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RECTOR'S MEASURE No. 68/2024		
Admissions Requirements for the Academic Year 2024/2025		
Approved by: (Issuer of the document)		
Dr. Martina Mannová Rector signed electronically		
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Second		Replacing OP-R-68 Admission Requirements for the Academic Year 2024/2025 dated November 13, 2023, as amended by Appendix No. 1 dated January 8, 2024, Appendix No. 2 dated March 11, 2024, and Supplement No. 3 dated April 12, 2024.

Art. I

Basic information about the admission procedure

- (1) AMBIS University (hereinafter referred to as "AMBIS") announces admission procedures for studies starting in the academic year 2024/2025 in Bachelor's and Master's degree programmes in full-time, combined and distance learning form from 13 November 2023. The list of study programmes to be opened is set out in Article II of this measure.
- (2) The admission procedure and enrolment in studies are governed by the provisions of Section 48-51 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts, as amended (hereinafter referred to as "the Act"), the Study and Examination Regulations of AMBIS and these Requirements of Admission Procedure for the academic year 2024/2025.

Art. II

List of Open Study Programmes

- (1) **Bachelor's study programmes accredited in Czech language:**
 - **Andragogy** (in full-time and combined form)
Expected number of admissions (together for both forms) – 120 students,
 - **Security Management** (in full-time and combined form)
Expected number of admissions (together for both forms) – 725 students,
 - **Tourism** (in full-time form)
Expected number of admissions – 100 students,
 - **Business Economics and Management** (in full-time, combined, and distance form)
Expected number of admissions (together for full-time and combined form) – 500 students,
Expected number of admissions for distance form – 25 students,
 - **Management and Administration in Public Administration** (in full-time, combined, and distance form)
Expected number of admissions (together for full-time and combined form) – 150 students,
Expected number of admissions for distance form – 25 students,
 - **Management of Hospitality and Tourism** (in full-time and combined form)
Expected number of admissions (together for both forms) – 100 students,
 - **Marketing Communication** (in full-time, combined, and distance form)
Expected number of admissions (together for full-time and combined form) – 250 students,
Expected number of admissions for distance form – 25 students,
 - **International Security Studies** (in full-time form)
Expected number of admissions – 100 students,
 - **Business Law** (in full-time and combined form)
Expected number of admissions (together for both forms) – 70 students,
 - **Resocialization and Penitentiary Pedagogy** (in full-time and combined form)
Expected number of admissions (together for both forms) – 130 students,
 - **Special Education** (in full-time and combined form)
Expected number of admissions (together for both forms) – 180 students,

- **Public Policy** (in full-time and combined form)
Expected number of admissions (together for both forms) – 150 students,
 - **Personnel Management** (in full-time form)
Expected number of admissions – 200 students,
 - **Psychology** (in full-time form)
Expected number of admissions – 210 students,
 - **Law in Practice** (in full-time form)
Expected number of admissions – 70 students.
- (2) **Bachelor's study programmes accredited in English language:**
- **Business Economics and Management** (in full-time form)
Expected number of admissions – 30 students.
- (3) **Follow-up master's study programmes:**
- **Security Management** (in full-time and combined form)
Expected number of admissions (together for both forms) – 175 students,
 - **Business Economics and Management** (in full-time and combined form)
Expected number of admissions (together for both forms) – 150 students,
 - **Management and Administration in Public Administration** (in full-time and combined form)
Expected number of admissions (together for both forms) – 125 students.
- (4) In case AMBIS is granted accreditation for additional study programmes, admission procedures can be announced subsequently (in accordance with § 49 para. 6 of the Act).

Art. III

Application for studies, admission interview

- (1) Candidates shall pre-register for studies by filling in an electronic form (non-binding application form) available on the website <https://www.ambis.cz/prihlaska>, for the study programme Business Economics and Management also on the website <https://www.ambisuniversity.com/application>. The applicant is then invited to an interview; before the interview, he/she must **complete a full application form**. The application form is then delivered to the school and the admission procedure begins.
- (2) The fee for the admission procedure is CZK 490. Graduates of bachelor's degree programmes and fields of study at AMBIS do not pay the admission fee for the follow-up master's degree. If the applicant registers on the AMBIS website, he/she does not pay the fee. Registration can only be done before the admission interview.
- (3) **Deadline for completing the online form (non-binding application):** until 15 November 2024.
- (4) **Deadline for completing the full application form:** until 15 November 2024.
- (5) The **admissions interview** is oriented towards the applicant's professional interests, motivation for study and discussion of study at AMBIS and prospects for employment. The interview includes verification of the applicant's level of language proficiency.
- (6) The specific date of the interview is arranged with the applicant individually or the applicant chooses it himself/herself via the booking form on the website <https://www.ambis.cz/form-termin-prijimaciho-pohovoru>.

