



Univerzita Palackého
v Olomouci

MAIN REGULATION OF UP

B1-17/2-HN-UZ01

**ADMISSION PROCEDURE CODE
OF PALACKÝ UNIVERSITY OLOMOUC**

Contents: This Code regulates the admission of applicants to study at UP, including the appeal procedure.

Guarantor: Vice-Rector for Study

Date the policy comes into force: 1 November 2021

Date the policy comes into effect: 2 November 2021

Admission Procedure Code of Palacký University Olomouc

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

Part I

Article 1 Introductory Provisions

- 1) In accordance with the provisions of Sections 48 to 50 and Section 69a of Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act) (hereinafter the “Act”), the Admission Procedure Code of Palacký University Olomouc (hereinafter the “Code”) regulates the admission (hereinafter “admission” or “non-admission”) of applicants for study at Palacký University Olomouc (hereinafter “UP”) to study at UP, including the appeal procedure.
- 2) Unless stipulated otherwise, the Deans are responsible for the exercise of rights and performance of duties 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 degree program implemented at UP, the applicant is required to have fully completed a secondary education and passed the final examination.
- 2) To be admitted to study in a Master’s degree program implemented at UP, which is a follow-up to a Bachelor’s degree program under Section 46(2) of the Act, the applicant is

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

- 3) To be admitted to study in a doctoral degree program implemented at UP, the applicant is required to have duly completed a Master's degree program and in the field of arts to have been awarded an academic degree.

Article 3

Other Requirements for Admission to Study

- 1) Faculties may set other requirements for admission to study in a given degree program implemented by the respective faculty, namely;
 - a) specific knowledge, abilities, aptitude or sport performance;
 - b) specific study results at secondary school, university or technical college;
 - c) applicant's fitness for study if required by the nature of the degree program.
- 2) For degree program implemented under Article 18(4)(c) of the Constitution of Palacký University Olomouc (hereinafter the "Constitution"), the requirements shall be determined by the faculties implementing the degree program thereunder.
- 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 set.
- 4) Faculties must determine the expected number of applicants admitted to study in a given degree program or field of study. Faculties are required to make public the expected number of admitted applicants on the open part of their websites with reasonable advance notice, but not later than four months, before the deadline defined by Article 4(1)(a).
- 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 will be stipulated by means of a Dean's decision, so that the bonus points are assigned transparently. The system for assigning bonus points is approved by the Academic Senate of the faculty under Article 5(1)(f).
- 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 exams or study results at secondary school, 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 or non-admission decision.
- 9) Faculties may determine that, should the number of applicants be inferior to the number under Paragraph 4, they may refrain from verifying whether the applicants 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 set different requirements for admitting applicants who follow or have graduated from a degree program 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) The requirements for admitting applicants to study in a degree program 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 degree programs implemented under:
 - a) Article 18(4)(b) of the Constitution, the Deans of the 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 the respective faculties file such a proposal with the Academic Senate of the respective faculties 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 degree program, or, as the case may be, by an agreement entered into by the entities defined in the respective provisions of the Constitution.
- 13) Requirements for admitting applicants and the method of verifying the fulfilment of requirements for their admission apply to all decisions throughout the admission procedure in the given academic year, including the appeal procedure, and may not be modified during the procedure.

Article 4

Time Limits for Filing Applications

- 1) In accordance with Sections 49 and 50 of the Act, the Rector of UP (hereinafter the "Rector"), having considered the dates of the final examinations and the beginning of the academic year and having discussed the matter at a Deans' meeting determines, not later than by 15 March, the following details for the next 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 the respective faculties, the requirements for admission to study for individual degree programs (fields) of study implemented at UP.
- 2) If requested to do so by a Dean, the Rector may stipulate an alternative date, or dates, in accordance with Paragraph 1(a) and (b).

