

# Admission procedure rules to study at NEWTON University for the academic year 2023/2024

## Article I. Introductory provisions

1. These Admissions Rules issued by the Chancellor of NEWTON University (Vysoká škola NEWTON, a.s., hereinafter also referred to as "NEWTON University" or "University"; until 13 May 2021 operating under the trade name NEWTON College, Inc. and the abbreviation NC), set out the principles, rules and procedures of the admissions procedure, as well as the conditions for admission to study at the University for the academic year 2023/2024 (hereinafter also referred to as AR 2023/24).
2. The Rules follow the wording of the relevant provisions of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "the Act"), and the Statutes of NEWTON University (hereinafter referred to as "the Statutes").
3. These rules set out the form and course of the admission procedure in accordance with the provisions of Article IV, paragraph 4 of the Statutes and Article II of the Study and Examination Regulations of the University and also act as a methodological guideline for the admission procedure for AR 2023/24.

## Article II. Principles and form of the admission procedure

1. The admission process is based on an assessment of the applicant's academic aptitude and motivation to study at NEWTON University.
2. The assessment of the applicant's academic prerequisites and motivation to study takes place in the form of individual motivational interviews; the verification of the conditions for admission to study at NEWTON University does not include an entrance examination.
3. The admission procedure consists of the following components:
  - (a) submission of the documents necessary for admission to study;
  - (b) completion of documents within the scope of the marketing questionnaire, or completion of data about the applicant and confirmation of the applicant's consent to the processing of their personal data by NEWTON University;
  - (c) verification of the applicant's level of language proficiency (English language) for the purpose of future assignment of university students to specific teaching

groups (*applies only to admissions to Bachelor's degree programmes conducted in the Czech language*);

- (d) verification of the level of English language proficiency of an applicant applying for admission to a study programme conducted in English (*valid only for admission to a study programme conducted in English*);
  - (e) verification of the level of knowledge of the Czech language of the applicant - a foreigner applying for admission to a study programme conducted in the Czech language (*does not apply in the case of applicants - citizens of the Slovak Republic*);
  - (f) individual motivational interview (also admission interview) verifying in particular:
    - (1) the applicant's motivation to study at NEWTON (self-assessment, personal future focus, personal goals, etc.);
    - (2) the level of their professional qualifications (applies to the admission procedure for the Master's programme);
    - (3) the applicant's level of language skills, if applicable.
4. For admission to study in a Master's degree programme which is a continuation of a Bachelor's degree programme, the Chancellor of the university may, by their measure, set specific requirements for the form, content and structure of the previously completed study programme, as well as determine the procedure in the event that the applicant for study does not meet these requirements (e.g. in the form of the need to subsequently take certain study subjects in addition to the standard study plan, etc.).
5. For the admission of foreigners to study within the framework of international treaties to which the Czech Republic is bound, the procedures and conditions set out in this methodological guideline apply accordingly, with possible modifications to particular parts of the admission procedure with regard to, for example, the verification of knowledge of the Czech language or the process of verifying the applicant's educational attainment.
6. Interactive parts of the admission procedure, including individual motivational interviews, can also take place at a distance, especially in the case of foreigners as well as other applicants for studies, on their initiative or by decision of the competent state administration authorities, using electronic means of communication, i.e. in the form of videoconferencing (Google Meet, Zoom, Microsoft Teams, etc.), e-conversation (Skype, WhatsApp, etc.). In the case of interactive components of the admission procedure being conducted at a distance on the initiative of the applicant, the university may charge the applicant a fee for the admission procedure conducted at a distance.
7. Routine communication with applicants is mainly electronic.