Art. IV Admission Requirements

- (1) During the admission interview or by the specified deadline, the applicant must present **proof of previous education**:
- an applicant for a bachelor's degree programme must submit a notarized copy of their high school diploma; if the education was completed outside the Czech Republic, they must present a document in accordance with § 48, sec 4 of the Act.
 - an applicant for a follow-up master's degree programme must submit a notarized copy of their university diploma and diploma supplement; if the education was completed outside the Czech Republic, they must present a document in accordance with § 48, sec 5 of the Act.

The latest deadlines for submitting proof of previous education are:

- for programmes accredited in the Czech language: November 15, 2024
- for the Business Economics and Management study programme: August 31, 2025

- (2) Specific Admission Requirements for Selected Study Programmes:

- A requirement for admission to the Bachelor's study program in **Special Education** is also the demonstration of the prerequisites for studying the given program. This condition is met by passing a knowledge test. The test is taken online within 7 days of the interview and covers basic knowledge in psychology, sociology, law, philosophy, and ethics at a high school level. The test is worth a maximum of 20 points; applicants must score at least 10 points to pass.
- If the applicant fails the test, they may meet the requirement by writing an essay on "**The Position of a Person with Disabilities in Contemporary Society**" (approximately 1800 characters, in .doc or .rtf format). The essay must be submitted within 7 days of receiving the test results to studuj@ambis.cz. The essay will be evaluated based on knowledge of the subject (0–7 points), intellectual level (0–6 points), and stylistic and compositional level (0–6 points). Applicants must score at least 10 points to pass.
- A requirement for admission to the Bachelor's study program in **Business Economics and Management** is also the demonstration English language proficiency at least at the C1 level (according to the Common European Framework of Reference for Languages). This proficiency is verified during the admission interview.
- A requirement for admission to the Bachelor's study program in **Psychology** is also the demonstration of the prerequisites for studying the given program. This condition is met by passing a knowledge test. The applicant completes the test online according to the instructions received during the interview, no later than 7 days after the interview. A maximum of 20 points can be earned in the test; the requirement is met by an applicant who scores at least 10 points.
- If the applicant fails the test, they can meet the condition by submitting a motivation letter of at least 1800 characters, including spaces, in which the applicant shares their experiences, goals, and motivation for studying psychology at AMBIS. Additionally, they can describe the skills and abilities they possess to successfully complete the study program in Psychology. The motivation letter can be supplemented with additional documents related to their motivation for studying psychology and relevant experiences, such as certificates of previous practice, volunteer activities, participation in high school competitions, and the like (length: approximately 1800 characters, format: .doc 11

Art. V

Admission to Study, Enrolment, and Appeals Procedure

- (1) The decision on admission to study is made by the rector or authorized persons.
- (2) Applicants who have given their consent on the application form to receive the **admission decision** through the university's information system will be notified of their admission via the information system within 30 days of verifying the admission requirements, as outlined in Article IV, paragraph 3 of this regulation. Otherwise, the admission decision will be sent to the applicant personally. **Rejection decisions** will always be sent to the applicant personally by AMBIS.
- (3) Notification of the admission decision grants the applicant the right **to enrol in the study programme**. Details and deadlines for enrolment are specified in Art. VI of this regulation.
- (4) In accordance with § 50, sec 5 of the Act, applicants may **inspect their materials** relevant to the admission decision after being notified of the decision, until the end of the admission procedure, at the Customer Service Department during office hours.
- (5) Applicants may **appeal** the admission (or rejection) decision within 30 days of its notification, in accordance with § 50, sec 6 of the Act. The rector is the appellate authority. The rector will decide on the appeal within 30 days of its receipt by the AMBIS.
- (6) If the capacity of a particular study programme is not sufficient for its opening, a decision may be made not to open the programme. In such a case, the applicant will be offered the opportunity to study in a different programme or form of study at AMBIS.

