

Measure No. 6/2019 of the Dean of the Faculty of Science Masaryk University**Rules and Conditions of the Admission Procedure
at the Faculty of Science MU**
(version effective from 1 June 2020)

Pursuant to Section 28 (1) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Higher Education Institutions Act), as amended, (hereinafter the “Higher Education Institutions Act”), I hereby issue the following Measure:

Article 1**General Provisions**

- (1) The Dean’s Measure entitled “Rules and Conditions of the Admission Procedure” (hereinafter “this regulation”) stipulates specific conditions for admission of students, the course of the admission procedure and decision-making during the admission procedure for degree programmes accredited at Masaryk University (hereinafter “Masaryk University”) and organised by the Faculty of Science of Masaryk University (hereinafter the “Faculty”) in accordance with Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (“Higher Education Institutions Act”), as amended (hereinafter the “Act”), and with the Statute of Masaryk University.
- (2) This regulation provides for the rules and procedure used to verify fulfilment of the conditions for admission into degree programmes organised by the Faculty.
- (3) The Faculty’s conditions for admission of students and the manner of submitting applications as well as the publication of those conditions are stipulated in Sections 48 to 50 of the Act as well as in Articles 19 to 21 of the Statute of Masaryk University.
- (4) Admission procedure, entrance examination, decision on admission of students and appeal against the decision not to admit an applicant for Bachelor’s, follow-up Master’s and doctoral degree programmes are regulated by Articles 22 to 26 of the Statute of Masaryk University.
- (5) The Faculty initiates the admission procedure for accredited degree programmes.

Part I**Conditions for Admission of Students****Article 2****Conditions for Admission of Students to Bachelor’s Degree Programmes**

- (1) Admission into Bachelor’s degree programmes is conditional on the completion of secondary education with a school-leaving examination¹.
- (2) Successful completion of the entrance examination, unless it has been waived, is another prerequisite for being admitted into a Bachelor’s degree programme.

Article 3

Conditions for Admission of Students to Master's Degree Programmes

- (1) Successful completion of any type of a degree programme is a prerequisite for admission into a follow-up Master's degree programme, directly preceded by a Bachelor's degree programme.
- (2) Successful completion of the entrance examination, unless it has been waived, is another prerequisite for being admitted into a Master's degree programme.

Article 4

Conditions for Admission of Students to Doctoral Degree Programmes

- (1) Successful completion of a Master's degree programme is a prerequisite for admission into a doctoral degree programme.
- (2) Successful completion of the entrance examination is another prerequisite for being admitted into a doctoral degree programme. Admission requirements of individual degree programmes on applicants for studies are published on the Faculty's website: www.sci.muni.cz.

Article 5

Conditions for Admission of Foreign Nationals for Studies

- (1) The conditions for the admission of foreign nationals for studies in a degree programme must enable fulfilment of the commitments following from the international treaties binding upon the Czech Republic.
- (2) Other conditions for the admission of foreign nationals for studies in programmes organised by the Faculty in the Czech language are the same as for the citizens of the Czech Republic.
- (3) Decisions on the admission of foreign nationals for studies in degree programmes organised by the Faculty in a foreign language shall be made by the Dean.

Part II Admission Procedure

Article 6

General Provisions

- (1) The admission procedure with an applicant for studies in a degree programme accredited at Masaryk University and organised by the Faculty (hereinafter the "applicant") is initiated by submitting an electronic application through the Information System of Masaryk University.
- (2) Fulfilment of conditions for the admission to studies shall be verified in the admission procedure.
- (3) The Dean may set different conditions for the admission of applicants who have already completed a degree programme or a part thereof or who study another degree programme at a higher education institution in the Czech Republic or abroad, or who have completed an accredited educational programme or a part thereof or who study an accredited educational

programme at a higher vocational school in the Czech Republic or abroad.

Article 7

Examination Committee for Doctoral studies

- (1) The chairperson of the sectoral board shall appoint the examination committee for a doctoral degree programme with respect to which the admission procedure is to take place, where the said committee shall have at least three members.
- (2) All materials related to the entrance examination shall be submitted to the examination committee.
- (3) The examination committee shall organise and manage the course of the entrance examination.
- (4) The examination committee shall keep minutes of its meetings.

Article 8

Admission Committee

- (1) In each academic year, the Dean shall appoint the admission committee for Bachelor's degree programmes, the admission committee for Master's degree programmes and the admission committee for doctoral degree programmes as his/her advisory body from among the members of the academic community of the Faculty. Each committee shall have at least seven members.
- (2) All materials related to the admission procedure shall be submitted to the admission committee.
- (3) After the end of the admission procedure, the admission committee shall submit a report on the course of the admission procedure, including basic data on the admission procedure, to the Dean within the statutory time limit.

