



Dean's Order No. 8/2024				
Name:	Admission procedure rules and conditions for admission to study in the Bachelor's Degree program Mechanical Engineering (B0715A270009) carried out in the English language at the Faculty of Mechanical Engineering for the Academic Year 2025/2026			
	Name:	Function:	Date:	Signature:
Guarantor:	Associate professor Jaromír Moravec, Ph.D.	Dean	October 21, 2024	
Legal Control:	Barbora Zajícová, M.A.	Lawyer	October 21, 2024	
Expert:	Dr. Luboš Běhálek	Vice-dean	October 21, 2024	
Approval of AS:	Associate professor Martin Bílek	Chair AS FME TUL	November 13, 2024	
Revision:	00	Effective from:	November 14, 2024	
Sign:	A I 22	Shredding Sign:	A5	
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Article 1 Subject of Adjustment

- 1) These rules regulate conditions for admission to the academic year 2025/2026 in the Bachelor's Degree Program Mechanical Engineering (B0715A270009) carried out in **full - time form** in English at the Faculty of Mechanical Engineering in accordance with Act No. 111/1998 Coll. schools and on amendments and supplementation of other laws (Higher Education Act), as amended (hereinafter referred to as the "Act") and the status of TUL.
- 2) One of the conditions for opening the study program is at least twenty-five applicants to be admitted.
- 3) Conditions for admission to study are the same for all rounds of admission procedure.

Article 2 Conditions for Admission



- 1) Submission of an electronic application, please, see Article 3 of this command. The electronic application for study is submitted for each entrance procedure separately.
- 2) Paying the fee for actions associated with the admission procedure pursuant to Section 58 (4) of the Act and the status of TUL in the amount of **CZK 2000**, respectively, **\$ 100**. The fee is paid by crediting the TUL account specified in the electronic application. The fee is irreversible.
- 3) Achieving secondary education with a Leaving Examination. The scanned evidence of completed secondary education is inserted by applicants after receiving it in the electronic application form.
- 4) If it is admitted to the study of applicants who have received foreign secondary education by completing their studies in a secondary school education program at a foreign secondary school, in an international secondary school, in the European School under the Convention on the Statute of European Schools or at the school in which the Ministry permitted according to the Education Act performance of compulsory education, demonstrates fulfillment of the condition of reaching secondary education with a school -leaving examination pursuant to Section 48 (4) of the Act One of the following ways:
 - a) evidence of general recognition of equivalence or validity of a foreign document on achieving secondary education in the Czech Republic, acquired according to the Education Act or under previous legislation,
 - b) Evidence of European baccalaureate,
 - c) foreign document on foreign secondary education with a school-leaving examination if in the Czech Republic, according to its international obligations, it is automatically equivalent without further official procedure,
 - d) Foreign evidence on foreign secondary education, which was obtained by completing their studies in a secondary education program at a foreign secondary school operating under the legal regulations of a foreign state and which in a given foreign state entitles its holder to access in the bachelor study program.
- 5) Assessment of foreign education as a fulfillment of the condition for admission to study in the Bachelor Study Program Mechanical Engineering according to paragraph 4 (a). d) This article of the command is governed by the Rector Directive No. 9/2024.
- 6) The fee for acts associated with the assessment of foreign education within the admission procedure for the academic year 2025/2026 pursuant to paragraph 4 (a). d) This article by the command is:
 - 800 CZK for each application for assessment of foreign education in payment in the Czech Republic to the Technical University of Liberec, No. 305806603/0300 kept at ČSOB a.s., variable symbol: 6491429730, specific symbol: university number (in the application form), note for recipients: /VS /6491429730, university number, applicant's name,
 - 35 USD for each application for foreign education assessment in payment in all other countries except the Czech Republic to the account of the Technical University of Liberec, kept with ČSOB a.s., 1 May 79/18, Liberec, IBAN: CZ160300000000000681641013, SWIFT (BIC): CEKOCZPP, variable symbol:



6491429730 (if you can enter), specific symbol: university number (in the application form) applicant's name.