Article 5

Publishing and Approving the Conditions for the Admission Procedure

- 1) Under Section 27(1)(e) of the Act, the Academic Senate of the faculty considers and approves the conditions for the admission procedure by the deadline set in the Rector's instruction, namely:
 - a) the particulars of an application for study at the respective faculty in accordance with Article 8(3);
 - b) the requirements for admission to study in a degree program 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 expected number of applicants admitted to study in a given degree program or field of study;
 - f) if the Dean exercises his or her right under Article 3(6), then there are also additional requirements for assigning bonus points in accordance with Article 3(5) and (7).
- 2) Not later than 4 months before the deadline under Article 4 (1) (a), the 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 open part of the faculty website.

Article 6

Verification of Requirements Verified 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, or as the case may be authenticated copies thereof, submitted by the applicant in a manner and within time limits stipulated by the Dean if such requirements consist in presenting documents verifying achieved qualifications or school results.

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 on 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 the granting of 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 whom 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 18.
- 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 proof of their being present. Persons authorized by the Dean shall keep records on the course of the admission procedure in the UP University Information System (hereinafter the "UIS") 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 under Article 9 shall be kept by the Committee.
- 8) A minimum of two members, one of whom is an authorized member of the 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 apparent 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 the respective applicant is conclusively presumed not to have passed the entrance examination, and an alternative or extraordinary date will 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) The Dean subsequently 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 demonstrated. Such a measure does not apply to applicants who have received the Admission Decision on or before the date of the issue of such a measure. 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 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 degree program. An application is considered to have been delivered to UP the moment the applicant fulfils the last of the following requirements: filling in the login and personal details, choosing a degree program and (if applicable) a field of study; payment of the fees related to the admission procedure.
- 2) Unless a degree program implemented by the faculty is subdivided into more than one field of study, only one application may be filed for such a degree program at the respective faculty. If the degree program 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 degree program at the respective faculty unless an internal regulation of the faculty stipulates that an application may only be filed for the degree program as a whole, or separate applications for more than one field of study within such a degree program. Restrictions to filing applications, other than those under the present Paragraph, are not permissible.
- 3) Applications for study are filed only electronically through a web interface in the UIS. First, the applicants must create their user accounts. After logging into the system, the

applicants first fill in the obligatory personal details including, but not limited to, their first name and surname, nationality, personal identification number (without a slash) or its equivalent, surname-at-birth, country of birth, place of birth, address of permanent residence in the Czech Republic, or as the case may be, outside the Czech Republic. 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, (hereinafter the "Data Protection Act") constitutes part of the personal details.

- 4) If any of the personal details marked as obligatory has not been filled in, the system will prevent the applicant from saving the details and the applicant is presumed not to have provided such details; the system will display a message informing the applicant of the failure to provide the obligatory personal details. If all the obligatory personal details have been filled in, the system will make it possible for the applicant to save the details, but will also notify the applicant that by saving the details the application has not yet been delivered to UP.
- 5) After the personal details have been successfully saved, the applicant will choose the degree program and field of study (if applicable). This choice does not mean that the application has been delivered to UP and the applicant will be notified thereof by the system; at this stage UP still does not know what degree program and field of study (if applicable) has been chosen by the applicant.
- 6) After making the choice under Paragraph 5, the applicant must without undue delay pay the fees related to the admission procedure. The fees can only be paid online (credit or debit card, payment portal).
- 7) Upon the payment of the fees related to the admission procedure, the applicant is presumed to have delivered the application to UP. The fees related to the admission procedure are not refundable. Section 37(2) and (4) of Act No. 500/2004 Sb., Administrative Procedure Code (hereinafter the "Administrative Procedure Code") do not apply to situations under Paragraphs 3 to 7.
- 8) Applications for study may require attachments, whose content, form, and other particulars shall be determined by the Dean. 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 proof establishing that the applicant has paid the fees related to the admission procedure under Paragraph 6 may be a mandatory attachment of the abbreviated version of the electronic application for study.
- 9) The required details may also include the consent of the applicant that an admission decision may be delivered through the UIS.
- 10) Application for study shall be filed within a time limit for filing applications for study at

UP under Article 4(1) (a) and (b).

- 11) The applicant shall be informed by the Students' Office about the 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 publishes an invitation to an entrance examination in the UIS, together with the information under Sentence 1 and notification of the rules under Article 7(5) not later than 14 days before the regular date of the entrance examination or its first part, or sends such an invitation through a postal service provider.
- 12) The admission procedure for applicants with special needs is regulated by this Code in conjunction with UP Rector's Directive No. B3-14/3-SR.

