

# **Conditions for Admission to Study at the Faculty of Mechanical Engineering, VSB-TUO**

## **in the Follow-up Master Degree Programmes for the Academic Year 2023/2024**



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These Conditions for Admission to Study at the Faculty of Mechanical Engineering, VSB – Technical University of Ostrava in the Follow-up Master Degree Programmes in the English Language for the Academic Year 2023/2024 (hereinafter referred to as “Conditions for Admission”) are issued in accordance with Sections 48 to 50 of Act No. 111/1998 Coll. on Higher Education Institutions and on amendments to other acts as amended and in accordance with Act No. 67/2022 Coll on (hereinafter referred to as the “Act”) and with the Statute of VSB – Technical University of Ostrava (hereinafter referred to as “the Statute of VSB-TUO”).

## 1 Degree programmes, fields of study

For the academic year 2023/2024, the admission procedure for study in the following Follow-up Master degree programmes will take place:

Degree programme	Number	Form of study
Energy Engineering	N0713A070003	Full-time
Mechatronics	N0714A270004	Full-time
Mechanical Engineering Technology	N0715A270022	Full-time
Control of Machines and Processes	N0714A270012	Full-time
Industrial Engineering	N0715A270009	Full-time

Further information on the degree programmes and fields of study can be found on the web of the Faculty <https://www.fs.vsb.cz/en/study/master-degree/>.

Study in study programmes conducted in English is subjected to a tuition fee. The tuition fee is given by the VSB-TUO Statute (<https://dokumenty.vsb.cz/docs/files/en/7e204dc4-7cae-4d92-b064-2b72a1653160>) in Article 9, Paragraph 7.

Applicants have an opportunity to get acquainted with individual study programmes at the Open Day of the Faculty, which will take place in the VSB-TUO campus in Ostrava-Poruba on 27-28 January 2023.

## 2 Conditions for the admission procedure

The condition for admission to study in the follow-up Master degree programmes is the secondary education with the secondary school leaving examination and the proper completion of studies of any type of degree programme (Bachelor, Master, Doctoral) completed by the final state examination.

The entrance examination is not part of the verification of the conditions for admission. The medical fitness of the applicant for the study is not assessed in the admission procedure.

Applicants who have obtained the required education in the Czech or the Slovak Republic shall provide evidence of their education with copies of the following documents:

- listing all the examinations and their results from the previous studies in the Bachelor degree programme, or a copy of the Diploma Supplement,
- a copy of the diploma attesting the education at any degree programme (Bachelor, Master, Doctoral) completed by the final state examination.

All these copies must be complete (i.e., all pages of the document) and readable.

Candidate, who applies for studies in the first round of the admission procedure while finishing his/her Bachelor degree programme studies at FME VSB-TUO on the proper date of the final state examinations in the academic year 2022/2023, does not upload these documents, they will be uploaded by the study office.

Applicants who have obtained the required education elsewhere than in the Czech or the Slovak Republic shall prove that the condition for obtaining it has been met in accordance with the rules set out in the Rector's Directive "[Assessment of Applicant's Foreign Education Study within the Admission Procedure at VSB – Technical University of Ostrava](#)" published on the VSB-TUO website. At the same time, applicants prove their English language knowledge, either by a previous study in the English language in any type of degree programme (Bachelor, Master, Doctoral) or by a certificate at the B1 level issued by one of the authorized testing institutions. In cases worthy of special attention, the Dean may waive this examination for candidates.

Applicants with special needs are obliged to consult the availability of the selected degree programme (or field of study) with the relevant guarantor of the degree programme (field of study) through the Study department of the faculty ([studijni.fs@vsb.cz](mailto:studijni.fs@vsb.cz)) and verify the availability in a specific case. Otherwise, the faculty cannot guarantee the availability of the degree programme for such an applicant.

### 3 Application for the study

The application form is submitted in an electronic form via the electronic system of VSB-TUO. The application is available on the Faculty of Mechanical Engineering website or directly on the website <https://prihlaska.vsb.cz/>. The application does not have to be printed or confirmed.

The application must be accompanied by the documents listed in section 2, either together with the application or by the deadline set for the relevant round of the admission procedure in section 5.

## 4 Fee for operations associated with the admission procedure

The application fee for the operations associated with the admission procedure is **CZK 500**, according to the VSB-TUO Statute, and is non-refundable.

The fee must be paid no later than on submitting the application for study, exclusively non-cash. If the applicant does not pay the fee, such an application will not be considered.

Both the payer's bank and the payee's bank fees are charged to the payer's account (as an instruction for fees in the case of payment through the SWIFT interbank network, the payment of the OUR type must be set).

The fee must be paid using the EPS system (<http://eps.vsb.cz/>) or to the account:

Account name:	Vysoká škola báňská – Technická univerzita Ostrava
Account number:	100954151/0300
Data for making payments from abroad:	IBAN: CZ51 0300 0000 0001 0095 4151 BIC (SWIFT) kód: CEKOCZPP
Bank instructions concerning the fees for interbank payments through the SWIFT network:	OUR
Constant symbol:	0308
Variable symbol:	<b>generated in the application</b>
Bank:	ČSOB, a. s.,
Payment deadline:	on the date of submitting the application

## 5 Deadlines in the Admission procedure

Starting the filing applications for the 1st round of the admission procedure	1 December 2022
Deadline for filing applications for the 1st round of the admission procedure	31 March 2023
Proof of the required education by the applicant in the 1st round of the admission procedure	not later than 31 March 2023
Verification of the conditions for admission to study in the 1st round and sending decisions	3 April 2023
Apply for enrollment in the study <sup>*)</sup> after the 1st round of the admission procedure	from 4 April 2023 till 7 April 2023

<sup>\*)</sup> Enrollment is realized in IS Edison by the student ticking the requirement „I am applying for enrollment“ after admission to study, the study office then realizes the study enrollment.

