

Ostrava, 15th April 2024

Ref. No: OU-59831/11-2024

**ADDENDUM NO. 1
DEAN'S PROVISION
No. 146/2023**

**CONDITIONS FOR ADMISSION TO STUDY AT THE FACULTY OF MEDICINE OF
THE UNIVERSITY OF OSTRAVA FOR THE ACADEMIC YEAR 2024/2025**

Master's Degree Study Programmes – 2nd Round for General Medicine

The condition for the commencement of the admission procedure for the academic year 2024/2025 is the submission of an electronic application and payment of the fee for the admission procedure, no later than on the date set for the study programme.

Method of application

- The application for study can only be submitted electronically by **the deadline set for the study programme.**
- The applicant is responsible for the data entered and the attachments sent.
- If the applicant is applying for more than one programme, he/she must apply for each programme separately and pay the administration fee. The number of programmes selected is equal to the number of applications submitted and the number of payments made.
- **For the application to be valid, the applicant must agree to the information provided in the application** "I hereby declare that I have read and agree to the admission conditions, the time and manner of verification of their fulfilment, the form and scope of the entrance examination and the criteria for their evaluation."

Application attachments

- The applicant will enclose the following attachment with the submitted application for all study programmes at FM UO, with the exception of doctoral study programmes – [a certificate from the relevant general practitioner](#) confirming that the applicant is capable of studying and working in the profession related to the specified programme. This certificate must be submitted by the applicant no later than on 15th March 2024 or by the last day of the application period, except for applicants who fulfil the admission procedure conditions according to Section 49(3) of Act No. 111/1998 Coll., as amended. The certificate must specify the study programme for which it is issued. This certificate must be submitted by the applicant no later than on 15th March 2024 or by the closing date for applications. Only one of the chosen study programmes can be indicated in one application, i.e. if the applicant is interested in two programmes, he/she must submit two electronic applications and provide two medical certificates – each for the specific programme chosen. In the case of a proposal for admission to study, please submit the original medical certificate together with a certified copy of the secondary school-leaving certificate to the Study Office of FM UO.
- Do not send any other attachments to the faculty in advance, unless otherwise specified for a particular study programme – **you will always be asked to submit them if necessary.**

Applicants with special educational needs (SEN) will consult with the Faculty Coordinator of SEN at FM UO the choice of the programme and the course of study BEFORE submitting the e-application for study, but **no later than 6 weeks** before taking the entrance examination, in order to prevent dropout from the chosen programme.

- **Faculty coordinator of SEN at FM UO:**
RNDr. Hana Sochorová, Ph.D.
e-mail: hana.sochorova@osu.cz, phone no: +420 553 46 1746

The applicant has the **right to inspect** all his/her materials relevant to the decision on his/her admission to study. Copies or extracts may be made from the material to the extent provided for in the Administrative Procedure Code and all this is done in the premises reserved for this purpose and in the presence of an authorised employee of the Faculty of Medicine of the UO. According to the Rector's Provision No. 118/2020 Article 13, the date for inspection is set on **15th August 2024 between 8 a.m. and 12 noon at the Study Office of FM UO.**

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 entrance examination, if set in the admission procedure conditions. General results will be published on the website within 3

weeks after the alternative date of entrance examination, if set. Each applicant will receive a notification, announcement and subsequent decision or directly a decision in writing by post and/or e-mail and/or in the e-application system and can only appeal against the decision in accordance with the law using the form published on the faculty's website. The option to appeal against the decision in accordance with the law using the form published on the faculty's website can only be exercised once the decision has been received by post.

Address:

- Faculty of Medicine, University of Ostrava
Study Office
Syllabova 19
703 00 Ostrava 3

- All information is provided by the Study Office of FM UO:
 - for full-time form of study:
 - Bc. Lenka Kubinová, phone No. +420 553 46 1711 (lenka.kubinova@osu.cz)
 - Bc. Petra Brzežniaková, DiS., phone No. +420 553 46 1722 (petra.brzezniakova@osu.cz)

1. General conditions for admission to study

1.1. Secondary education

1.1.1. Secondary education in the Czech Republic

[1] **Condition for bachelor's degree study programmes and long-cycle master's degree study programmes other than arts:** Each applicant must have attained secondary education with a school-leaving examination.

[1.1] **Time when the condition must be fulfilled:** Before issuing a decision on the admission to study of a particular applicant, because the document proving the fulfilment of this admission procedure condition constitutes the basis for the Dean's decision on the admission or non-admission to study.

[1.2] **Document demonstrating the fulfilment of the condition:** A school-leaving certificate.

- [2] **Condition for bachelor's degree study programmes and long-cycle master's degree study programmes in the arts only:** Each applicant must have attained secondary education with a school-leaving certificate, or tertiary vocational education at a conservatory, or (exceptionally) may not have attained secondary education or tertiary vocational education at a conservatory at all.
- [2.1] **Time when the condition must be fulfilled:** Before issuing a decision on the admission to study of a particular applicant, because the document proving the fulfilment of this admission procedure condition constitutes the basis for the Dean's decision on the admission or non-admission to study.
- [2.2] **Document demonstrating the fulfilment of the condition:** A school-leaving certificate, or conservatory final certificate (Absolutorium), or conservatory diploma.

