

*Pursuant to Section 36, Article 2 and Article 4, and Section 41, Article 2, of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act) the Ministry of Education, Youth, and Sports of the Czech Republic registered the Internal Regulations of **Metropolitan University Prague** under reference number 23 199/2011 – 30 on 26 September 2011.*

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Director of the Higher Education Department

Metropolitan University Prague

Admission Procedure Code

ADMISSION PROCEDURE CODE OF METROPOLITAN UNIVERSITY PRAGUE

PART I GENERAL PROVISIONS Article 1 INTRODUCTORY PROVISIONS

- (1) This Admission Procedure Code of Metropolitan University Prague shall regulate the admission procedure to study at Metropolitan University Prague (hereinafter the “MUP”), including the review procedure.
- (2) MUP accepts applications for study in Bachelor’s Degree study programmes, Master’s Degree, and Doctoral Degree study programmes.

PART II

REQUIREMENTS FOR ADMISSION TO STUDY

Article 2

PRIMARY REQUIREMENTS FOR ADMISSION TO STUDY

- (1) Completion of high-school or vocational-school education is required for admission to study in Bachelor’s Degree study programmes.
- (2) Completion of a Bachelor’s Degree study programme is required for admission to study in Master’s Degree study programmes that expand on Bachelor’s Degree study programmes.
- (3) Completion of a Master’s Degree study programme is required for admission to study in Doctoral Degree study programmes.
- (4) MUP applicants shall demonstrate their highest completed education by submitting a certified copy of their secondary school leaving certificate or a certified copy of their university diploma and diploma supplement (or, as the case may be, a transcript of records).

- (5) Applicants who completed their previous education at a secondary educational institution abroad must submit their school-leaving certificate including a certificate of official recognition, *i.e.* “nostrification”, or confirmation of equivalence¹, unless stipulated otherwise by bilateral agreements or other generally binding legal regulations. For applicants who completed their previous higher education abroad, the provisions of Section 89 of Act no. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (the Higher Education Act) as amended (hereinafter the Higher Education Act) are binding.

Article 3

FURTHER REQUIREMENTS FOR ADMISSION TO STUDY

- (1) MUP may stipulate further requirements for admission to study in individual study programmes implemented at MUP; these may include:
- a) certain knowledge, skills, talent; or
 - b) certain level of academic results or received at secondary school or, as the case may be, vocational school or higher education institution; or
 - c) specific requirements stipulated by MUP Rector’s.
- In case the pertinent study programme is divided into multiple study specialisations, further requirements may also relate to individual specialisations.
- (2) The requirements arising from Item 1 (a) are usually verified by testing the applicants during an entrance examination; MUP may also decide that the entrance examination or a part thereof be waived for applicants who can demonstrate compliance with the requirements pursuant to Item 1 (a) or (b), should such requirements be stipulated.
- (3) By issuing a Rector’s Directive, MUP may decide on the conditions under which the requirements stipulated in Item 1 (a) needn’t be verified by the entrance examination; and, subsequently, all applicants who comply with the basic requirements for admission to study will be admitted.
- (4) MUP may stipulate different requirements for admission of applicants who are enrolled in or completed a study programme or its part at a university in the Czech Republic or abroad or at a vocational school; in such cases, MUP Rector shall decide on the form and content of an extraordinary entrance examination and the prerequisites for the waiver of the entrance examination. Such different requirements must not be disadvantageous to the applicants.
- (5) Further requirements for admission to study in study programmes in the relevant academic year or their concrete aspects shall be approved by MUP Rector following the proposal of the Guarantors of the relevant specialisations.
- (6) MUP shall publish the deadline for submission of applications, the manner of their submission, and the manner of their acceptance and verification sufficiently in advance – at least 4 months

¹ Section 108 of Act no. 561/2004 Coll., on Preschool, Elementary, Secondary, Higher Vocational and Other Education (the Education Act) and Section 1 and 2 of Decree no. 12/2005 Coll., on the Conditions of Recognising the Equivalence and Validity of Certificates Issued by Foreign Schools.

prior to the deadline via official MUP Notice Board, MUP website, or by other suitable means, *e.g.*, in non-periodical publications.

- (7) In case the pertinent study programmes have been granted accreditation, MUP is not obliged to comply with the 4-month time limit prior to the deadline for submission of applications for study pursuant to Article 3, Item 6 of this MUP Admission Procedure Code in order to observe the commencement of the academic year. In such cases, the time limit may be shorter; nevertheless, it must be at least one month long. Other requirements stipulated in Article 3, Item 6 herein remain unchanged.
- (8) Requirements for admission to study and the manner of their verification shall remain effective throughout the whole course of the admission procedure in the relevant academic year, including the review procedure, and they may not be changed during its course.