Article 9

Application for Studies

- (1) An application for studies in degree programmes organised by the Faculty (hereinafter the "application") must be submitted through the Information System of Masaryk University.
- (2) The application shall be submitted within the deadline set by Masaryk University.
- (3) The applicant may submit no more than one application for each degree programme, where one aggregate fee shall be paid for his/her applications. In the case of applications for several master's programs, the applicant determines the order of degree programs according to his/her preference. Within one programme, the applicant may apply for no more than three study plans, where he/she shall specify the order of his/her preference.
- (4) As regards the admission procedure for doctoral studies, the applicant may submit no more than one application for each programme. A fee must be paid for each application submitted.
- (5) The applicant may not submit an application for a Bachelor's or Master's degree programme if he/she is the student of the respective programme as of the date of submitting the application.
- (6) An applicant may not submit an application for a doctoral degree programme if he/she is the

student of the respective programme as of the date of submitting the application.

- (7) Foreign nationals (except for Slovaks) applying for studies in the Bachelor's or Master's degree programmes in the Czech language, whose entrance examination has been waived, are obliged to prove their knowledge of the Czech language by passing an examination in Czech language at the B1 level according to the ALTE Framework.

Article 10

Entrance Examination and Examination Procedure

- (1) The entrance examination shall take place according to the schedule set by the Dean.
- (2) The invitation to the entrance examination for follow-up Master's studies shall be either made available to the applicants through the Information System of Masaryk University, or sent by e-mail not later than 10 days before the date of the examination or its first part. The invitation to the entrance examination for Bachelor's studies shall be sent by the Rector's Office of Masaryk University.
- (3) The invitation to the entrance examination for doctoral studies shall be sent to the applicants not later than 10 days before the date of the examination.
- (4) The identity of the applicants shall be verified before the start of the entrance examination or its part.
- (5) If the applicant submits several applications for studies at the Faculty in one academic year and if the dates of the entrance examinations coincide, the applicant is not entitled to take any of the entrance examinations on an alternative date.

Article 11

Entrance Examination for Bachelor's Degree Programmes

- (1) The entrance examination shall have the form of a written test. The entrance examination for the given programme may be composed of one of the following options:
 - (a) Test of study prerequisites (hereinafter the "TSP") only.
 - (b) TSP or test of professional competence. The applicant chooses one of the options or he/she may take both tests.
 - (c) TSP and test(s) of professional competence or, where applicable, talent test.
- (2) As regards joint inter-faculty study programmes, the entrance examination for the programme that is not organised by the Faculty of Science shall be held by the respective faculty organising the programme.
- (3) If there was a small number of applicants in the preceding years or if there is a small number of applicants in the current year, the Dean may waive the entrance examination, i.e. all applicants who have completed their education, as required, shall be admitted into the given degree programme.

Article 12

Entrance Examination for Master's Degree Programmes

- (1) The entrance examination shall have the form of a written test; as regards its contents and scope, it shall correspond to the final state examination of the relevant Bachelor's field of study / degree programme which is directly followed by the Master's degree programme.
- (2) As regards the applicants for Master's programmes who study in the Bachelor's field of study / degree programme organised by the Faculty which is directly followed by the relevant Master's programme, the entrance examination (or rather its part) shall be replaced by the written part of the final state examination for the respective Bachelor's field of study / degree programme held in the spring semester of the current academic year.
- (3) For students of joint study programmes who passed the final state examination in two consecutive semesters within the meaning of Article 22b of the Study and Examination Rules of Masaryk University, the written part of the final state examination taken in the autumn semester of the current academic year shall also replace the entrance examination for the degree programme organised by the Faculty of Science.
- (4) Applicants for joint pedagogical study programmes must document that they obtained a Bachelor's degree in their previous pedagogical studies or that they completed joint pedagogical-psychological courses within the scope of a Bachelor's pedagogical degree study programme. If the applicant fails to meet any of the above conditions by the deadline for collection of applications, his/her application for joint pedagogical study programme shall not be included in the admission procedure.
- (5) As regards joint inter-faculty study programmes, the entrance examination for the programme that is not organised by the Faculty of Science shall be held by the respective faculty organising the programme.

