

## **Conditions for the acceptance to the University Preparatory Programme for an accredited studying programme of MIAS CTU in Prague in the academic year 2023/2024**

### **1. PREAMBLE**

1. This document sets forth the conditions for the acceptance to the full-time form of the University Preparatory Programme (hereinafter "UN PREP") conducted in the English language at the Masaryk Institute of Advanced Studies ("MIAS") of the Czech Technical University in Prague ("CTU in Prague").
2. The acceptance to UN PREP is governed by these Conditions.

### **2. BASIC INFORMATION ABOUT UNIVERSITY PREPARATORY PROGRAMME**

1. The University preparatory programme is a linguistic preparatory course of English language supplemented by other professional subjects. UN PREP consists of classes of English language, Mathematics, Informatics, Introduction to Business and compulsory elective courses from the degree study programmes.
2. The main goal of UN PREP is to prepare students for entrance exams especially for bachelor's degree programme at MIAS.
3. The programme consists of 560 classes divided into two semesters with the intensity of 20 x 45 min a week and is completed by the exam at the English level B2 (the fourth level of English in the Common European Framework of Reference – CEFR). In case of a successful completion of the exam, the participant is awarded the English certification at B2 level, which is recognised by all institutions and Universities in the Czech Republic.

### **3. CONDITIONS OF ACCEPTANCE, APPLICATION AND DEADLINES**

1. To be considered for the acceptance to the UN PREP, applicants must have completed full secondary/high school education. The applicant will proof the secondary/high school education by sending the scanned copy of appropriate certificate including the transcript of records translated to the English language.
2. In addition, to be considered for the acceptance to the UN PREP, applicants must have the knowledge of English at B1 level (according to CEFR) which will be verified during on-line interview.
3. The interview is one of the requirements needed to be fulfilled. The applicant must demonstrate his/her knowledge of the English language at B1 level. Structure of the

performance, grammar, vocabulary, pronunciation, and fluency in English will be evaluated. The applicant needs to score at least 7,5 points out of 12. The applicant should also demonstrate his/her interest in studying at MIAS.

4. An applicant will fill an application form online. The form is available at the official website of MIAS. Following this step he/she will send a signed copy of Study Contract (also available at the official website of MIAS), with the scanned copy of passport and with the documents according to the paragraph 3 article 1 of this contract by e-mail to [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz).
5. The applicant will pay administrative fee (800 CZK) to the bank account of MIAS (see section 6) once he/she receives confirmation of successful delivery of the application form together with assigned registration number. The administrative fee is non-refundable.
6. The deadline for completing all these steps is May 31, 2023. Applicants are strongly encouraged to perform these steps as soon as possible to allow the MIAS administration to process the applications on an ongoing basis.

#### 4. RIGHTS AND OBLIGATIONS OF THE CONTRACTUAL PARTIES

1. MIAS shall provide tuition in accordance with the study plan and shall facilitate to the participant of UN PREP possibility to take part in this tuition. The tuition shall be carried out in accordance with the studying timetable.
2. Every participant of UN PREP will be given a document confirming the completion of the preparatory programme. The participants who will successfully pass final exam from the English language will receive official certificate.
3. Passing the final tests from English and Mathematics will allow the participant to have the admissions tests for the Bachelor's degree programme at MIAS forgiven. The participant needs to get at least 60 % from each subject.
4. Successful completion of compulsory elected courses selected from the degree programmes will be recognized in further study in degree programmes at MIAS.
5. The participant is obliged to fulfil all studying tasks in the frames of UN PREP during its whole duration, attend lessons in accordance with the timetable of MIAS, disclose in written form any change in the processed personal data mentioned in the Study Contract to MIAS International Office as well as changes of any other facts related to the subject and purpose of these Conditions.
6. If the participant of UN PREP will not properly participate in tuition, he/she will be expelled. At least 80 % attendance is considered as a proper participation. In case of health problems or other exceptionally serious reasons, supported by medical or other conclusive reports, larger absence in tuition can be tolerated. Students whose attendance won't be at least 80% at the end of the first semester, won't be permitted to continue in the tuition.
7. The participant shall duly and timely fulfil the payment conditions (see section 5).
8. By signing the Study Contract, the participant gives MIAS his/her agreement with processing and storage of the personal data presented in the application form for the needs and purposes related to the programme, including the rights resulting from the Study Contract.
9. The participant is obliged to disclose all changes related to his/her residence in the Czech Republic to the Department for Asylum and Migration Policy of the Ministry of the Interior and MIAS within the period of 3 days.