Article 9

Report on Oral, Aptitude or Practical Entrance Examination

- 1) The members of the Committee who are present at an oral, aptitude or practical entrance examination make a report thereof; such a report must be signed by all the members present and is included in the applicant's file.
- 2) The content of such a report includes, but is not limited to, the following:
 - a) what questions the applicant has been asked to answer or what tasks the applicant has been asked to perform;
 - b) short answers or a description of the performance by the applicant;
 - c) comments on the applicant's answers or performance by the members of the Committee.

Article 10

Admission/Non-Admission Decision

- 1) If an applicant has passed an entrance examination but failed to establish the fulfilment 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. The Dean shall inform the applicant in the 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 issue a non-admission decision.
- 2) Applicants who are already enrolled in a degree program (a field of study within a degree program) at a particular faculty of UP cannot be enrolled in the same degree program (a field of study within a degree program) at the same faculty of UP.
- 3) It is the Dean who decides on the admission or non-admission of applicants.
- 4) The Admission/Non-Admission Decision is issued 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 to the applicant through the UIS provided that the statutory requirements have been complied with; otherwise it is delivered to the applicant personally.
- 5) Decisions under Paragraph 3 and, with necessary modifications, notices under Paragraph

1 must contain the following particulars:

- a) the reference number under which the decision is filed 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 degree program or, as the case may be, the field of study within a degree program, the form of study and the law under which the decision was made;
 - e) reasoning;
 - f) advice on the possibility of lodging an appeal against the decision and on the particulars of such an appeal;
 - g) name and position of the person responsible for the correctness of the decision;
 - h) Dean's or authorized Vice-Dean's signature. The signature of the Dean or an authorized Vice-Dean on a replacement copy of the decision delivered to the applicant can be replaced with a "manu propria" or "m.p." clause attached to the surname of the Dean or the authorized Vice-Dean" and will state the first name, surname and signature of the Students' Affairs Officer responsible for issuing the decision in writing.
- 6) The decisions under Paragraph 3 must bear the official stamp of UP.

Article 11

Applicant's Right to Consult the Admission Procedure File

- 1) For the purposes of the present Code:
 - a) "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.
 - b) "consult" shall mean read documents under Letter (a) and extract notes therefrom and make copies thereof, "file" shall mean all documents under Letter (a);
- 2) The applicants may only request to consult the file once they have been notified of the decision. The faculties shall enable applicants to consult the files under this Paragraph not later than thirty days after they have so requested, or the faculties may provide the applicant with a copy of the file.
- 3) The right to consult the admission procedure file, or request a copy of the file, under Section 50(5) of the Act may only be exercised by the applicant (without prejudice to the possibility to grant a power of attorney) at the Students' Office or at another designated place of the faculty when personal data protection is ensured under the Data Protection Act. Applicants may only consult the file during official hours as determined by the Dean in the presence of an employee authorized by the Dean. Applicants may consult their file

as long as necessary.

- 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

Appeal Proceedings

Article 12

- 1) The Rector is competent to decide on appeals. This is without prejudice to the decisions under Article 14.
- 2) The Rector reviews whether the decision and the preceding proceedings are in compliance with the applicable laws and regulations as well as the internal regulations of the university and the faculty and the conditions for admission procedure stipulated by UP or the faculty under Section 49(1) and (3) of the Act.

Article 13

Appeal

- 1) An appeal may be filed by the applicant or by a representative under a power of attorney, the hard copy of which must be attached to the appeal.
- 2) The appeal 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 10 is delivered to the applicant.
- 3) The appeal is filed with the Dean who issued the challenged decision.
- 4) The failure to comply with the time limit under Paragraph 2 may be waived if the applicant proves that the failure was caused by circumstances beyond the applicant's control. The appeal must be attached to the application for the waiver of the failure to comply with the time limit; otherwise, UP will not consider the application.
- 5) The appeal usually contains:
 - a) applicant's first name, surname and the address to which the decision on the appeal is to be delivered;
 - b) details of the appealed decision (the faculty, reference number and date of issue, degree program, or field of study within a degree program, form of study);
 - c) the appealed part(s) of the decision and reasons for applicant's disagreement with the original decision;
 - d) applicant's own signature or the signature of the person filing the appeal under a power of attorney.

