

# Instructions for admitting students

## 1. Admission of candidates

(1) Pursuant to Section 48 of Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), the basic condition for admission to study is the attainment of a complete secondary education or a complete secondary vocational education. It is verified by presenting a school-leaving certificate or an equivalent certificate in the original or in an officially certified copy.

(2) Applicants for study are admitted on the basis of the admission procedure, which includes an admission interview on the motivation of the applicant.

## 2. Recognition of the completed parts of the study

(1) A student may apply for recognition of the completed courses before enrollment in the study in previous or concurrent study at a higher education institution in the Czech Republic.

(2) The student shall prove to the application pursuant to paragraph 1:

a) a confirmed statement of successful completion of each course, including classification, number of credits and the number of possible unsuccessful attempts to complete the course

b) annotation of each subject with a description of its inclusion in the field of study in which it was completed.

(3) A subject or part of a previous study may be recognized only if:

a) 5 years have not elapsed since their successful completion,

b) the application for recognition is submitted, including all requisites, before the commencement of studies.

(4) Along with the subject, its classification, credit value, is also recognized.

## IV.

### 3. Dates of the admission procedure of the bachelor's study:

The condition for starting the admission procedure is the submission of a completed application for study within the deadlines set for individual rounds. The application is submitted electronically or by mail to the school's address. According to the capacity of VŠOH, it accepts applications on an ongoing basis.

(1) Deadlines for submission of applications:

1st round no later than 28 February

next rounds            until 30 April

until 15 June  
until 31 July  
until 30 September

#### 4. The course of the admission procedure

- (1) The admission procedure is initiated by submitting an application for study. During the admission procedure, compliance with all the conditions set out in Article 2 shall be verified
- (2) The entrance examination does not take place.
- (3) The applicant has the right to inspect all his materials that are relevant to the decision about his admission to study.
- (4) The decision on the result of the admission procedure will be communicated to the candidates within 14 days after the deadline for submission.
- (5) An applicant who has been notified of non-acceptance may, within 30 days from the date of its delivery, request the Rector to review the decision. Upon request, the Rector may comply and change the decision.