



## The Rules for Admission Procedure and Conditions for Admission to Study in the Bachelor Degree Programmes at the Faculty of Mining and Geology at VŠB - Technical University of Ostrava for the academic year 2019/2020

The Faculty of Mining and Geology (FMG) has announced **the admission procedure** starting on 1 December 2018 for the study in the consultation centres Ostrava and Most in **the academic year 2019/2020** in Bachelor fields of study.

### 1 Bachelor fields of study

#### 1.1. Consultation centres

In the case of study fields taught in the Czech language, there is no tuition fee at the Faculty of Mining and Geology. **In the case of courses taught in English**, in accordance with § 58 art. 5 of Act 111/1998 Coll., on university education, as amended, **the tuition fee is EUR 3,500 per one academic year.**

##### 1.1.1 Consultation centre Ostrava

- **Mining Surveying** (instruction in the Czech language) in the full-time or combined form of study, included in the study programme *Geodesy and Cartography*;
- **Economics and Management in the Field of Raw Materials** (instruction in the Czech language) in the full-time or combined form of study, included in the degree programme *Mineral Raw Materials*;
- **Environmental Engineering** (instruction in the Czech language) in the full-time form of study, included in the degree programme *Mineral Raw Materials*;
- **Engineering Geodesy** (instruction in the Czech language) in the full-time or combined form of study, included in the degree programme *Geodesy and Cartography*;
- **Geoinformatics** (instruction in the Czech or English language) in the full-time form of study, included in the degree programme *Geodesy, Cartography and Geoinformatics*;
- **Geological Engineering** (instruction in the Czech or English language) in the full-time or combined form of study, included in the degree programme *Geological Engineering*;
- **Geoscience and Industrial Tourism** (instruction in the Czech language) in the full-time form of study, included in the degree programme *Geological Engineering*;
- **Water Technologies and Water Management** (instruction in the Czech language) in the full-time or combined form of study, included in the degree programme *Mineral Raw Materials*;
- **Mining of Mineral Resources and Their Utilization** (instruction in the Czech or English language) in the full-time or combined form of study, included in the degree programme *Mining*;
- **Waste Treatment and Disposal** (instruction in the Czech language) in the full-time or combined form of study, included in the degree programme *Mineral Raw Materials*.

##### 1.1.2 Consultation centre Most

- **Economics and Management in the Field of Raw Materials** (instruction in the Czech language) in the combined form of study, included in the degree programme *Mineral Raw Materials*.
- **Engineering Geodesy** (instruction in the Czech language) in the combined form of study, included in the degree programme *Geodesy and Cartography*.
- **Mining of Mineral Resources and Their Utilization** (instruction in the Czech language) in the combined form of study, included in the degree programme *Mining*.
- **Waste Treatment and Disposal** (instruction in the Czech language) in the combined form of study, included in the degree programme *Mineral Raw Materials*.

The Faculty of Mining and Geology also offers the study to candidates with specific needs. The particular study field must be consulted with its guarantor.