Art. VI

Details and Deadlines for Enrolment

- (1) Notification of the decision on admission grants the applicant the right to enrol in the study programme.
- (2) An applicant who has been notified of the admission decision may inform the AMBIS in writing that they explicitly agree to be enrolled by the university. For applicants notified of the admission decision by August 31, 2024, the enrolment date is set for September 1, 2024. For applicants notified of the admission decision after August 31, 2024, enrolment will occur at the earliest possible date after notification. Enrolment dates are provided later in this section.
- (3) If the applicant does not notify the university of their explicit consent for the AMBIS to handle their enrolment, the applicant must personally enrol at the relevant AMBIS branch (Lindnerova 575/1, Prague 8, or Šujanovo náměstí 356/1, Brno) on the dates specified by the notification of the admission decision:

Date of Notification of Admission Decision	Enrolment Date
by 25. 8. 2024	2. 9. 2024, 10:00–12:00
26. 8. – 2. 9. 2024	9. 9. 2024, 10:00–12:00
3.–16. 9. 2024	23. 9. 2024, 10:00–12:00
17.–30. 9. 2024	7. 10. 2024, 10:00–12:00
1.–14. 10. 2024	21. 10. 2024, 10:00–12:00
15.–28. 10. 2024	4. 11. 2024, 10:00–12:00
29. 10. 2024 – 11. 11. 2024	18. 11. 2024, 10:00–12:00
11.–24. 11. 2024	25. 11. 2024, 10:00–12:00
after 24. 11. 2024	9. 12. 2024, 10:00–12:00

- (4) An applicant may excuse themselves from enrolment for serious reasons by sending an email to info@ambis.cz either before the scheduled enrolment date or, in exceptional and justified cases, no later than three days afterward. If the excuse is accepted, an alternative enrolment date will be provided.
- (5) The applicant loses the right to enrol if they a) fail to appear for enrolment within the specified time without an excuse, or b) fail to appear with an excuse that is not accepted.
- (6) The Study Contract between AMBIS and the admitted applicant must be concluded no later than on the day of enrolment (Art. 16, par. 7 of the Statute of AMBIS University).

Art. VII Tuition – Study-Related Fee

In accordance with § 63, par. 3, letter a) of the Act and Article 16 of the Statute of the AMBIS, the student is required to pay tuition fees in the amount and within the time frame specified by the internal regulations of AMBIS and the Study Contract. The tuition fees for the academic year 2024/2025 for individual study programmes and forms of study are listed in Appendix No. 1 of this regulation. AMBIS reserves the right to change the tuition fees specified in this appendix.

Art. VIII Contact Information

- (1) Headquarters of AMBIS
AMBIS University
Lindnerova 575/1
180 00 Prague 8 – Libeň
Tel.: +420 251 114 650
Email: info@ambis.cz; study@ambis.cz
Website: <https://www.ambis.cz>; <https://www.ambisuniversity.com>

(2) Branch in Brno

AMBIS University

Šujanovo náměstí 356/1, 602 00 Brno – střed

Tel.: +420 234 718 718

Email: info@ambis.cz

Website: www.ambis.cz; <https://www.ambis.cz>

Art. IX Final Provisions

(1) Related Documents:

- Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended,
- Statute of AMBIS University,
- Study and Examination Regulations of AMBIS University,
- Fee Schedule for Study-Related Fees.

(2) This regulation uses gender-neutral masculine terms to refer to the persons involved.

(3) This internal regulation is published on the official notice board and in the AMBIS's information system (IS).

Art. X Distribution List

(1) Printout no. 1 administrator's copy.

(2) Printout no. 2 copy for lending.

**Appendix No. 1 to the Rector's Measure OP-R-68
Tuition Fees (Fee Associated with Studies)
for the Academic Year 2024/2025**

(1) Payment Method for Study Fee (Tuition)

Tuition fees are paid based on an issued invoice annually for the academic year before the start of the academic year, or in accordance with the study contract. If a student requests it at the IS Office, payment can also be made after individual semesters or in individual instalments (details on the payment method are specified in the study contract and the Fee Schedule associated with studies).

