

Document guarantor: Vice-Dean for Study Affairs
Efficiency of this document started on: 1 July 2023

The Rules for the Admission Procedure and Conditions for Admission to Study in the Follow-up Master's Degree Programme in English Language "HSE Professional" at the Faculty of Safety Engineering, VSB-TUO, for the Academic Year 2024/2025

The Dean of the Faculty of Safety Engineering (hereinafter referred to as the "FSE" or the "Faculty") has announced **the first round of admission procedure** for the academic year 2024/2025 for the follow-up Master's degree programme, starting on 1 July 2023:

Degree programme	Form of study	Place of study	The maximum number of candidates admitted
HSE Professional	full-time	Ostrava	30

The programme is taught in English. The tuition fee within the meaning of Section 58 (4) of Act No. 111/1998 Coll., on Higher Education Institutions and on the amendment to other acts (Higher Education Act), as amended, amounts to **CZK 50,000 per semester**.

The Faculty also offers studies to candidates with specific needs. If interested, please contact the study office: studijni.fbi@vsb.cz.

Admission to the follow-up Master's degree programme "HSE Professional" is **conditional** on completion of a Bachelor's or follow-up Master's degree programme (in the Czech Republic or abroad) completed by the State Final Examination, and successful completion of the admission procedure.

The graduates of the related technical Bachelor's degree programme Fire Protection Industrial Safety may also be admitted to study in the follow-up Master's degree programme "HSE Professional".

The admission procedure consists of submitting an electronic application for study **by 31 October 2023**, including attachments, and payment of an application fee of CZK 500 and fulfilment of the admission requirements. The fee is non-refundable at any stage of the admission procedure. It is recommended to pay immediately after submitting the application. An unpaid application can no longer be administered in the system. If these conditions are not met, the application will be excluded from the admission procedure.

The applicant whose application has met the conditions for applying must also upload the following documents into the information system by 31 October 2023:

- a copy of the higher education diploma attesting to the degree acquired in the previous Bachelor or follow-up Master study,
- a copy of the "Diploma Supplement" (or the Final State Examination Certificate),
- a certificate demonstrating language skills in English at B1 level (e.g., TOEFL, IELTS or another document proving knowledge of the English language).

Candidates from abroad, except for candidates from the Slovak Republic, or citizens of the Czech Republic (hereinafter referred to as the "CZ") graduating from a university completed by the final state examination abroad must submit the following documents together with the application for study:

- a document proving the fulfilment of the condition of duly completed studies in any type of university degree programme, if the education has been achieved abroad (does not apply to equivalent documents, e.g., from the Slovak Republic),
- a copy of the translation of the diploma in Czech or English language if the original is in another language.

If the assessment of previous education will take place within the admission procedure, it is necessary **to deliver** the necessary documents (see <https://www.vsb.cz/en/university/university-services/recognition-of-foreign-education/>) **in paper form** (address: VSB-TUO, study office, FSE, 17. listopadu 2172/15, 708 33 Ostrava - Poruba) **no later than 30 days before the deadline for delivery of attachments** to the electronic application. After this deadline, the university does not guarantee a timely assessment of previous education.

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

Controlled copy No.:

Seal:

If the copy of this document does not bear the document repository administrator's original stamp on the first page, it is not a controlled document.

Document guarantor: Vice-Dean for Study Affairs
Efficiency of this document started on: 1 July 2023

A medical certificate is not required.

If the degree programme is not fully occupied in the first round of the admission procedure, further rounds of the admission procedure may be announced. **The deadline for applying for the second round** of the admission procedure is **28 February 2024** (Appendix A).

Payment details

account name: Vysoká škola báňská – Technická univerzita Ostrava
account number: 100954151/0300
payment details: IBAN: CZ 51 0300 0000 0001 0095 4151
from abroad: BIC (SWIFT) code: CEKOCZPP
constant symbol: 308
variable symbol: generated on the electronic application form
bank: ČSOB, a.s., branch Ostrava - Poruba, Hlavní třída 703, 708 39 Ostrava – Poruba

The admission of foreigners to study, particularly in the framework of international agreements which are binding for the Czech Republic, is appropriately subject to these conditions.

Candidates of foreign nationality will not be admitted to study if their admission would violate the restrictive measures applied in the Czech Republic.

The ranking of candidates is based on the number of marks. The method of setting the marks for the evaluation of the average study results achieved at the completion of the previous university study is given in Appendix B.

If not all the admitted candidates appear for enrolment and the expected number of enrolments is not fulfilled in the degree programme, candidates who have met the admission criteria and have not been admitted due to 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 Dean of the FSE of VSB-TUO decides on admission to the degree programme.