- 7) According to paragraph 6, the fee is paid by crediting to the account. The fee is irreversible.
- 8) Applicants for study must prove the knowledge of the English language by document min. at the level B2 of the Common European Framework for Language Teaching. The condition does not apply to a native speaker and graduates of secondary schools or universities who studied in English. Knowledge of English can be proven by a certificate proving an English exam from Cambridge Language, Toeic, letls, Toefl, Esol, Telc English B2 or State English Examination.
- 9) Successful passing of the entrance examination.
- 10) Ranking of the applicant according to the results of the entrance examination within the limit of the highest possible number of students received. The highest number of students admitted to study in the academic year 2025/2026 is **50**.

Article 3 **Application Form**

- 1) Applications for study are submitted electronically through the Portal of the Information System of the Study Agenda of the Technical University of Liberec (IS/STAG TUL). The e-report is available at the address:

https://stag.tul.cz/portal/studium/uchazec/informace.html?pc_lang=en

- 2) The application form can be submitted from **12 December, 2024 to March 31, 2025**.
- 3) After completing the application form and paying the fee for the actions associated with the admission procedure, the application will be included in the admission procedure.
- 4) If the application has formal shortcomings, the study department of the faculty will ask applicants to remove them. If the applicant does not remove the deficiencies of the application within the prescribed period, the admission procedure will be stopped.

Article 4 **Entrance Exam, Its Form, Content and Criteria of Evaluation**

- 1) The entrance examination is carried out by candidates from secondary school mathematics (at a level corresponding or comparable one to the Leaving Examination of Czech secondary schools).
- 2) The entrance examination is written and takes place electronically using the TUL e-learning platform (elearning.tul.cz). The entrance exam will take place on **April 16, 2025**.



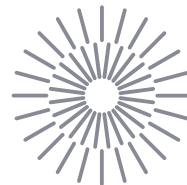
- 3) Applicants will be invited electronically to the entrance examination verified in the application for study or through the agency providing foreign students study at the Faculty of Mechanical Engineering.
- 4) Applicants will be ranked on the basis of points earned. At least 50 % of the total number of points must be obtained for successful completion of the entrance examination.
- 5) Participation in the entrance examination when it comes to the substitute term can only be enabled from serious and documented health or other comparably serious reasons. In the event that applicants cannot come for serious reasons, they will apologize in writing before the date of the entrance examination, or no later than three working days from the date of the entrance examination to the Dean through the Study Department. The Dean decides to accept the apology and the examination in the substitute term. The Dean's decision is final and is notified to the applicants electronically to an e-mail verified in the application for study or through an agency providing foreign students at the Faculty of Mechanical Engineering.
- 6) Applicants who did not come to the admission test and did not apologize in due time are considered as unsuccessful applicants for study and will not be admitted to study.

Article 5 Admission to Study

- 1) Delivery of the application is followed by its administrative processing, including verification of all necessary conditions as well as evaluation of the entrance examination. After verifying the fulfillment of all conditions, Dean's decision will be issued about accepting/non-accepting to study.
- 2) Dean's decision concerning admission will be sent in a way the applicant has chosen in the Application Form.
- 3) Dean's decision on non -admission to study will be sent to the applicant in accordance with the law.
- 4) It is possible to appeal against the decision within 30 days of its delivery.

Article 6 Tuition Fee

The study programs performed in English are charged under Section 58 (4) of the Act and the TUL status. **The fee for each academic year is \$ 4.000.**



Article 7
Final Provisions

- 1) The announcement of a possible further round of the admission procedure when not fulfilling the capacity of the study program will be published in the public part of the Faculty website (fs.tul.cz).
- 2) In special cases justified by external circumstances, rules for admission may be regulated under Section 49 (5) of the Act.
- 3) These rules and conditions were approved by the Academic Senate of the Faculty of Mechanical Engineering of the Technical University Liberec on 13 November, 2024 pursuant to § 27 para. e) of the law and taking effect on day 14 November, 2024.