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This first round of the admission procedure is intended mainly for applicants who will prove the required education by 31 March 2023 (e.g., have achieved the required education in previous years). For other applicants, the second, third or fourth round of the admission procedure is available.

Starting the filing applications for the 2nd round of the admission procedure	10 April 2023
Deadline for filing applications for the 2nd round of the admission procedure	31 May 2023
Proof of the required education by the applicant in the 2nd round of the admission procedure	not later than 9 June 2023
Verification of the conditions for admission to study in the 2nd round and sending decisions	12 June 2023
Apply for enrollment in the study <sup>*)</sup> after the 2nd round of the admission procedure	from 13 June 2023 till 16 June 2023

<sup>\*)</sup> Enrollment is realized in IS Edison by the student ticking the requirement „I am applying for enrollment“ after admission to study, the study office then realizes the study enrollment.

Starting the filing applications for the 3rd round of the admission procedure	20 June 2023
Deadline for filing applications for the 3rd round of the admission procedure	21 July 2023
Proof of the required education by the applicant in the 3rd round of the admission procedure	not later than 28 July 2023
Verification of the conditions for admission to study in the 3rd round and sending decisions	31 July 2023
Apply for enrollment in the study <sup>*)</sup> after the 3rd round of the admission procedure	from 1 August 2023 till 4 August 2023

<sup>\*)</sup> Enrollment is realized in IS Edison by the student ticking the requirement „I am applying for enrollment“ after admission to study, the study office then realizes the study enrollment.

Starting the filing applications for the 4th round of the admission procedure	7 August 2023
Deadline for filing applications for the 4th round of the admission procedure	13 August 2023
Proof of the required education by the applicant in the 4th round of the admission procedure	not later than 18 August 2023
Verification of the conditions for admission to study in the 4th round and sending decisions	21 August 2023
Apply for enrollment in the study <sup>*)</sup> after the 4th round of the admission procedure	from 22 August 2023 till 25 August 2023

<sup>\*)</sup> Enrollment is realized in IS Edison by the student ticking the requirement „I am applying for enrollment“ after admission to study, the study office then realizes the study enrollment.

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To the second, third and fourth round of the admission procedure, only the capacity not filled in the previous rounds of the admission procedure will be transferred.

The Faculty of Mechanical Engineering will inform about filling the capacity on its website <https://www.fs.vsb.cz/en/study/master-degree/> no later than before the start of the second and third rounds of the admission procedure.

## 6 Evaluation of the order in the admission procedure

The order of candidates for individual degree programmes will be compiled according to the arithmetic average from the previous Bachelor study (average of all classified subjects). The average will be converted into points so that the average of 1 = 100 points, the average of 3 = 0 points according to the relation  $\text{Points} = (3 - \text{Average}) \cdot 50$  and rounded to two decimal places. For a classification system other than 1-3, the conversion will be performed.

According to the created order, the number of applicants will be admitted to the selected degree programme (field of study) as the number given in the tables of the maximum admitted applicants in section 8.

## 7 Notification of the candidates of the results of the admission procedure

The Dean of the Faculty of Mechanical Engineering decides on admission to study in the degree programme. The decision must be issued within 30 days of verification of the conditions for admission to study.

The decision is delivered to the applicant in accordance with the VSB-TUO Statute. In case of a positive decision, and if the applicant has agreed to it in the application, the decision will be sent via the information system. Otherwise, the applicant will receive written notification of acceptance / non-acceptance by consignment in his/her own hands, sent to the address specified in the application.

The applicant has the right to inspect the file at the Study Department and International Office of the Faculty of Mechanical Engineering after the announcement of the decision on the result of the admission procedure.

The applicant may appeal against the decision within 30 days from the date of its notification. The administrative appeal body is the Rector, who reviews the compliance of the contested decision and the proceedings that preceded the issuance of the decision with legal regulations, internal regulations of VSB-TUO, and the Faculty of Mechanical Engineering, and these conditions for admission.

Applicants acquire the right to enroll in studies by notifying the decision on admission to study, which they are obliged to do within the deadlines set by the Faculty of Mechanical Engineering (see tables in section 5). If the enrollment deadline does not suit the applicant for important personal reasons, he/she may submit a request for its change to the Dean of the Faculty of Mechanical

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Engineering through the Study department of the Faculty of Mechanical Engineering ([studijni.fs@vsb.cz](mailto:studijni.fs@vsb.cz)). The application must be submitted no later than 5 days before the scheduled registration and duly substantiated and justified. The application can be submitted by e-mail, the applicant will be informed of the grant or rejection of the application in the same form.

## 8 Maximum number of candidates who can be admitted

In the academic year 2023/2024, the following maximum number of applicants will be accepted to study:

Degree programme	Full-time form of study
Energy Engineering	20
Mechatronics	20
Mechanical Engineering Technology	30
Control of Machines and Processes	10
Industrial Engineering	10

## 9 Final provisions

The report on the course and results of the admission procedure in accordance with § 50 Section 9 of the Act and the Decree of the Ministry of Education, Youth and Sports shall be published by the Faculty within 15 days after the end of all rounds of the admission procedure on the VSB-TUO.

These conditions for admission have been approved in following Section 27 Subsection 1 (e) of the Act by the Academic Senate of the Faculty of Mechanical Engineering on 13 December 2022.

This document enters into force on 1 January 2023.

prof. Ing. Robert Čep, Ph.D. v. r.  
Dean FS VSB-TUO



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