Article 4

REQUIREMENTS FOR ADMISSION TO STUDY FOR STUDENTS OR GRADUATES OF VOCATIONAL SCHOOLS

- (1) MUP Rector may recognise successfully completed study requirements achieved by students or graduates of vocational schools in accordance with MUP Study and Examination Code. At the same time, MUP Rector shall decide on the placement of such students in adequate semesters and years of study of the relevant Bachelor's Degree study programme.
- (2) Specific requirements for admission of students or graduates of vocational schools must be stipulated by the Guarantors of individual specialisations conducted at MUP.
- (3) MUP Rector shall decide on admission to study of students or graduates of vocational schools.

Article 5

ENTRANCE EXAMINATIONS

- (1) Entrance examinations may comprise one or more parts. Entrance examinations or their parts may be conducted in written, oral, or combined form. All parts of entrance examinations may take place in one day or they may be scheduled on several days.
- (2) MUP Rector shall stipulate at least one regular entrance examination date; in case of Doctoral Degree study programmes, MUP Rector may also stipulate an alternative entrance examination date.

- (3) MUP Vice-Rector for Student Affairs may permit an alternative entrance examination date (provided that an alternative entrance examination date has been scheduled) for applicants who had applied to study in the Doctoral Degree study programme and who subsequently applied for an alternative examination date in writing prior to the stipulated regular examination date, provided that the applicants cannot attend the regular entrance examination due to grave reasons that can be documented - particularly medical reasons. In exceptional and duly justified cases MUP Rector may exempt these applicants from the deadline. Reasons for permission of the alternative entrance examination date do not include participation in another entrance examination. However, full-time study abroad that prepares applicants for study at higher education institutions always constitutes grounds for permission of an alternative entrance examination date. Additional alternative entrance examination dates are not permitted.
- (4) MUP Rector shall appoint the members of the Entrance Examination Committee following a proposal of the Guarantor of the relevant specialisation. The committee shall consist of a minimum of three members.
- (5) Prior to the commencement of the entrance examination or its part, the identity of the applicants shall be verified; applicants shall confirm their presence with their signature. A report on the entrance examination shall form a part of the entrance examination records; among other information, it shall include particularly the following:
- a) form of the entrance examination or a list of entrance examination parts and their forms;
 - b) report on the written part of the examination (if applicable):
 - i. subjects of the entrance examination, results;
 - ii. date of the entrance examination;
 - iii. signature of a member of the Entrance Examination Committee;
 - c) report on the oral part of the examination (if applicable):
 - i. questions posed to the applicant, results;
 - ii. date of the entrance examination;
 - iii. signatures of the members of the Entrance Examination Committee;
 - d) results of individual parts of the entrance examination and the whole entrance examination.

There must be at least two members of the Entrance Examination Committee present during the oral part of the entrance examination.

- (6) MUP Rector may recognise a successfully completed MUP entrance examination that took place in the last 12 months prior to the entrance examination date in a study programme of the same or similar area of study.
- (7) Entrance examinations or their parts may be interrupted by a member of the Entrance Examination Committee in case the applicant asked for interruption due to sudden medical indisposition that had arisen during the examination and in case it is apparent that the applicant is unable to continue in the entrance examination; the same applies to cases when such a serious indisposition apparently prevents the applicant from asking for interruption. The interruption shall be indicated in the entrance examination report. The results of interrupted entrance examinations shall not be evaluated; the applicant shall be considered as not having attended the entrance examination. MUP Vice-Rector for Student Affairs may permit the entrance examination to take place on one of the following entrance examination dates should the applicant apply for it within 5 days of the interrupted entrance examination, while stating

the reasons for the interruption. MUP Vice-Rector for Student Affairs shall decide on the application without unnecessary delay. Upon completion of the entrance examination or its relevant part, the objection of indisposition during the entrance examination may no longer be applied.

- (8) A member of the Entrance Examination Committee shall interrupt the entrance examination or its part in case the actions of the applicant are in breach of the rules of this MUP Admission Procedure Code or rules stipulated in any of the Rector's Directives that apply to the course of the entrance examination. The results of entrance examinations interrupted in such a manner shall not be evaluated; alternative entrance examination dates shall not be permitted.
- (9) A member of the Entrance Examination Committee shall interrupt the entrance examination or its part in case circumstances preventing its continuation arise or become apparent in the course of the examination that may interfere with the equality of the applicants in the admission procedure. The results of interrupted entrance examinations shall not be evaluated. Without unnecessary delay, MUP Vice-Rector for Student Affairs shall invite all relevant applicants to the next entrance examination date, which shall be determined so that the entrance examination will take place at the latest 7 days after the last available entrance examination date.
- (10) In addition, MUP Rector shall pronounce a completed entrance examination or its part as invalid, in case it can be proved that actions which affected the equality of the applicants in the admission procedure took place. This measure does not apply to applicants who received a Decision on Admission issued by MUP Rector, which has already come into force. Without any unnecessary delay, MUP Rector shall invite all relevant applicants to the next entrance examination date which shall be determined so that the entrance examination will take place at the latest 7 days after the last available entrance examination date.

