Paragraph 4. The paid tuition fee is refundable upon the applicant's request if he/she does not enrol for studies. The fee paid shall be reduced by bank charges, at the applicant's expense. A decision on the amount of the fee shall be given to the applicant who becomes a student on the day of enrolment.

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Article 2.12.**Enrolment in studies**

- (1) Applicants admitted to the follow-up postgraduate study programme shall enrol at the FEA during September, but no later than 20 September 2024.
- (1) If the applicant is unable to attend on the appointed date, he/she must excuse himself/herself in writing in advance or, in an exceptional case, within five days after the appointed date of enrolment.

Article 2.13.**Deferment of studies**

- (1) It is not possible to apply for deferment of studies.

Article 2.14.**Additional round of admissions**

- (4) In the event that the anticipated number of students is not met during the admissions process, the Dean of FEA may announce another round of admissions by **1 May 2024**.
- (5) The deadline for the submission of applications for a possible additional round of admissions for studies in the academic year 2024/2025 is **31 May 2024**.
- (1) If an additional round of the admissions process is announced, additional information shall be published on the Faculty's website <http://www.upce.cz/fes>.

prof. Ing. Jan Stejskal, Ph.D.
Dean

List of amendments and revisions to the controlled document

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