

Ostrava, 20 April 2023

Ref. no. OU-41149/11-2023

**AMENDMENT NO. 1
DEAN'S PROVISION
no. 124/2022**

**CONDITIONS OF ADMISSION TO STUDIES AT THE FACULTY OF MEDICINE
OF THE UNIVERSITY OF OSTRAVA FOR THE ACADEMIC YEAR 2023/2024**

Master's degree programmes

The prerequisite for initiating the admission procedure for the academic year 2023/2024 is the submission of an electronic application and payment of the application fee, no later than the date specified for the degree programme.

Submitting the application

- The application for studies can only be submitted electronically **no later than the date specified for the degree programme.**
- The data entered and the attachments sent are the applicant's responsibility.
- If the applicant is applying for more than one programme, they must apply for each programme separately and pay the application fee. The number of programmes selected is equal to the number of applications submitted and the number of payments made.
- **In order for the application to be valid, it is necessary to agree to the information stated in the application** "I hereby declare that I have read and agree to the conditions of admission, the date and method of verification of their fulfilment, the form and scope of the entrance examination and the criteria for its evaluation."

Attachments to the application

- The applicant shall include an attachment to the submitted application for all degree programmes at the Faculty, with the exception of doctoral degree programmes – [a certificate from the relevant general practitioner](#) that the applicant is capable of studying and practising the profession in the specified programme. The certificate must indicate the specific degree programme for which it is issued. On a single application, only one of the selected degree programmes can be indicated, that is, if the applicant is applying for two programmes, they must submit two electronic applications and provide two medical certificates – each for the specific programme selected. In the case of an offer of admission to studies, please submit the original medical certificate together with a certified copy of your secondary school diploma to the Faculty's Study Office.
- Applicants should not send any other attachments to the Faculty in advance, unless otherwise specified for a particular degree programme – **if necessary, they will always be asked to provide them.**

BEFORE submitting their e-application to study, but **no later than 2 weeks** before taking the entrance examination, **applicants with special educational needs (SEN)** should consult the Faculty's SEN coordinator about their selection of the programme and course of study in order to prevent them from failing to study the selected programme.

- **SEN coordinator at the Faculty:**
RNDr. Hana Sochorová, Ph.D.
email: hana.sochorova@osu.cz, phone: 553 46 1746

The applicant has **the right to examine** all their materials relevant to the decision on their admission to studies. Copies or extracts may be made from the material to the extent stipulated by the Code of Administrative Procedures; all this shall take place in the premises reserved for this purpose and in the presence of an authorized employee of the Faculty. The date for this is set, in accordance with Rector's Provision no. 118/2020, Article 13, for **17 August 2013 between 8 a.m. and 12 p.m. at the Faculty's Study Office.**

The results of the admission procedure will be published after the meeting of the admissions board at the earliest possible date following the alternative date of the entrance examination, if specified in the conditions of admission. The provisional results will be published on the website no later than 3 weeks after the alternative date of the entrance examination. Each applicant will receive a written notification, notification and subsequent decision or decision directly by post and/or email and/or in the e-application, and may appeal against the decision in accordance with the law using a form published on the Faculty's website. The right to appeal against the decision in accordance with the law using the form published on the Faculty's website can only be exercised after the decision has been received by post.

Address:

- Lékařská fakulta Ostravské univerzity
Studijní oddělení
Syllabova 19
703 00 Ostrava 3

- All the information is provided by the Faculty's Study Office:
 - for full-time studies:
 - Bc. Lenka Kubinová, phone 553 46 1711 (lenka.kubinova@osu.cz)
 - Bc. Petra Brzežniaková, DiS., phone 553 46 1722 (petra.brzezniakova@osu.cz)

1. General conditions of admission to studies

1.1. Completion of secondary education

1.1.1. Completion of secondary education in the Czech Republic

- [1] **Condition for Bachelor's and non-follow-up Master's degree programmes, with the exception of fine arts:** Each applicant must have completed secondary education with a school-leaving examination.
- [1.1] **Time limit for fulfilling the condition:** Before the decision on the admission of the particular applicant to studies is issued, as the document proving the fulfilment of this condition of the admission procedure constitutes the basis for the Dean's decision on admission or non-admission to studies.
- [1.2] **Document proving fulfilment of the condition:** Secondary school diploma.
- [2] **Condition for Bachelor's and non-follow-up Master's degree programmes in fine arts only:** Each applicant must have completed secondary education with a school-leaving examination or tertiary professional education at a conservatory or, in exceptional cases, is not required to have completed secondary education or tertiary professional education at a conservatory at all.