1.1.2. Secondary education outside the Czech Republic

- [1] **Condition for bachelor's degree study programmes and long-cycle master's degree study programmes for all areas of education:** Each applicant must have attained secondary education with a school-leaving examination.
- [1.1] **Time when the condition must be fulfilled:** Before issuing a decision on the admission to study of a particular applicant, because the document proving the fulfilment of this admission procedure condition constitutes the basis for the Dean's decision on the admission or non-admission to study.
- [1.2] **Method of fulfilling the condition:** Completion of studies in a secondary-school study programme.
- [1.3] **Place (institution) of fulfilment:** foreign secondary school, international secondary school, European school, school approved by the Ministry of Education for compulsory school attendance.
- [1.4] **Document demonstrating the fulfilment of the condition:** Decision of the Regional Authority on the equivalence of foreign secondary education, proof of the award of the European Baccalaureate, foreign proof of foreign secondary education.

- [1.5] **Special option to verify the fulfilment of the condition:** Each institution of higher education with institutional accreditation is obliged to verify the fulfilment of the condition through its own assessment exclusively for the purposes of admission to study programmes implemented by itself or by any of its faculties.
- [1.6] **Special option to verify the fulfilment of the condition at the University of Ostrava:** The procedure for verifying the fulfilment of the condition is defined in an internal governance regulation of the University of Ostrava, which is Rector's Provision No. 118/2020, effective from 12th November 2020. The fee for the assessment of the acquired education will be set by the Rector of the UO, whereas the maximum amount of the fee shall not exceed 20% of the base set pursuant to Section 58(2) of the Act.

2. Other conditions for admission to study

2.1. Overview of study programmes

Study programme (type) (form) (language)	Study specialisation or plan	Maximum number of applicants to be admitted	Entrance examination					Entrance examination waiver	Fee date	Application date
			Written date	Oral date	Talent date	Practical date	Bonus points			
General Medicine (master's) (full-time) (English)	General Medicine reservation of non-opening	<u>30</u> reservation of change	<u>YES</u> June – August 2024 (to be specified in the invitation to applicants and on the website) **	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>NO</u>	<u>CZK 2,000</u> from 21st May 2024 to at least 15th July 2024 and later, it is possible to submit the application no later than 14 days before the selected date of entrance examination *	<u>YES</u> from 21st May 2024 to at least 15th July 2024 and later, it is possible at least 14 days before the selected date of entrance examination

* In the submitted application, the applicant must indicate which date and destination he/she is applying for and the application must be submitted at least 14 days before the date of the selected entrance examination.

** Dates will be posted on the website at least one month before the date of entrance examination.

2.2. Overview of other conditions for admission to study

2.2.1. Reservation of change in the number of applicants

- [1] The faculty reserves the right to increase the maximum number of applicants to be admitted.
- [2] This increase will be announced by 15th August 2024 through the public section of the faculty's website.
- [3] The reason for any increase is, for example, the award of financial support from public sources that is specifically intended to increase the number of students in a given specialisation (student subsidy).
- [4] The reason for a possible increase may also be the increased social need for the relevant healthcare professions in view of the current epidemiological situation and other reasons – for example, the expiring accreditation of a study programme that is divided into fields of study.

2.2.2. Reservation of non-opening a study specialisation

- [1] **General Medicine – full-time form – yes**
 - [1.1] In accordance with the provisions of Section 24(1) and (2) and Section 28(1) of Act No.111/1998 Coll., on Higher Education Institutions, as amended, the Dean of the faculty is entitled to decide, even during the admission procedure, not to open a study programme in a given academic year.
 - [1.2] For programmes with fewer applications than the total capacity of the study programme (minimum 30 applicants), the faculty reserves the right not to proceed to the next step of the admission procedure – namely the entrance examination – and the applicants will be refunded the full administrative fee associated with the admission procedure. Any non-opening of a study specialisation for this reason will be notified by 31st July 2024 through the public section of the faculty's website and sending information to individual applicants.
 - [1.3] For programmes that do not reach the minimum capacity of the study programme, i.e. 25 successful applicants, the faculty reserves the right to terminate the admission procedure at this stage and not to implement teaching; the applicants will be refunded 50% of the administrative fee associated with the admission procedure, i.e. CZK 1,000. Any non-opening of a study specialisation for this

reason will be notified by 31st August 2024 through the public section of the faculty's website and sending information to individual applicants.

