

## **The Admission Procedure Code at FAMO in Písek**

1. The conditions of the admission procedure for study at FAMO in Písek are laid down in these regulations, the Statute of FAMO in Písek and §48, §49 and §50 of Act No. 111/1998 Coll., On Higher Education Institutions and on the amendment and supplementation of other laws (Higher Education Act ), as amended (hereinafter "the Act").
2. The condition for admission to study in an accredited Bachelor's degree program is to achieve full secondary or full secondary vocational education and successful completion of the admission procedure. The condition of admission to study in a follow-up Master's degree program is the proper completion of studies in the bachelor study program and successful completion of the admission procedure.
3. FAMO in Písek requires an entrance exam for all orientations within the field of study. The admission exam may be waived on the basis of previous study results or achieved artistic results. FAMO in Písek can demand a talent examination in selected fields of study.
4. The entrance examinations are oral.
5. The rules for the admission procedure and conditions for admission to study are presented in accordance with the law annually on the official notice board and the school website.
6. Candidates submit a written application for study in an accredited study field at FAMO in Písek on a form and in a manner specified when the admission procedure is announced. If the application is incomplete or if there are formal deficiencies, the school will return it to the applicant for correction and completion. If the applicant fails to eliminate the shortcomings within the set deadline, the admission procedure is terminated.
7. For a candidate who will not pay the fees associated with admission procedure within a set deadline and in the specified form according to § 58 ( paragraph 1) of the Act, the admission procedure will be terminated.
8. The candidate is invited to the written admission exam, at least 5 calendar days before the date of the admission. If he does not come up without proper excuse or if his apology is not accepted, the admission procedure is terminated. The method of assessing the apology and the decision to take the admission exam in the alternative date depends on the Rector.
9. The paid fee is not refunded.
10. A protocol is kept on the course of the entrance examination
11. The Rector decides on admission to study on the recommendation of the admission board.
12. For the admission of applicants for study who have completed a study program or a part of it at another university in the Czech Republic or abroad or who have completed an accredited training program or its part at a college of higher education in the Czech Republic or abroad, different conditions may be set according to § 49 ( paragraph3) of the Act. The applications of these candidates are assessed individually, and the decision on their admission to study belongs to the Rector.

13. If a greater number of applicants than the FAMO may receive meets the admission requirements in the respective academic year, the order of the applicants according to criteria set for the respective academic year is crucial. The applicants are notified in writing about the results of the admission procedure according to § 50 (paragraph4) of the Act.
14. The decision on the result of entrance examination is published on the official notice board and on the school website.
15. If it is impossible to deliver a decision on admission or non-admission right in applicant's hands , it is published on the official notice board of the school and consequently sent to the applicant by a registered letter.
16. An applicant may request the Rector to review the decision on non-admission to study within 30 days of delivery of this decision. The Rector may change this decision if it was issued in violation of the law or internal regulation. In this case the Rector's decision is final.
17. When reviewing the decision on non-admission to study, it is assessed whether this decision was not issued in violation of the law and internal regulations of the school.