



Dean's Order no. 7/2024				
Name:	Admission procedure rules and conditions to study in the follow-up Master's degree programs carried out in English at the Faculty of Mechanical Engineering For the academic year 2025/2026			
	Name:	Function:	Date:	Signature
Guarantor:	Associate professor Jaromír Moravec	Dean	October 21st, 2024	
Legal Control:	Barbora Zajícová. M.A	Lawyer	October 21st, 2024	
Expert:	Dr. Luboš Běhálek	Vice-Dean	October 21st, 2024	
Approval of AS:	Associate professor Martin Bílek	Chair of AS FME TUL	November 13th, 2024	
Revision:	00	Effective from:	November 14, 2024	
Sign:	A I 22	Shredding sign:	A5	
JID:		No.		

Article 1 Subject of Adjustment

- 1) These rules regulate conditions for admission to study the full-time follow-up Master's Degree programs for the academic year 2025/2026. The form of study led in English by the Faculty of Mechanical Engineering is in accordance with Act No. 111/1998 Coll., On Higher Education and on Amendments to other Acts (Higher Education Act), as amended ("Act") and TUL status:
 - Applied Mechanics (N0715A270021)
 - Innovation and Industrial Engineering (N0788A270005)
 - Materials and Technology (N0715A270016)
 - Machines and Equipment Design (N0715A270018)
 - Polymers and Composites Technology (N0722A270002)



- 2) Conditions for admission to study are the same for all rounds of admission procedure. The highest number of students admitted to study is 30 for **each study program** in the academic year 2025/2026.

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 round of the admission procedure and for each study program separately.
- 2) Paying the fee for actions associated with an admission procedure pursuant to Section 58 (4) of the Act and the status of TUL in the amount of CZK 2000, respectively \$ 100 for every application. The fee is paid by crediting the TUL account specified in the electronic application. The fee is irreversible.
- 3) In accordance with Section 49 (1) of the Act, the condition of **admission to study in the form of similar study programs**, i.e. condition for admission, is the proper completion of the Bachelor's or Master's degree program at the Faculty of Mechanical Engineering or other Technical Faculty. That represents such a level and scope to ensure fulfillment of the relevant follow-up study program. Scanned copies of documents of completed education: The university diploma and the supplement to the diploma are inserted by the applicant after their receipt in the electronic application form.
- 4) If applicants have received foreign university education by completing their studies in a university program at a foreign university, they demonstrate the fulfillment of the condition specified in paragraph 3) of this Article of the Order pursuant to Section 48 (5) and Sections 89 and 90 of the law following:
 - a) Evidence of the General Recognition of a foreign university education in the Czech Republic, obtained pursuant to Sections 89 and 90 of the Act or under previous,
 - b) Foreign evidence of a foreign university education equivalent in the Czech Republic without any further official procedure,
 - c) Foreign evidence of a foreign university education obtained by completing their studies in a university program at a foreign university operating under the legal regulations of a foreign state.
- 5) Assessment of foreign education as a fulfillment of the condition of admission to study in the follow -up Master's degree program according to paragraph 4 (a). c) This article 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). c) This article makes the command:
 - 800 CZK for each application for foreign education assessment in payment in the Czech Republic to the account of the Technical University of Liberec, No.



305806603/0300 kept by ČSOB a.s., 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: CZ1603000000000681641013, SWIFT (BIC): CEKOCZPP, variable symbol: 6491429730 (if you can enter), specific symbol: university number (in Stag application).
- 7) According to the paragraph 6, the fee is paid by crediting to the account. It is irreversible.
 - 8) Applicants have to prove the knowledge of the English language by document **min. at the level of B2** of the Common European Framework for Language Teaching/Learning. The condition does not apply to a native speaker and graduates of high schools and universities who studied in English. Knowledge of the English language can be demonstrated by a certificate proving an English test from Cambridge Language, TOEIC, IETLS, TOEFL, ESOL, Telc English B2 or State Exam in English.
 - 9) Successful passing of the entrance examination if the applicant failed to accept the conditions for admission without the entrance examination (pursuant to Article 4 and 5 of this order).
 - 10) Location of the applicant within the limit of the highest possible number of students received in Article 1 (2) of this order. If the conditions of acceptance meet a larger number of applicants, the total number of points earned during the entrance examination pursuant to Article 4 of this order decides on their order. Applicants, who are forgiven the entrance examination according to Article 5 of this order, are included in the tenderers before those who had to pass the entrance examination.

Article 3 Application to Study

- 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 can be submitted from **December 12, 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 invite 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) Applicants are admitted to study in accordance with the conditions referred to in Article 4 and 5 of this order until the capacity of the study program.
- 2) Applicants who meet the conditions of admission without the entrance examination are included before those who take the entrance examination according to the following paragraphs.
- 3) Admission test to determine the level of basic undergraduate knowledge from the subjects theoretical and applied bases: Materials, Engineering Technologies, Parts and Mechanisms of Machines, Mechanics, Elasticity and Strength (in the scope of the teaching substance taught at the Faculty of Mechanical Engineering in the Bachelor's degree program of the Engineering Program) is written and proceeds electronically using the e-learning platform TUL (elearning.tul.cz). The entrance exam will take place on **April 15th, 2025**.
- 4) Applicants will be invited to the entrance examination electronically to the e-mail verified in the application for study or through the Agency providing foreign students study at the Faculty of Mechanical Engineering.
- 5) The entrance examination consists of two parts. The first part is the general test in the field of Materials, Engineering Technologies and Parts and Machine Mechanisms. The second part consists of test and examples in the field of Mechanics, Elasticity and Strength. The results of the entrance examination are evaluated 0 to 200 points for both parts of the test. Applicants will be sorted in order based on the number of points earned, with the minimum number of points for admission to the study is **80 points**.
- 6) Applicants who do not have to take part in the entrance exam (see Article 5 of this order) do not participate in the entrance examinations personally and candidates are included ahead of those who had to.
- 7) The entrance examination in 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 for the exam, 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 TUL.
- 8) 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

Remission of the Entrance Exam

- 1) The Dean may forgive the entrance examination in exceptional cases, for example, with very good study results of applicants, in achievement of success in an international student competition, etc.
- 2) It is necessary to ask for a remission of the entrance examination. Applications for the remission of entrance examination are sent to the Dean continuously through the Study Department. Request and all necessary documents are to be delivered electronically at e-mail: radka.dvorakova@tul.cz. The most important date for delivery of the application for remission of the entrance examination is two working days before the specified date of its action.
- 3) The applicants are notified of whether the application for remission of the entrance examination was complied with electronically to the e-mail certified in the application for study, or through an agency providing foreign students at the Faculty of Mechanical Engineering.

Article 6

Admission to Study

- 1) Delivery of the application is followed by its administrative processing, including verification of the fulfillment of all conditions of the admission procedure and any evaluation of the entrance examination. After verifying the fulfillment of admission conditions, a Dean's decision will be issued about accepting/non-accepting to study.
- 2) Dean's decision to admit to study will be sent in a way that the applicant chose in the application for study.
- 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 7

Study 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 makes **4000 USD**.

Article 8

Final Provision

- 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 extraordinary cases justified by external circumstances, the rules for adoption 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 of Liberec on November 13, 2024 pursuant to Section 27 (1) (a). e) of the law and take effect on November 14, 2024.