

The Rules for Admission Procedure and Conditions for Admission to Study programs („*Petroleum Engineering*“, „*Process Engineering in Raw Materials*“) of the follow-up Master Study at the Faculty of Mining and Geology at VSB - Technical University of Ostrava for the academic year 2020/2021

The Dean of the Faculty of Mining and Geology (FMG) announces **the admission procedure** starting on **12 June 2020** for the study in the consultation centre Ostrava in **the academic year 2020/2021** in follow-up Master degree programmes.

Follow-up Master degree programmes of study

Consultation centre Ostrava

- **Petroleum Engineering** - degree programme (instruction in the Czech or English language) in the full-time or (instruction in the Czech language) combined form of study;
- **Process Engineering in Raw Materials** - degree programme (instruction in the Czech language) in the full-time form of study;

The Faculty of Mining and Geology also offers the study to candidates with specific needs. If interested, please contact the study office: <studijni.hgf@vsb.cz>.

For degree programmes taught in English, a fee is payable in accordance with Section 58 (5) of Act No. 111/1998 Coll. on Higher Education Institutions and on amending and supplementing certain acts (the Higher Education Act), **as amended**, amounting to **EUR 4,000 per the academic year**. For degree programmes taught in the Czech language, the above fee associated with study at the Faculty of Mining and Geology does not apply.

The manner and conditions of submitting the application for the follow-up Master study

In order to submit an application for the follow-up Master study, the candidate must meet the following conditions by **31 August 2020**:

- Submit an electronic application form at <http://uchazec.vsb.cz>. It is not necessary to print or send the application to VSB-TUO.
- Enter the arithmetic mean (rounded to 2 decimal places) of the results from the first to the last but one semester of the previous university (usually Bachelor) study, in the case of foreigners, including a possible conversion to the Czech grading. If the candidate has already acquired a university degree and the diploma supplement, he/she attach both of these documents.
- Pay an administrative fee of **CZK 500** for the admission procedure. The fee is non-refundable at any stage of the admission procedure. This fee must be paid immediately after submission of the application, but no later than by March 31, 2020 for the first round. An unpaid fee makes the application invalid. Both the payer's bank and the payee's bank fees are charged to the payer's account (as instructions for fees in the case of payments through the SWIFT interbank network, OUR payment type must be entered).

Send the administrative fee to the account:

- Account name: Vysoká škola báňská – Technická univerzita Ostrava (VSB – Technical University of Ostrava)
- Account number: 100954151/0300
- Variable symbol: **will be generated by the system at the end of the application**
- Constant symbol: 0558
- Bank: ČSOB, a. s., branch Ostrava-Poruba, Hlavní třída 703, 708 39 Ostrava-Poruba
- Data for making the payment from abroad:
 - IBAN: CZ51 0300 0000 0001 0095 4151
 - BIC (SWIFT) code: CEKOCZPP
- Instructions for fees in the case of payments through the SWIFT interbank network: OUR

If these conditions are not met, the application will be excluded from the admission procedure.

The Faculty does not require a certificate of medical fitness. However, for some degree programmes, a certificate of medical fitness to complete some subjects may be required during the studies.

Candidates whose application has fulfilled the conditions for submitting the application must also submit the following documents in the form of electronic application attachment by 15 September 2020:

- **diploma of higher education** (usually Bachelor's degree),
- **diploma supplement**
- **proof of recognition of foreign higher education in the Czech Republic** (recognition; <https://www.vsb.cz/cs/o-univerzite/sluzby/uznavanizahranicniho-vzdelani/>) if education was achieved abroad (does not apply to equivalent documents, e.g. from the Slovak Republic),
- **language certificate**. The candidate is obliged to demonstrate the ability to study in the selected language. In the case of study in Czech, it is sufficient to prove the university education completed in Czech or Slovak language, otherwise the candidate must submit a certificate proving the Czech language skills at the B1 level (<http://www.vsb.cz/712/cs/cestina-pro-izizince/>). In the case of study in English, it is sufficient to prove the university education completed in English, otherwise the candidate must submit a certificate demonstrating the English language skills at B1 level (e.g. TOEFL or IELTS). In cases worthy of special consideration, the Dean may waive this examination.
- In the combined form of study incl. evidence of **a structured CV**.

All required documents must be scanned or photographed in clearly legible quality and contain all pages.

Only candidates who have successfully completed a university degree in the same or a related programme may be admitted to a follow-up Master programme. Similarity will be assessed primarily according to the inclusion of the degree programme in the prevailing area of education or classification of education according to ISCED-F. In other cases, the similarity of the programme will be assessed by the guarantor, who may recommend to the Dean that the candidate should not be admitted in the event that the programme is not related.