Article 14
Dean's Decision

- 1) The Dean may only modify the non-admission decision by granting the appeal in whole. Such a decision can be appealed.
- 2) Article 10 applies by analogy to decisions under Paragraph 1.

Article 15
Preparing Background Materials at the Faculty

- 1) If the Dean does not issue a decision under Article 14, the Dean shall attach to the appeal an applicant's admission procedure file and, as the case may be, his or her opinion. The Dean shall submit the appeal, the file, and the opinion under Sentence 1 to the Rector within 30 days after the delivery of the appeal; other time limits and other particulars shall be determined by the Rector's instruction for the given academic year.
- 2) In the event of inadmissible or untimely appeals, the Dean shall refer the file to the Rector within 10 days; the Dean will only state the reasons relevant for assessing the inadmissibility or untimeliness of the appeal.

Article 16
Working Committee

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

Article 17
Rector's Decision

- 1) The Rector dismisses the appeal if
 - a) the appeal was filed late,
 - b) the appeal was filed by a person not competent to do so.
- 2) If the Rector has not dismissed the appeal under Paragraph 1, then the Rector reviews whether the decision and the preceding proceedings comply with the applicable laws and regulations, internal regulations of UP and the faculty and the conditions for admission procedure set by UP or the faculty.
- 3) If the Rector finds that the appealed decision violates the applicable laws and regulations or internal regulations of UP or the faculty, or that it is incorrect, the Rector reverses or modifies the Dean's decision. Otherwise, the Rector dismisses the appeal and upholds the Dean's decision.
- 4) The Rector's decision on the appeal includes, with necessary modifications, particulars under Article 10(5) and advice that no further appeal may be lodged against it.
- 5) The Rector's decision on the appeal is made in writing in two copies. With necessary modifications, one copy is delivered to the applicant, in compliance with Article 10(4) and the other copy forms part of the admission procedure file.

Article 18
Report on the Course of the Admission Procedure

- 1) In accordance with Section 50(9) of the Act and Decree No. 343/2002 Sb., on the procedure and conditions of publishing the course of admission procedure at universities, as amended, (hereinafter the "Decree") individual faculties shall publish a report on the course of the admission procedure not later than 15 days after the proceedings have finished.
- 2) The report on the course of the admission procedure shall have all content particulars and shall be drafted in accordance with the Decree and Section 50(9) of the Act.
- 3) Vice-Deans in charge of the admission procedure shall be responsible for drafting and publishing the report on the course of the admission procedure at individual faculties.

Part V

Article 19

Final Provisions

- 1) The provisions of the Act and, with necessary modifications, provisions of the Administrative Procedure Code, will apply to any matters not expressly regulated herein.
- 2) The rules for the proceedings under the present Code shall apply with necessary modifications to decisions and procedures related to such proceedings.
- 3) Article 25 of the Constitution will apply to the delivery of documents under this Code.
- 4) With regard to the time limits for filing documents by applicants, the time limits are kept if the document is submitted to 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 business day.
- 5) All employees of UP who have taken part in the admission procedure under the present Code shall keep confidential any facts which they have learned in relation to the admission procedure under the present Code in order to protect applicants' personal data pursuant to the Data Protection Act.
- 6) The main regulation of UP No. B1-13/2-HN of 1 September 2013, Admission Procedure Code, including Amendment No. 1 thereto B1-14/15-HN of 4 June 2014 is hereby repealed.
- 7) The present Code was approved by the Academic Senate of UP at its meeting held on 24 May 2017.
- 8) This Code comes into force on the date it is published and comes into effect on 1 September 2017; Article 8(11) and Article 10(4) come into effect on the seventh day following its publication.

This consolidated version incorporating Amendment No. 1, i.e. effective as of 2 November 2021.

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