## 1.2 The method and conditions of submitting the application for the Bachelor study

- The application shall be submitted electronically at <http://uchazec.vsb.cz>, while a **printed shortened signed version** of the application must be delivered to the study office of the FMG. It is not necessary to have the application confirmed at the secondary school. The application also includes an officially certified copy of the secondary school-leaving certificate. In the combined form of study including a structured CV demonstrating the necessary 3 years of professional experience (in the main employment relationship). Candidates who take the secondary school-leaving examination in the academic year 2018/2019 will deliver **an officially certified copy of the secondary school-leaving certificate within 5 days from the date of receipt, but not later than 22 June 2019 for the first round** to the study office of the FMG.
- The deadline for submitting the application, including all its particulars, is **31 March 2019**.
- If the education was obtained abroad (it does not apply to the Slovak Republic), it is necessary to provide proof of the education required by law, including proof of recognition of education in the Czech Republic:
  - To study in Bachelor degree programmes, it is required to achieve complete secondary or complete vocational secondary education. The recognition is done by the Regional Office competent according to the place of residence of the candidate under Section 108 of Act No. 561/2004 Coll., on pre-school, primary, secondary, higher vocational and other education (Education Act), as amended, and Decree No. 12/2005 Coll. on the conditions of recognition of equivalence and validation of certificates issued by foreign schools. Proof of recognition is the Certificate of recognition of the equivalence of a foreign school certificate in the Decision on the recognition of the validity of a foreign certificate in the Czech Republic (“validation”). (<http://www.msk.cz/skolstvi/navody.html?n=12>).
- The candidate shall demonstrate the ability to study in the chosen language. In the case of studies in the Czech language, it is sufficient to demonstrate the secondary school leaving examination in the Czech or Slovak language, otherwise candidates must demonstrate a certificate proving the knowledge of the Czech language at the level B1 (<https://www.vsb.cz/712/cs/cestina-pro-cizince/>). In the case of studies in the English language, it is sufficient to demonstrate the secondary school leaving examination in the English language, otherwise candidates must demonstrate a certificate proving the knowledge of the English language at the level B1 (e.g. TOEFL or IELTS).
- **The condition for admission to the combined form of study is the professional experience (in the main employment relationship) for at least 3 years.**
- In the event of failure to comply with these conditions, the application will be removed from the admission procedure.
- A medical certificate of health fitness to study is not required by the faculty. In the case of some fields of study, a medical certificate of health fitness to complete them may be required in the course of the study.
- If there are not enough students for the fields of study, **the second round of the admissions procedure** will be announced. The deadline for submission of the application in this round is **20 August 2019**. **If there are not enough students even in the second round, further rounds of the admission procedure may be announced.**
- If the limit of the number of candidates is exceeded, the Faculty reserves the right to offer another field of study where the limit has not been reached yet.

### 1.2.1 Fee for the actions associated with the admission procedure

The administrative fee for admission procedure amounts to **CZK 500** according to the Statute of VŠB - Technical University of Ostrava is non-refundable at any stage of the admission procedure.

If the fee is not paid in time, the application becomes invalid. Both the payer's bank's and the receiver's bank's fees are charged to the payer's account (OUR payment type must be entered as instructions for fees in the case of payments through the SWIFT interbank network).



**Send the administrative fee to the account:**

- Account name: Vysoká škola báňská – Technická univerzita Ostrava (VŠB – 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

### 1.3 Description of the admission procedure for the Bachelor study

The Faculty will admit candidates for individual FMG fields of study. A list of FMG fields of study is also included in the *Study Offer for the academic year 2019/2020*, which is available on [www.FMG.vsb.cz](http://www.FMG.vsb.cz) including the maximum number of candidates admitted to the individual FMG field of study.

The essence of the admission procedure is the assessment of the prerequisites of the candidate for the study in the selected field of study of the Faculty of Mining and Geology at VŠB - Technical University of Ostrava. An important part of the admission procedure is the evaluation of the study at secondary school, verification of the candidate's ability to study in the language of instruction of the study field and passing entrance tests successfully. Evidence of prerequisites for the study: secondary school study averages, secondary school-leaving examination results and entrance test results.

#### 1.3.1 A way of evaluating the results of secondary school studies

An important part of the admission procedure is the evaluation of the secondary school study, verification of the ability of the candidate to study in the language of instruction of the study field and passing both entrance tests successfully. Evidence of prerequisites for the study: secondary school study averages, secondary school-leaving examination results. The results from the secondary school are evaluated on the basis of the averages achieved in the last four years of the secondary school (annual school report), with the exception of candidates who will take the secondary school-leaving examination in the current year - the average of the midyear school report counts for them).

#### 1.3.2. Written entrance test

The candidate who has fulfilled the above conditions in paragraph 1.2 must perform a test in mathematics and general knowledge. Candidates to study in the field of study Geoscience and Mining Tourism must pass an entrance test in a foreign language (English or German according to the candidate's choice) and in general knowledge.

In the general knowledge test, the candidate must demonstrate general knowledge in the field of natural sciences, geography and social sciences, current political events in this country and in the world. For these entrance tests, the candidate is invited in writing by a letter sent to the address specified in the application for study. The invitation must be sent at least 10 days before the specific date of the entrance examination. If the specified requirements are met, the candidate can be exempted from the entrance examination by the Dean of the Faculty, see. **1.3.3. Exemption from the entrance tests**.