- [2.1] **Time limit for fulfilling the condition:** Before the decision on the admission of the particular applicant to studies is issued, as the document proving the fulfilment of this condition of the admission procedure constitutes the basis for the Dean's decision on admission or non-admission to studies.
- [2.2] **Document proving fulfilment of the condition:** Secondary school diploma or conservatory diploma.

1.1.2. Completion of secondary education outside the Czech Republic

- [1] **Condition for Bachelor's and non-follow-up Master's degree programmes for all fields of study:** Each applicant must have completed secondary education with a school-leaving examination.
 - [1.1] **Time limit for fulfilling the condition:** Before the decision on the admission of the particular applicant to studies is issued, as the document proving the fulfilment of this condition of the admission procedure constitutes the basis for the Dean's decision on admission or non-admission to studies.
 - [1.2] **Means of fulfilling the condition:** Completion of a secondary education programme.
 - [1.3] **Place (institution) of fulfilment of the condition:** A foreign secondary education institution, an international secondary education institution, a European secondary education institution, a school allowed by the Ministry of Education, Youth and Sports to provide compulsory education.
 - [1.4] **Document proving fulfilment of the condition:** Certificate of equivalence of foreign education issued by a regional office, the European Baccalaureate diploma, a foreign secondary school diploma.
 - [1.5] **Special means of verifying fulfilment of the condition:** Each higher education institution with institutional accreditation is obliged to verify fulfilment of the condition by its own assessment exclusively for the purposes of the admission procedure to degree programmes offered by the institution or any of its faculties.

- [1.6] **Special means of verifying fulfilment of the condition at the University of Ostrava:** The procedure for verifying fulfilment of the condition is defined in Rector's Provision no. 118/2020 effective as of 12 November 2020. For operations associated with assessment of the completed education, a fee will be set by the Rector, with the fee not exceeding 20% of the basis set out in accordance with Section 58 (2) of the Act on Higher Education Institutions.

2. Other conditions for admission to studies

2.1. Overview of degree programmes

Degree programme (type) (form) (language)	Study specialization or plan	Maximum number of applicants admitted	Entrance examination					Exemption from the entrance examination	Fee date	Application date
			Written date	Oral date	Talent date	Practical date	Extra points			
General Medicine (Master's) (full-time) (English)	General Medicine subject to change	<u>50</u> subject to change	<u>YES</u> July/August 2023 (to be specified in the invitation)	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>CZK 2000</u> 11 May to 30 June 2023	<u>YES</u> 11 May to 30 June 2023

2.2. Overview of other conditions for admission to studies

2.2.1. Number of applicants subject to change

- [1] The faculty reserves the right to increase the maximum number of applicants admitted.
- [2] Such increase would be announced by 15 July 2023 through the public section of the Faculty's website.
- [3] The reason for the possible increase is, for example, granting of financial support (subsidy) from public sources, specifically aimed at increasing the number of students of a particular specialization.

- [4] The reason for the possible increase may also be increased public demand for the relevant health professions due to the current epidemiological situation and other reasons.

2.2.2. Offering a study specialization subject to change

- [1] **General Medicine – full-time form** - no

2.2.3. Written entrance examination

General Medicine – full-time form

- [1] The written part of the entrance examination, prepared in cooperation with the SCIO company, takes the form a written electronic test of knowledge completed by applicants in an online setting; it has a multiple choice format, with only one option being considered correct, that is, the most accurate and descriptive answer to the question.
- [2] The content of written tests: Biology, Physics and Chemistry, all covering the secondary school curriculum. Each written test will comprise 30 questions. Each correct answer will be worth 1 point.
- [3] In this part of the entrance examination, the applicant may obtain a maximum of 30 points.
- [4] Applicants who score less than 45 points in this part of the entrance examination will fail to pass the entrance examination and will not be admitted to studies; there are subscores for individual written tests that must also be achieved – Biology (minimum of 10 points), Physics (minimum of 10 points) and Chemistry (minimum of 10 points).
- [5] The ranking of applicants in the admission procedure will be based on the sum of scores obtained for each part of the admission examination.
- [6] The list of topics and recommended literature for the written part of the entrance examination is as follows:
- [6.1] Topics for the General Medicine entrance examination.
 - [6.2] Recommended literature for the General Medicine entrance examination.
 - [6.3] Sample test questions for the General Medicine entrance examination.
- [7] The date of the relevant part of the entrance examination will be specified, together with additional information and instructions, in an invitation sent to the applicant via the e-application. The date will also be sent to the applicant's email and posted on the website under the applicant's unique number. **The University does not send a hard copy invitation. The date sent to the applicant is binding and cannot be changed.**