PART III

MUP ADMISSION PROCEDURE

Article 6

APPLICATION FOR STUDY

- (1) Admission procedure shall commence by the delivery of a hard-copy of the application form to MUP, including the receipt confirming the payment of the administrative fee for the operations relating to the admission procedure in accordance with MUP Price List. The application form shall be signed by the applicant.
- (2) Applicants who are applying for study in multiple specialisations are obliged to submit individual applications for each specialisation of study.
- (3) Applications shall be submitted on the relevant form or via electronic form. Both forms are equivalent. Applications shall form an integral part of the report on the admission procedure.

- (4) Applications must be submitted within the deadline stipulated in Article 3, Items 6 and 7, herein. In duly justified cases, MUP Rector may accept applications from applicants without regard to the deadline stipulated in Article 3, Items 6 and 7, herein.
- (5) In case the application form is not duly completed and/or the receipt confirming the payment of the administrative fee for the operations relating to the admission procedure is not included or, as the case may be, documents stipulated in Article 2, Items 4 and 5, herein are missing, MUP shall invite the applicant to remove the deficiencies and provide the applicant with an adequate deadline. In case the deficiencies are not removed, the application shall be considered as not submitted.
- (6) In case the verification includes an entrance examination, MUP shall send the applicant an invitation to the entrance examination - usually 14 days prior to the date when the entrance examination or its first part is to be held.

Article 7

DECISION ON ADMISSION TO STUDY

- (1) Decisions on admission to study are not subject to general regulations on administrative procedures.
- (2) Decisions on applicants' admission to study and decisions on refusal of admission to study shall be made by MUP Rector.
- (3) Decisions on admission and refusal of admission to study shall be issued in writing within 30 days upon completion of the verification of the requirements for admission to study pursuant to Article 3, Item 2, herein; and it shall be delivered to the applicant in accordance with the rules stipulated in Article 13 herein.
- (4) Decisions on admission to study must include the following:
 - a) date of issue;
 - b) first name, last name, and address of the residence of the applicant;
 - c) decision on admission or refusal of admission of the applicant, including the academic year, study programme or, as the case may be, specialisation of the study programme, and form of study, while citing the legal regulations pursuant to which the decision is issued;
 - d) justification;
 - e) notification on the possibility of applying for a review of the decision;
 - f) signature of MUP Rector or an authorised MUP Vice-Rector.
- (5) The official MUP stamp must be affixed to decisions on admission.
- (6) A counterpart of the decision on admission shall form an inherent part of the report on the entrance examination.

Article 8

THE APPLICANTS' RIGHT TO VIEW THEIR DOCUMENTS

- (1) Applicants are entitled to request to view all their documents that are significant for the decision on admission to study and refusal of admission to study within 30 days after the delivery of the decision issued by MUP Rector pursuant to Article 13 herein.
- (2) The term
 - a) "to view" shall indicate the possibility to read the aforementioned documents and take notes from these documents;
"documents" shall indicate all documents that formed a part of the application as well as the relevant texts of all written tests completed by the applicant, including the assignment, written evaluation of the applicant by the members of the Entrance Examination Committee or their formal notes –if they are administered by MUP, including evaluation of all forms of entrance examination, report on entrance examination, and other relevant documents pursuant to internal MUP regulations.
- (3) Only applicants may view their documents; they may view their documents on MUP premises in the presence of an authorized MUP employee.
- (4) Adequate conditions must be created and sufficient time limit must be provided for the viewing of the documents pursuant to Item 1.

PART IV

REVIEW PROCEDURE REGARDING ADMISSION TO STUDY

Article 9

PRELIMINARY PROVISIONS

- (1) Decisions on applications for review of decisions on admission or refusal of admission to study (hereinafter the "Application") shall be made by MUP Rector.
- (2) During the review procedure, MUP Rector shall review whether the decision made pursuant to Article 7 herein is in compliance with the Higher Education Act, this MUP Admission Procedure Code, other MUP internal regulations as well as other requirements for admission to study stipulated by MUP pursuant to Article 3 herein and with the means of their verification.

Article 10

APPLICATION

- (1) Applicants may apply to MUP Rector to review the decision on admission or refusal of admission to study; alternatively, their statutory representative or authorised representative endowed with a power of attorney may apply on their behalf.
- (2) Applications may be submitted within 30 days from the delivery of the decision of admission pursuant to Article 7 herein.
- (3) Applications shall be submitted to MUP Rector. In case the applicant is being represented by an authorised representative during the admissions procedure, a power of attorney with a signature certified by a notary public must be affixed to the Application.
- (4) MUP Rector may pardon the failure to meet the deadline for submission of Applications resulting from grave reasons, if the applicant applies for the pardon in writing.