The entrance tests are held in one day. In the first round of the admission procedure, the date will be set for the entrance tests for Bachelor study fields of FMG for the full-time and combined forms of study, carried out in Ostrava and at the Institute of Combined Studies Most in the period from **5 to 15 June 2019**.

In the second round of the admission procedure, the date of the entrance tests will be set in the period from **7 to 14 September 2019**. The entrance tests will be held in the VŠB-TU Ostrava campus (17. listopadu 15, 708 33 Ostrava-Poruba) and at the same time also at the Institute of Combined Studies Most, Budovatelů 2532, 434 01 Most.

If the candidate fails to attend the admission tests without apology, or if his/her apology is not accepted by the Dean of the Faculty, s/he will not be admitted to the study. If the Dean of the Faculty accepts the



apology, the candidate shall be notified of the replacement term of the entrance tests. Those candidates who have been exempted from the entrance tests do not have to appear for the entrance tests.

### 1.3.3 Exemption from the entrance tests

The candidates will be exempted from the entrance tests by the Dean of the Faculty under the following conditions:

- Passing a successful secondary school-leaving examination in mathematics or physics, **or**
- Reaching an overall study average in all subjects (excluding secondary school-leaving examination results) from the secondary school up to **2.5 (inclusive)**, **or**
- Reaching the rating **40 percentile** and above in the National benchmark test in the general study prerequisites carried out by the company SCIO ([www.scio.cz/](http://www.scio.cz/)). The rating must be evidenced by a certificate.

If the candidate is exempted from the entrance test, s/he shall be informed in writing of this fact.

### 1.3.4 General provisions on admission tests

The candidate is obliged to take the entrance test separately and s/he is obliged to accept the specific instructions. During the entrance test, the candidate may, apart from the writing implements, use only the equipment permitted for the test in the relevant subject. Please note that the use of any non-standard procedures (e.g. mobile phones and similar means of communication, other web applications, “cheat sheets”, etc.) during the tests is considered to be a gross violation of the conditions of the admission procedure and will lead to exclusion of the candidate from the admission procedure! When arriving at the entrance test and at request during its course, the candidate is obliged to prove his/her identity to the authorized staff of the Faculty by a national identity card or other identity card. If the candidate fails to comply with the conditions for the course of the entrance test, its result is evaluated as unsatisfactory.

The order of the candidates with the candidate’s application registration number and the results of the entrance tests will be publicized at [www.FMG.vsb.cz](http://www.FMG.vsb.cz).

### 1.3.5 Entrance test in general knowledge

In the test, the candidate must show general knowledge in the fields of natural sciences, geography and social sciences, current political events in this country and in the world.

The test contains 20 questions. In each question, the candidate marks one of four possible answers.

Method of evaluation:

- each correct answer: 1 point,
- maximum number of points: 20 points,
- minimum number of points for passing the entrance test in general knowledge successfully: 4 points.

The candidate has a time limit of 30 minutes for the test.

### 1.3.6 Entrance test in mathematics

The test has a total of 20 examples. In each example, the candidate marks one of four possible answers.

Method of evaluation:  $0 \div 5$  points for an example, i.e.  $0 \div 100$  points per test.

The minimum number of points for passing the entrance test in mathematics successfully is 20 points.

The candidate has a time limit of 90 minutes for the test. Writing implements, mathematical and physical tables are allowed.

Examples for the entrance test cover the following areas:

- sets and set operations,
- basic calculating operations,
- modification of algebraic expressions,
- solving equations and inequalities,
- definition fields of functions,
- graphs and characteristics of functions,
- percent,
- planimetry,



- stereometry,
- analytical geometry in the plane.

### 1.3.5 Entrance test in a foreign language

The test is taken by the candidate according to his/her selection of English or German language. The test has a total of 40 questions. In each question, the candidate marks one of four possible answers.

Method of evaluation:

- each correct answer: 1 point,
  - maximum number of points: 40 points,
  - minimum number of points for passing the entrance test in a foreign language successfully: 8 points.
- The candidate has a time limit of 60 minutes for the test.