Article 13

Criteria for Assessing Applicants for Bachelor's Degree Programmes

- (1) As a rule, applicants whose entrance examination has not been waived shall be admitted based on the order of their final score achieved during the entrance examination.
- (2) The maximum possible score that can be achieved during the entrance examination is 1000 points. The points shall be awarded for the individual parts as follows:
 - (a) Degree programmes with only one test (TSP or test of professional competence): 1000 points
 - (b) Degree programmes with TSP and a compulsory test of professional competence: TSP = 300 points, test of professional competence = 700 points
 - (c) Degree programmes with TSP and a compulsory test organised by another faculty: TSP = 500 points, compulsory test: 500 points

If the entrance examination comprises of the parts specified in Art. 11 (1b) and the applicant has passed both tests, merely the test with the better score shall be taken into account.

- (3) Specialisation preference shall be taken into account when evaluating the entrance examination.

Article 14

Criteria for Assessing Applicants for Master's Degree Programmes

- (1) As a rule, applicants whose entrance examination has not been waived shall be admitted based on the order of their final score achieved during the entrance examination.
- (2) The maximum possible score that can be achieved during the entrance examination is 1000 points. The points shall be awarded for the individual parts as follows:
 - (a) Degree programmes with the entrance examination consisting of one subject
1 subject = 1000 points
 - (b) Degree programmes with the entrance examination consisting of two subjects
Each subject = 500 points
- (3) Specialisation preference shall be taken into account when evaluating the entrance examination.

Article 15

Waiver of the Entrance Examination for Bachelor's Degree Programmes

- (1) The entrance examination may be waived if the criteria specified below are met. Only the applicants who take the school-leaving examination in spring semester of the current school year or in the previous school year may apply for the waiver of the entrance examination.
- (2) The criteria for the waiver of the entrance examination are as follows:
 - (a) **Waiver on the basis of excellent grades.** Applicants who have completed four profile subjects with the average grade below, or equal to, **1.5** may apply for the waiver of the entrance examination. Profile subjects mean: *mathematics, physics, biology, chemistry, geography, computer science and English*. Seminars on the individual subjects shall not be taken into account. The portfolio of profile subjects may be limited for individual degree programmes.
 - (b) **Waiver on the basis of the National Comparative Exam organised by SCIO.** The applicant may apply for the waiver of the entrance examination based on his/her score achieved in the examination in *General Academic Prerequisites (GAP), Biology or Chemistry*, or in the Slovak examination in *General Study Prerequisites (GSP)*. The application may be granted if the percentile achieved equals 80% or more. The examinations held not later than in March of the current school year shall be taken into account.
 - (c) **Waiver on the basis of participation in the Olympiad.** Applicants who participated in the state or a regional student competition (Olympiad) may apply for the waiver of the entrance examination. The type, category and result of the Olympiad competitor that is sufficient for the waiver shall be set on a case to case basis for individual programmes.
 - (d) **Waiver on the basis of research activity pursued at the secondary school.** Applicants who pursued research activity at the state or regional level may apply for the waiver of the entrance examination. The type and result of the research activity pursued at the secondary school that is sufficient for the waiver shall be set on a case to case basis for individual programmes.
 - (e) **Waiver based on completion of a specific educational course, competition or seminar.**
 - (f) **Waiver on the basis of passing a specific subject in the school-leaving examination.**

(g) Waiver on basis of passing an international Advanced Placement exam in the given subject with the score of 4 or 5.

(3) The above criteria can be freely combined for individual programmes. The Dean shall decide on a specific combination of criteria for the individual programmes based on the recommendations of the admission committee.

(4) In exceptional cases, the Dean may, based on a written recommendation given by the Board of the Department where the respective programme is taught, waive the entrance examination although the respective applicant did not meet the criteria set for the given programme.

(5) Waiver of the entrance examination on the basis of the set criteria cannot be claimed.

Article 16

Waiver of the Entrance Examination for Follow-up Master's Degree Programmes

(1) The entrance examination may be waived only to applicants who study at the Faculty in the current academic year, subject to fulfilment of the following conditions:

(a) they apply for the follow-up Master's degree programme which directly follows up on the Bachelor's programme that they currently study;

(b) as of 15 April of the current academic year, their grade-point average for the subjects specified in the study plan of the given Bachelor's field of study / degree programme is within the limit specified for individual degree programmes;

(c) they pass the final state examination, or rather its last part, on the standard date in the spring semester of the current academic year.

(2) In exceptional cases, the Dean may, based on a written recommendation given by the Board of the Department where the respective programme is taught, waive the entrance examination although the respective applicant did not meet the criteria set for the given programme.