If the limit number of degree programmes of study is not reached, the Dean will announce the **further rounds** of the admission procedure.

If the limit number of candidates for a degree programme/field of study is exceeded, the faculty reserves the right to offer another degree programme/field of study where the limit number of candidates has not been reached yet.

Applicants who have duly submitted an application with all the required documents will be admitted on the basis of number of marks $NM = (4-X) \times 30$, where X is the arithmetic mean of the on-going results of the documented study. The candidates will be ranked according to the number of marks NM and the candidates will be admitted from the highest value up to the maximum number of admitted students of the given degree programme.

The Dean of the Faculty of Mining and Geology at VSB-TUO decides on admission to the degree programme.

If the candidate has given his/her consent, the admission decision will be sent to him/her via the information system within 30 days of the verification of the conditions for admission to study, no later than **30 September 2020** (first round).

The decision to refuse to study will be made in writing and delivered to the candidate. Candidates whose residence is unknown shall be served by posting the decision on the notice board.

In order to decide on admission to study, the ranking of candidates is compiled according to the achieved total score from the previous study (see Appendix 2).

The candidate who was placed in the order in which he/she has exceeded the expected maximum number of the candidates admitted to the degree programme/field of study is not admitted to the study for a large number of candidates eligible for admission.

If a higher number of candidates has the same score as the last admitted candidate, which complies with the maximum number of the admitted candidates, all candidates will be admitted.

Enrolments in the study will take place in September and October 2020 (only electronically) and specific instructions for enrolment in each degree programme will be published on the faculty website <www.hgf.vsb.cz/zapis>.

If not all of the admitted candidates appear for enrolment and the expected number of enrolments is not achieved in the degree programme, candidates who have met the admission requirements and have not been admitted for a large number of candidates will be offered the possibility of additional admission after enrolment. If there are more such candidates than the number of places, the additional admission offer will be made in descending order of the number of marks achieved in the admission procedure.

The candidate has the right to inspect all the materials that are relevant for the decision on his/her admission to study at the Study Department during office hours and within 15 days from the date of receipt of the notification of the result of the admission procedure. No duplicates or copies of these materials are provided.

The candidate may appeal against the decision within 30 days from the date of its notification. The organ of appeal is the Rector. The submission of a written appeal is governed by Section 50 of Act No. 111/1998 Coll., on Higher Education Institutions and the amendment to other acts (the Higher Education Act), as amended.

The admission procedure is closed on **30 October 2020**.

Within 15 days after the end of the admission procedure, the faculty will publish on the web portal of the faculty (<http://www.hgf.vsb.cz>) a report on the course and results of the admission procedure pursuant to Section 50 (9) of Act No. 111/1998 Coll. on Higher Education and on Amendments to Other Acts (Higher Education Act), as amended.

These “The Rules for Admission Procedure and Conditions for Admission to Study programs („*Petroleum Engineering*“, „*Process Engineering in Raw Materials*“) of the follow-up Master Study at the Faculty of Mining and Geology at VSB - Technical University of Ostrava for the academic year 2020/2021” were approved in accordance with Section 27 (1) (e) of Act No. 111/1998 Coll., on Higher Education Institutions and on amendment to other acts (the Higher Education Act), as amended, by the Academic Senate of the Mining and Geological Faculty of the Mining University - Technical University of Ostrava on 11 June 2020.

Ostrava, 11 June 2020

prof. Ing. Vladimír Slivka, CSc., dr.h.c.
Dean of the Faculty of Mining and Geology

Appendix 1.

Limit number of admitted candidates for follow-up Master degree programmes of study at the Faculty of Mining and Geology for the academic year 2020/2021

Degree programme:	Limit numbers of admitted candidates 2020/2021		
	full-time study	combined study Ostrava	sum for the degree programme
Petroleum Engineering	15	15	30
Process Engineering in Raw Materials	20	-	20

Limit number of admitted candidates for follow-up Master degree programs of study at the Faculty of Mining and Geology for the academic year 2020/2021 accredited in a foreign language

Degree programme:	Limit numbers of admitted candidates 2020/2021		
	full-time study	combined study Ostrava	sum for the degree programme
Petroleum Engineering	15	-	15

Appendix 2

Determination of the order of candidates to study

Method of determining points for the evaluation of the study average of the achieved study and the value of the arithmetic mean (rounded to 2 decimal places) of the results from the first to the last but one semester.

$$\text{MARKS FOR AVERAGE} = 30(4-X),$$

where X is the arithmetic mean of the study results (rounded to 2 decimal places) from the results from the first to the last but one semester.

$$\text{TOTAL MARKS} = \text{AVERAGE MARKS}$$

Note: Marks will be rounded to 2 decimal places