(2) Tuition Fees for Bachelor's Degree Programmes Accredited in Czech Language for Studies Commencing in the Academic Year 2024/2025.

Study programme	Study form	Price per Semester for Annual Payment (Tuition for Academic Year)	Price per Semester for Semester Payment
Andragogy	full-time	34 900 CZK (AY for 69 800)	36 900 CZK
	combined	32 400 CZK (AY for 64 800)	34 400 CZK
Security Management	full-time	36 900 CZK (AY for 73 800)	38 900 CZK
	combined	34 900 CZK (AY for 69 800)	36 900 CZK
Tourism	full-time	31 900 CZK (AY for 63 800)	33 900 CZK
Business Economics and Management	full-time	30 900 CZK (AY for 61 800)	32 900 CZK
	combined	28 900 CZK (AY for 57 800)	30 900 CZK
	distance	36 900 CZK (AY for 73 800)	38 900 CZK
Management and Administration in Public Administration	full-time	30 900 CZK (AY for 61 800)	32 900 CZK
	combined	28 900 CZK (AY for 57 800)	30 900 CZK
	distance	36 900 CZK (AY for 73 800)	38 900 CZK
Hospitality and Tourism Management	full-time	31 900 CZK (AY for 63 800)	33 900 CZK
	combined	29 400 CZK (AY for 58 800)	31 400 CZK
Marketing Communication	full-time	35 900 CZK (AY for 71 800)	37 900 CZK
	combined	32 900 CZK (AY for 65 800)	34 900 CZK
	distance	38 900 CZK (AY for 77 800)	40 900 CZK

International Security Studies	full-time	30 900 CZK (AY for 61 800)	32 900 CZK
Business Law	full-time	34 900 CZK (AY for 69 800)	36 900 CZK
	combined	32 400 CZK (AY for 64 800)	34 400 CZK
Resocialization and Penitentiary Pedagogy	full-time	34 900 CZK (AY for 69 800)	36 900 CZK
	combined	33 900 CZK (AY for 67 800)	35 900 CZK
Special Pedagogy	full-time	34 900 CZK (AY for 69 800)	36 900 CZK
	combined	33 900 CZK (AY for 67 800)	35 900 CZK
Public Policy	full-time	30 900 CZK (AY for 61 800)	32 900 CZK
	combined	29 900 CZK (AY for 59 800)	31 900 CZK
Personnel Management	full-time	33 900 CZK (AY for 67 800)	35 900 CZK
Psychology	full-time	44 900 CZK (AY for 89 800)	46 900 CZK
Law in Practice	full-time	34 900 CZK (AY for 69 800)	36 900 CZK

- (3) Tuition Fees for Bachelor's Degree Programme Accredited in English Language for Studies Commencing in the Academic Year 2024/2025.

Study Programme	Study Form	Price per Semester for Annual Payment (Tuition for Academic Year)	Price per Semester for Semester Payment
Business Economics and Management	full-time	48 900 CZK (AY for 97 800)	52 900 CZK

- (4) Tuition Fees for Follow-up Master's Degree Programmes for Studies Commencing in the Academic Year 2024/2025.

Study Programme	Study Form	Price per Semester for Annual Payment (Tuition for Academic Year)	Price per Semester for Semester Payment
Security Management	full-time	39 900 CZK (AY for 79 800)	41 900 CZK
	combined	38 900 CZK (AY for 77 800)	40 900 CZK
Business Economics and Management	full-time	35 900 CZK (AY for 71 800)	37 900 CZK
	combined	32 900 CZK (AY for 65 800)	34 900 CZK
Management and Administration in Public Administration	full-time	35 900 CZK (AY for 71 800)	37 900 CZK
	combined	32 900 CZK (AY for 65 800)	34 900 CZK

- (5) If an Applicant/Student selects a study programme with an online support package, the tuition fees set according to previous articles increase by 5,800 CZK per academic year. When paid by semester, the tuition fee per semester (in the column "Price per semester for semester payment") increases by 2,900 CZK. This increased tuition fee is considered the tuition fee regardless of whether the student utilizes the online support package or not.