### 1.4 Evaluation of the order of candidates for studies

For candidates exempted from the entrance test, the order will be created according to the total arithmetic study average of all subjects (excluding the secondary school-leaving examination results) from the secondary school of up to **2.5 (inclusive)**, rounded to two decimal places. Candidates who have passed written entrance tests shall be placed in the next places, in the order of the number of points achieved. In the case of the same value for several candidates, the order is also determined according to the average of the candidate at the secondary school. For field of study, this order is determined separately.

Conditions and evaluation of the entrance tests, including sample examples, are available at <https://www.FMG.vsb.cz/>.

The Dean of the Faculty of Mining and Geology decides on admission to the study in the fields of study at the Faculty of Mining and Geology. The decision on the admission procedure results for the Bachelor study must be issued within 30 days of verification of the conditions for admission to the study, but not later than **22 July 2019** for the first round. The decision shall contain a statement of reasons and advice on the possibility of applying for a review of the decision pursuant to Section 50 Subsection 7 of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other acts (Act on Higher Education Institutions), as amended, and must be delivered in the candidate's own hands. In the case of undeliverable decisions, posting it up on the official faculty board for the period of 15 days is considered to be substitute delivery. The candidate shall have the right to consult all his materials which are relevant to the decision on his/her admission to the study within a period of 15 days from the date of receipt of the decision on the admission procedure result.

### 1.5 Contact for delivery of documents for the admission procedure

VŠB – Technical University of Ostrava, Faculty of Mining and Geology - Department for Study Affairs (501), 17. listopadu 15, 708 33 Ostrava – Poruba, Czech Republic

## 2. Admission at the candidate's request

Admission procedure for studies in the fields of study at the Faculty of Mining and Geology shall be initiated at the request of the candidate in the case of a candidate as referred to in Article 2 Paragraph 6 of the VŠB-TUO Statute.

It is possible to apply for admission at the candidate's request to a degree programme carried out at the FMG at the earliest after the successful completion of the first semester of the study.

### 2.1 Opening of the admission procedure at the candidate's request

Candidates who study at other faculties of VŠB-TUO, or at other higher education institutions (Article 2 Paragraph 6 of the VŠB-TUO Statute) submit an application for admission to the study at the FMG in the form of a duly completed application for the study in accordance with paragraphs 1.2 and 1.3, the application shall be accompanied by:

1. a written application for the opening of the admission procedure at the candidate's request, specifying the degree programme and the field of study which they wish to study in its framework, together with an indication of the form of the study,



2. an officially certified extract of completed subjects in the study so far, certificate of the study at the faculty (higher education institution), where s/he is still a student,
3. a confirmation of the relevant faculty (higher education institution), from which the student wants to be transferred to the FMG, on the fulfilment of the conditions of the current study and the possibility of continuing to study at this faculty (higher education institution),
4. proof of payment of the fee for the actions connected with the admission procedure,
5. a document substantiating the opening of the admission procedure at the candidate's request.

## **2.2. The decision on the acceptance of admission at the candidate's request**

The Dean of the Faculty decides on the acceptance of admission at the candidate's request on the basis of an assessment of the study results so far. It is possible to take into account the results of the entrance examination to the university and to the opinion of the field of study guarantor. The decision will also take into account the highest number of students admitted for the relevant study programme or the maximum number of students in the relevant year of study field.

## **2.3 Notification of the enrolment in the study**

After the registration of the candidate who was admitted at the candidate's request for the study at the FMG, the study office of the FMG will send a written notification to the faculty (higher education institution), where the student was studying before the admission.

## **3 Conclusion**

Conditions for admission to the study at the Faculty of Mining and Geology, VŠB - Technical University of Ostrava for the academic year 2019/2020 have been approved in accordance with Section 27 Subsection 1 (e) of Act No. 111/1998 Coll., on higher education institutions, as amended, by the Academic Senate of the Faculty of Mining and Geology, VŠB – Technical University of Ostrava on 29 November 2018.

Ostrava, 29 November 2018

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