## 5. TUITION FEE AND OTHER ARRANGEMENTS

1. Total price of UN PREP (two semesters) is 79 000 CZK. The tuition fee must be paid for the whole year and no later than June 30, 2023.
2. Upon the tuition payment is received to the bank account, MIAS will confirm receipt of payment by email and send to the participant an official letter of acceptance with further information about registration into the UN PREP, about the beginning of studies at MIAS and one signed and stamped copy of the Contract.
3. The participant is obliged to inform MIAS about obtaining/failing to obtain the student visa to the Czech Republic no later than 3 working days on receipt of the official announcement from the Embassy.
4. The participant will be asked to arrange accommodation and health insurance for the whole period of planned stay in the Czech Republic and to send documents confirming this fact upon request by e-mail to [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz).
5. Admitted participants can book their accommodation in the CTU student dormitories at <https://www.suz.cvut.cz/en/documents>. They will receive accommodation confirmation from CTU Facilities Administration Department upon request and after the payment of administration fee.

## 6. FEE PAYMENTS

1. The administrative fee is non-refundable.
2. The tuition fee is non-refundable, except for serious circumstances that prevent the admitted participant from registration (such as failure to obtain the visa to the Czech Republic). In such case, the participant shall submit a request and supporting evidence to the guarantor of UN PREP who then decides about returning the fee.
3. In case of complications of the state of health and other extraordinary important issues which have emerged in the run of the programme and are documentarily proved by medical or other official report, and in case such reasons will disallow the participant to take part in the tuition in the long-term perspective, the fee might be partially returned. The amount of returned fee will be determined on the bases of individual assessment of the case by the guarantor of UN PREP.
4. In case of exclusion of the participant from UN PREP, the tuition fee is non-refundable (see paragraph 4 articles 5 and 6 and paragraph 8 article 1d).
5. If the participant interrupts the study in UN PREP on the basis of his/her own decision, there is no possibility to claim a refund for the tuition fee.
6. The tuition fee does NOT cover accommodation, food, transportation, medical insurance, or other personal expenses.
7. All payments should be made by wire transfer. All transaction fees and charges associated with the payment shall be borne by the participant.

8. The participant shall use assigned registration number (see paragraph 3 article 5) as identification code for all his/her payments to MIAS. The participant shall carefully follow the instructions for international payments so that MIAS receives the full amount.

Account holder: MIAS CVUT  
Kolejní 2637/2a  
160 00 Praha 6  
Czech Republic

For payments in **EUR** currency please use:

Account No.: 115-840890237/0100  
IBAN: CZ6001000001150840890237  
SWIFT: KOMBCZPPXXX

For payments in **CZK** currency please use:

Account No.: 19-8491620277/0100  
IBAN: CZ6501000000198491620277  
SWIFT: KOMBCZPPXXX

Bank name and address: KB Praha 6

## 7. REGISTRATION IN THE UNIVERSITY PREPARATORY PROGRAMME

1. Participants must come in person to MIAS International Office during two weeks preceding the beginning of UN PREP in order to register into the programme. The participant will be informed about the exact time and place via e-mail.
2. Participants who cannot attend the registration at the designated time due to serious reasons must inform MIAS International Office by sending an e-mail to [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz). For such participants, another registration date will be arranged individually no later than three working days after arrival.
3. If the participant does not register to UN PREP and fails to inform MIAS International Office, MIAS will inform the Ministry of the Interior of the Czech Republic without delay which will in its turn cancel the validity of the visa.
4. If the participant is unable to register for serious reasons by October 13, 2023, he/she cannot start the study.

## 8. TERMINATION OF CONTRACTUAL RELATIONS

1. Contractual Relations terminate on completion of UN PREP in one of the following ways:
  - a. Regular graduation from the University preparatory programme.
  - b. By means of written sign-off from the programme provided by the participant. The date of termination of the study is the date on which MIAS receives the written sign-off letter from the participant.

- c. By written agreement between the Parties on termination/pause of the study on proposal from MIAS, the date of termination/pause of the study is the date of signature of such agreement by the contractual Parties.
- d. By exclusion of the participant which MIAS has the right to put to force in case of major violation of studying or other rules and provisions of MIAS, if the situation is not resolved otherwise. The date of termination of the study is the date on which the participant receives the resolution on expulsion. The paid fees will not be refunded to the participant in this case.

## 9. CONCLUDING REMARKS

- 1. Information stated in application form and application attachments must be true and complete. False or incomplete information can result in a rejection of the application form during the acceptance procedure and if discovered after the registration into the UN PREP, in a possible exclusion from the studies.
- 2. The Study Contract for participation in UN PREP will come into force on the day of signature of the contract by both parties. The contract will come into effect after the successful payment of the determined payments by the participant and by the registration of the participant to UN PREP.
- 3. In case of any questions or requests, applicants are welcome to send an e-mail to [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz).

In Prague, January , 2023

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Director of Masaryk Institute of Advanced

Studies

prof. Vladimíra Dvořáková