Article 11

RECTOR'S DECISION ON APPLICATIONS

- (1) MUP Rector shall refuse Applications in case of late submission or in case they were submitted by an unauthorised person.
- (2) MUP Rector shall refuse the Application and confirm the original decision in case the decision does not breach the requirements and rules stipulated in Article 9, Item 2 or in case their breach did not affect the correctness of the decision. Otherwise, MUP Rector shall change the decision.
- (3) Decisions issued by MUP Rector shall include the decision, its justification, and notification on its finality.
- (4) Decisions shall be issued in writing and delivered to the applicants pursuant to the rules stipulated in Article 13 herein.

PART V
COMMON AND FINAL PROVISIONS

Article 12

COMMON PROVISIONS

- (1) Pursuant to this MUP Admission Procedure Code, rules and regulations of the admission procedure and review procedure shall be applied adequately to relevant decisions that include, in particular, refusal of application for an alternative entrance examination date.
- (2) Unless stipulated otherwise by the Higher Education Act (Section 49, Article 2, of the Higher Education Act), this MUP Code on Admission Procedure shall also apply to admission of foreigners.
- (3) Decisions adopted pursuant to this MUP Admission Procedure Code shall enter into force as of the day following the lapse of the time-limit for submission of the Application for review, provided that the possibility of such a review is stipulated, or as of the day following the day when the applicant waived his/her right to submit the Application for review, or on the day when the decision of the review procedure was delivered.

Article 13

DELIVERY OF DOCUMENTS AND DRAFTING OF DOCUMENTS AND DECISIONS

- (1) Applicants are required to inform MUP Student Services office about any changes in their contact information immediately (this pertains particularly to the change of first and last name, address, and telephone number.)
- (2) Documents shall be delivered to applicants in person directly at the relevant MUP Student Services office. Applicants shall confirm the acceptance of documents by their signature. Refusal to accept any document shall have the same effect as the delivery of the document; a record of the refusal to accept any document shall be made.
- (3) Unless the provisions of Item 2 are followed, documents shall be delivered via a provider of postal services to the applicant's registered address. Documents shall be considered as delivered as of the day of their acceptance or the day on which the applicant refused to accept them, or on the day when the 10-day limit, which started on the day when the relevant document was deposited on the business premises of the postal provider and the addressee was invited to pick it up, elapsed. Documents may be delivered via a public data network to a data box, provided the applicant informed MUP on the existence of such a personal data box. The delivery to the data box is equal to a delivery to the addressee in person only and the document shall be considered as delivered upon the addressee's access to the data box or upon the lapse of a 10-day time limit stipulated for its collection.

- (4) In case applicants are represented on the grounds of a power of attorney, documents are to be delivered only to the applicants' representatives via a postal services provider. The provisions of Item 3, sentences 2 and 3 shall apply analogously.
- (5) In case document cannot be delivered in compliance with Items 3 and 4; or in case applicants fail to comply with the requirement to inform MUP of their address or its change; or in case the applicants' place of residence is unknown, documents shall be filed at the relevant MUP Student Services office; and the notification of the document shall be posted on MUP Notice Board and published in a manner that enables remote access. The 10th day after the deposition of the document shall be considered as the delivery day.
- (6) Documents and decisions drafted in accordance with this MUP Admission Procedure Code shall be written in the Czech language. Documents and decisions relating to specialisations taught in other languages may be written in the relevant foreign language in addition to the Czech language. However, the Czech language version shall take precedence in case there are any ambiguities regarding interpretation.
- (7) The compliance with the deadlines effective for document submitted by applicants is judged in the following manner: the deadlines are met if the documents in question are filed at MUP or submitted for postal deliver on the last day of the stipulated deadline.
- (8) In case any of the deadlines stipulated in this MUP Admission Procedure Code elapse on a Saturday, Sunday, or a national holiday, the last day of the time limit is defined as the business day that immediately follows.

Article 14

FINAL PROVISIONS

- (1) The MUP Admission Proceedings Code registered by the Ministry of Education, Youth, and Sports of the Czech Republic (hereinafter the "Ministry") on 27 October 2010 under reference number 13 418/2010 – 30 is hereby repealed.
- (2) This Admission Procedure Code was approved by MUP Rector on 30 May 2011, and it becomes effective on the day of its registration by the Ministry of Education, Youth and Sports of the Czech Republic.²
- (3) This Admission Procedure Code becomes effective as of 1 October 2011.

² Section 36, Article 4 and Section 41, Article 2 of the Higher Education Act.