If the candidate has given his/her consent, the decision on admission 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 November 2023 otherwise, the decision will be made in a written form and will be delivered to the candidate in person.

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

The candidate has the right to inspect all materials relevant to the decision on admission to study at the FSE study office during office hours within 15 days from the date of delivery of the notification of the outcome 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 administrative body of appeal is the Rector of VSB-TUO. The submission of a written appeal is governed by Section 50 No. of Act No. 111/1998 Coll., on Higher Education Institutions and on the amendment to other acts (Higher Education Act), as amended.

The admission procedure will be closed on 30 October 2024.

Within 15 days after the end of the admission procedure, the Faculty will publish on the web portal of the Faculty (see <https://www.fbi.vsb.cz/cs/Studium/prijimaci-rizeni/vysledky-prijimaciho-rizeni/>) 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 Act and on amendments to Other Acts (Higher Education Act), as amended.

Controlled copy No.:

Seal:

If the copy of this document does not bear the document repository administrator's original stamp on the first page, it is not a controlled document.

Document guarantor: Vice-Dean for Study Affairs
Efficiency of this document started on: 1 July 2023

These rules for the admission procedure and the conditions for admission to the follow-up Master's degree programme "HSE Professional" at the FSE of VSB-TUO for the academic year 2024/2025 were approved in accordance with Section 27 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on the amendment to other acts (Higher Education Act), as amended by the Academic Senate of FSE of VSB-TUO in Ostrava on XX. XX. 2023.

In Ostrava on 20. 6 . 2023.

doc. Ing. Jiří Pokorný, Ph.D., MPA
Dean of the FSE of VSB-TUO

Controlled copy No.:

Seal:

If the copy of this document does not bear the document repository administrator's original stamp on the first page, it is not a controlled document.

Document guarantor: Vice-Dean for Study Affairs
Efficiency of this document started on: 1 July 2023

Dates of the admission procedure

Appendix A

Launch of the first round of the admission procedure in the Edison information system.	1 July 2023
Deadline for submitting applications for the first round of the admission procedure.	31 October 2023
Evidence of the statutory education required by the applicant in the 1st round of the admission procedure.	31 October 2023
Deadline for the decision on admission to study in the first round.	30 November 2023
Launch of the second round of the admission procedure in the Edison information system.	1 December 2023
Deadline for applications for the second round of the admission procedure.	28 February 2024
Evidence of the statutory education required by the applicant in the 2nd round of the admission procedure.	28 February 2024
Deadline for the decision on admission to study in the second round.	28 March 2024

Controlled copy No.:

Seal:

If the copy of this document does not bear the document repository administrator's original stamp on the first page, it is not a controlled document.

Document guarantor: Vice-Dean for Study Affairs
Efficiency of this document started on: 1 July 2023

Determination of the order of candidates to study

Appendix B

Determination of the order of candidates to study

**The way of setting the marks for the evaluation of the average study results achieved
at the completion of the previous university studies**

$$\text{MARKS FOR THE AVERAGE} = (4-X) \cdot 100/3$$

Where:

X is an arithmetic average of the achieved results of the previous study according to the evaluation NCL.

The possible transfer of the classification from the ECTS classification level to the national classification level (NCL) has been determined according to the table:

ECTS	A	B	C	D	E	F
NCL	1	1.5	2.0	2.5	3.0	4

Method of determining the order of candidates to study

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

Controlled copy No.:

Seal:

If the copy of this document does not bear the document repository administrator's original stamp on the first page, it is not a controlled document.

Document guarantor: Vice-Dean for Study Affairs
Efficiency of this document started on: 1 July 2023

List of changes and revisions of the controlled document

Version	Date	Change/revision content	Name and signature of the document guarantor
A	20/12/2017	A new document.	doc. Ing. Š. Kročová, Ph.D.
B	27/10/2020	Data update according to the academic year, change in the definition of proof of foreign higher education, document update and addition in the title of the document.	doc. Ing. Š. Kročová, Ph.D.
C	26/10/2021	Data update according to the academic year.	doc. Ing. Š. Kročová, Ph.D.
D	17/10/2022	Data update according to the academic year.	doc. Ing. Š. Kročová, Ph.D.
E	20/06/2023	Data update according to the academic year.	doc. Ing. Š. Kročová, Ph.D.

Controlled copy No.:**Seal:**

If the copy of this document does not bear the document repository administrator's original stamp on the first page, it is not a controlled document.