(3) Requirements for the waiver of the entrance examination for applicants for follow-up Master's studies without direct continuity of studies at the Faculty of Science of Masaryk University:

- the applicant shall terminate his/her Bachelor's studies in the current academic year;
- he/she studies a field of study / degree programme thematically close to the degree programme for which he/she applies for the waiver of the entrance examination;
- he/she submits the name and abstract of the Bachelor's thesis;
- as of 15 April of the current academic year, his/her grade-point average for subjects related to the degree programme for which he/she applies shall not exceed 2.0. At the same time, the applicant shall submit a transcript of completed courses and respective grades.

(4) Waiver of the entrance examination on the basis of the set criteria cannot be claimed.

Article 17

Decision on the Result of the Admission Procedure

(1) The Dean shall decide on the admission to degree programmes organised by the Faculty based on compliance with set conditions.

(2) The applicants shall be ordered according to their overall score.

- (3) The decision on admission must be made within 30 days of verification of compliance with the conditions for admission to studies. It shall be delivered via the Information System of Masaryk University.
- (4) The decision shall include the following requisites:
 - (a) reference number under which the decision is registered at the Faculty;
 - (b) date of issue;
 - (c) name, surname and address of residence of the applicant;
 - (d) decision on admission or non-admission of the applicant, including the specification of the Faculty, academic year, degree programme and study mode;
 - (e) specification of the legal regulation under which the decision was made;
 - (f) reasoning;
 - (g) advice on appeal and the requisites thereof;
 - (h) name and title of the person responsible for the correctness of the counterpart;
 - (i) signature of the Dean or an authorised Vice-Dean.
- (5) The applicant has the right to inspect all his/her materials only after the decision was notified, within 30 days of delivery of the decision on the result of the admission procedure.

Article 18

Appellate Proceedings Concerning Admission of Students

- (1) The applicant may submit an appeal against the decision to the Dean of the Faculty. (2) The appeal must be submitted within 30 days of the date of delivery of the decision. In very exceptional cases, the Rector may extend the said deadline for the applicant.
- (3) The Dean may grant the appeal himself/herself and change the decision; otherwise, the Dean shall submit it to the Rector who shall decide on the appeal.

Article 19

Admission of Students Based on Their Previous Studies

- (1) Applicants for Bachelor's or Master's degree programmes organised by the Faculty who
 - (a) have completed a degree programme organised by the Faculty or a part thereof; or
 - (b) study another degree programme at a higher education institution in the Czech Republic or abroad; or
 - (c) have completed an accredited educational programme or a part thereof at a higher vocational school; or
 - (d) study an accredited educational programme at a higher vocational school in the Czech Republic or abroad

may be admitted for studies by the Dean, after discussing the matter with the supervisor of the respective degree programme, without any entrance examination, even outside the announced date for admission procedure.

- (2) An officially authenticated copy of the certificate of study must be attached to the application for admission submitted based on paragraph 1. The university diploma⁵ and the transcript of records⁶ shall serve as a proof of the completed studies. The transcript of records pursuant to Section 57 (1)(d) of the Act or its equivalent shall serve as a proof of studies that have not been

completed; the applicant must submit a proof of successfully completed courses corresponding to, at least, 30 credits (ECTS) according to the rules of the previous university.

- (3) After being notified of the decision on his/her admission pursuant to paragraph 1, the applicant becomes entitled to enrol in his/her studies.

Part III Miscellaneous

Article 20

Publication of Information on the Admission Procedure

- (1) Publication of information on the admission procedure shall be governed by the Higher Education Institutions Act.
- (2) All information specified in paragraph 1, including information concerning the application for studies, subjects that are part of the entrance examination and the conditions for waiver of the entrance examination for the individual Bachelor's, Master's and doctoral degree programmes shall be published in the public section of the Faculty websites within the deadlines stipulated by the Act. In addition to the above, the Faculty may publish this information in an Information Booklet, in other publications and/or in the media.

Article 21

Final Provisions

- (1) Pursuant to Art. 6 (4)(e) of the Statute of the Faculty of Science of Masaryk University, a draft of this regulation was approved by the Faculty's Academic Senate on May 18, 2020.
- (2) I hereby authorise the Vice-Dean for Studies to interpret this Measure.
- (3) This regulation shall enter into force on the date of its execution by the Dean of the Faculty of Science and into effect on June 1, 2020.

In Brno, on May 27, 2020

RNDr. Milan Baláž, Ph.D.
Chairman of the Senate

Signature illegible
doc. Mgr. Tomáš Kašparovský, Ph.D.
Dean of the Faculty