[8] The alternative date for all parts of the entrance examination, with the exception of the talent examination: **not provided.**

2.2.4. Oral entrance examination

[1] **General Medicine – full-time form** - no

2.2.5. Talent entrance examination

[1] **General Medicine – full-time form** - no

2.2.6. Practical entrance examination – talent examination

[1] **General Medicine – full-time form** - no

2.2.7. Extra points

[1] **General Medicine – full-time form** - no

2.2.8. Exemption from the entrance examination

[1] **General Medicine – full-time form** - no

2.2.9. Application fee related to the entrance procedure

[1] Each applicant is required to pay the entire application fee in one lump sum.

[2] Each applicant may pay the application fee at any time from the moment of submitting the application for studies up to and including the last day specified for the degree programme.

- [2.1] The application fee is to cover the costs associated with the admission procedure. If the applicant does not take the entrance examination, the fee will not be refunded.
- [3] The admission fee will only be considered paid by the applicant as of the day of its crediting to the bank account of the University of Ostrava.
- [4] Applicants who do not pay the application fee in the manner and time specified in these conditions of admission to studies will not be admitted to studies.
- [5] After paying the admission fee, the applicant should (by logging into the **e-application** system) check whether the payment has been matched to their application (the Payment column shows the symbol of the successful crediting of the payment to the University's account). Otherwise, the payment is incorrect. The correct payment is matched to the application within one week of the payment being made.
- [6] The applicant is responsible for checking, in the online e-application system, that the application fee has been credited to the University's bank account. Any discrepancies can be resolved **no later than the date set for the respective programme as the deadline for payment of the fee**. Later complaints will not be considered.
- [7] In the event of an erroneous payment, the applicant is obliged to pay the fee again, so that the payment is credited to the University's bank account **no later than the date set for the respective programme as the deadline for payment of the fee**. If the applicant requests a refund of the incorrect payment, the University of Ostrava will charge a cancellation fee of CZK 500. The request for refund of payment must be submitted in writing within one month of the deadline for submitting applications for studies for the respective programme, and proof of payment must be attached to the request.
- [8] **Bank account details:**

Bank:	ČNB Ostrava
Account number:	0000931761, bank code 0710
Payment type number ("Konstantní symbol"):	379
Payment reference number ("Variabilní symbol"):	111011
Transfer post office:	702 00 Ostrava 2
Information for payment from abroad:	
IBAN:	CZ65 0710 0000 0000 0093 1761
SVIWT(BIC):	CNBACZPP

2.2.10. Application for studies

- [1] E-application
- [2] The applicant enters their personal data and selects the degree programme, including the form of study to which they want to apply (particular attention should be paid to the selection of the form of study (full-time, part-time or combined, i.e. combination of full- and part-time).
- [3] The system assigns a payment identification number (“Specifický symbol”) to be used by the applicant for payment of the application fee set at **CZK 2000 (EUR 80)** according to Amendment no. 1 to Dean’s Provision no. 121/2022.
- [4] The application is considered valid only if the applicant has paid the application fee using their payment identification number (“Specifický symbol”), together with the correct account number and payment reference number (“Variabilní symbol”). If the payment identification number (“Specifický symbol”) is not stated or is incorrect, the application will be rejected as unpaid and invalid. **If the applicant submits more than one application, each application will have a different payment identification number (“Specifický symbol”). Joint payment for several programmes is automatically considered incorrect.**

Additional conditions of the admission procedure concerning, for example, newly accredited degree programmes, will be specified in an amendment to this provision after approval by the Academic Senate of the Faculty of Medicine, University of Ostrava.

The conditions of the admission procedure were approved by the Academic Senate of the Faculty of Medicine, University of Ostrava on 09 May 2023.

This provision shall enter into force on 10 May 2023.

doc. MUDr. Rastislav Maďar, Ph.D., MBA, FRCPS
Dean of the Faculty of Medicine, University of Ostrava

Prepared by: Mgr. Ivona Závacká, Ph.D., Vice-Dean for Studies and Lifelong Learning of the Faculty of Medicine, University of Ostrava
(represented by Bc. Lenka Kubínová)

Dissemination: University of Ostrava Portal