2.2.3. Written entrance examination

General Medicine – full-time form

- [1] The written part of the entrance examination takes the form of a written test in paper form (or an electronic knowledge test in IS Moodle completed by the applicants on computers located in the premises of a cooperating organisation abroad or the faculty/university (in case the entrance examination takes place in the Czech Republic)) with a choice of answers, where only one answer will be correct. Each question will have only one correct answer, which will be the most accurate and most descriptive answer to that question.
- [2] Content of written tests: biology, physics, chemistry within the scope of the secondary-school curriculum. Each written test will have 30 questions. 1 point will be awarded for each correct answer.
- [3] Each applicant may obtain a maximum of 90 points in this part of the entrance examination.
- [4] Any applicant who scores less than 45 points in this part of the entrance examination will not pass the entrance examination and will not be admitted to study. There are sub-limits for individual written tests that must also be passed – biology (minimum = 10 points), physics (minimum = 8 points), chemistry (minimum = 8 points).
- [5] The ranking of applicants in the admission procedure will be determined by the sum of the scores obtained in the individual parts of the entrance examination.
- [6] Recommended literature and materials for the written part of the entrance examination:
 - [6.1] Topics for the General Medicine entrance examination.
 - [6.2] Recommended reading for the General Medicine entrance examination.
 - [6.3] Sample test for the General Medicine entrance examination.
- [7] The specific date of the relevant part of the entrance examination will be announced to the individual applicant in the invitation to the entrance examination, including further detailed instructions, which will be sent in the e-application system; the dates will also be posted on the website under each applicant's unique number and also sent to the applicant's e-mail. **The University does not send printed invitations. The date to which the applicant is invited shall be binding and cannot be changed.**
- [8] Alternative date for all parts of the entrance examination: not set.

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 test.

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

2.2.7. Bonus points

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

2.2.8. Entrance examination waiver

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

2.2.9. Admission procedure fee

- [1] Each applicant is obliged to pay the fee for the admission procedure in one lump sum, except for applicants who meet the conditions for a fee waiver.
- [2] Each applicant is entitled to pay the fee for the admission procedure at any time from the moment of submitting the application for study up to and including the specified deadline for a given study programme.
- [2.1] The administrative fee is intended to cover the costs associated with the admission procedure. If the applicant fails to appear for the entrance examination, the fee will not be refunded.

- [3] The admission procedure fee is deemed to have been paid by the applicant on the day it is credited to the bank account of the University of Ostrava.
- [4] Any applicant who fails to pay the admission procedure fee in the manner and within the time specified herein will not be invited to the entrance examination and cannot be admitted to study.
- [5] After making the payment of the fee, check (after logging into the **e-application** system) whether the payment has been matched with your application (the symbol of crediting the payment to the University's account is indicated in the Payment column). If this is not the case, an error occurred in making the payment. A correct payment is matched with the application no later than one week after the payment is made.
- [6] Each applicant is obliged to check online in the e-application module that the fee for the submitted application has been credited to the University's account. Any discrepancies can be resolved **no later than by the date set for the relevant programme as the deadline for the payment.** Later claims will not be taken into account.
- [7] If an error occurred in making the payment, the applicant is obliged to pay the fee again, so that the payment is credited to the University's account no later than by **the date set for the relevant programme as the deadline for the payment.** In the event that the applicant requests withdrawal of the application already paid for before the closing date for applications for studies, the faculty will refund the admission procedure fee, except for the cancellation fee of CZK 100. A request for the refund must be made in writing before the closing date for applications for studies and must be attached a proof of payment.
- [8] **Bank details:**

Name of the bank: ČNB Ostrava
Account no: 0000931761, bank code 0710
Constant symbol: 379
Variable symbol for the bank: 111011
Remittance post: 702 00 Ostrava 2

Information for payments from abroad:

IBAN: CZ65 0710 0000 0000 0093 1761
SVIWT(BIWT): CNBACZPP

2.2.10. Application for study

- [1] [e-application](#) (link)
- [2] The applicant enters his/her personal data and chooses the study programme, including the form of study he/she wishes to apply for (pay particular attention to the choice of the form of study (full-time = daily, combined = combination of full-time and distance learning)).
- [3] The system assigns a specific symbol to the applicant, which he/she uses to pay the administrative fee, which according to the Dean's Provision No. 143/2023 is set at **CZK 650** for General Medicine and Dentistry of FM UO, and at **CZK 2,000** for General Medicine (in English).
- [4] The application is considered valid only if the applicant has paid the administrative fee and indicated his/her specific symbol, in addition to the correct account number and variable symbol, and provided a medical certificate except for applicants who meet the conditions of Section 49(3) of the Higher Education Act as amended. If the specific symbol is not provided or is incorrect, the application for study will be rejected as unpaid and invalid. **If the applicant submits more than one application, each application is associated with a different specific symbol. A joint payment for several programmes is automatically recorded as error.**

Additions to the admission procedure conditions concerning, for example, newly accredited study programmes will be addressed in an addendum to this provision after approval by the AS FM UO.

The admission procedure conditions were approved by the Academic Senate of the Faculty of Medicine of the University of Ostrava (AS FM UO) on: 20th May 2024.

This provision shall enter into force on 21st May 2024

doc. MUDr. Rastislav Maďar, Ph.D. MBA FRCPS
Dean of FM UO

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