### **Article III. Admission documents**

1. The basic prerequisite for admission to Bachelor's or Master's degree programmes in accordance with Article 48 of the Higher Education Act is the attainment of secondary education with a school-leaving examination confirmed by the original or an officially certified copy of the school-leaving certificate.
2. A condition of admission to study in a Master's degree programme that is a continuation of a Bachelor's degree programme is proper completion of studies in any type of degree programme accredited under the Act, evidenced by an original or officially certified copy of a university diploma.
3. Study programmes shall mean, on the one hand, the Bachelor's degree programme "Economics and Management" and on the other hand the Master's degree programme "Economics and Management".
4. With effect from academic year 2022/2023 until further notice, the Student Council at NEWTON University shall be divided into its six constituent organizational units in the form of local student sub-councils, which are referred to as "SC Bc. Prague", "SC Bc. Brno", "SC Bc. Bratislava", "SC Ing. Prague", "SC Ing. Brno" and "SC Ing. Bratislava".
5. Applicants for studies are obliged to prove their identity, as well as to submit one copy of a passport photograph, or to provide this photograph in electronic form.

### **Article IV. Organisation of the admission procedure**

1. Admissions for AR 2023/24 run from 1 November 2022 to 30 September 2023.
2. The admission process is initiated by receiving the applicant's application form for the relevant degree programme at NEWTON University.
3. Applicants submit their applications in electronic form via the website [www.newton.university](http://www.newton.university) or <https://is.newton.university/>.
4. Possible dates for face to face individual motivational interviews published on the NEWTON University notice boards as well as on the website [www.newton.university](http://www.newton.university) or <https://is.newton.university/>. Dates for individual motivational interviews conducted at a distance are determined by agreement between the admissions coordinator and the applicant.
5. The admissions coordinators appointed by the Chancellor or the Vice-Chancellor of the University are responsible for the organisation of the admissions procedure, including the organisation of individual motivational interviews, the collection and compilation of data on applicants for study, as well as the compilation of all other documentation related to the admissions procedure.
6. Individual motivational interviews within the admission procedure are conducted by persons authorised by the Chancellor, in particular admission coordinators, as well as academic staff and members of the university management as needed.

7. A record of the course of the admissions procedure is drawn up in which the relevant admissions coordinator notes the facts about the submission of the necessary documents required for admission to study, briefly evaluates the applicant's motivation to study, the level of demonstrated study and/or professional prerequisites, or the conclusions of the assessment of the applicant's language proficiency, as well as makes a recommendation for the applicant's admission or non-admission to study.

### **Article V. Admission to study**

1. An applicant's admission to study the chosen study programme is conditional on the submission of documents proving that they meet the conditions for admission to study a Bachelor's or Master's degree programme pursuant to Section 48 of the Higher Education Act and completing the admission procedure in the form specified in these rules.
2. Admission to study at NEWTON University is decided by the Chancellor of the University.
3. A decision on admission to study is issued within 30 days of verification of the last of the specified conditions for admission to study at NEWTON University.
4. The applicant may appeal against the decision within 30 days of its delivery. The appeal body shall be the Chancellor of the University, who shall consider the appealed decision in accordance with the procedure prescribed by law.
5. The decision on admission to study is delivered to the successful applicant in electronic form.
6. Unsuccessful applicants are delivered the decision on their non-admission to study at NEWTON University in accordance with the wording of §69a of the Act through the postal service operator.

### **Article VI. Special conditions of admission**

1. Applicants for study who have completed a study programme or a part of it or are still studying another study programme at a higher education institution in the Czech Republic or abroad, or have completed an accredited educational programme at a higher education institution in the Czech Republic or abroad, may be admitted to study at NEWTON University by a decision of the Chancellor on the basis of an application for study without having to complete all the individual components of the admission procedure, in accordance with Section 49, Paragraph 3 of the Higher Education Act.
2. An applicant for a Bachelor's degree programme referred to in paragraph 1 may, upon admission to study, have examinations taken during their previous studies recognised at their request in accordance with NEWTON University's Study and Examination Regulations, and may subsequently be enrolled at NEWTON University in a higher year of study than the first year.

3. The applicant referred to in paragraph 2 is obliged to submit the following documents in addition to those already listed above:
  - i. a list of the courses they have taken, including the results of examinations (transcript of academic results), certified by another university or higher education institution,
  - ii. a syllabus of the courses successfully completed.
4. If it is appropriate with regard to the study needs and interests of the applicant for study and at the same time possible from the point of view of the organisation of teaching at NEWTON University, the applicant referred to in paragraph 2 may be admitted and subsequently enrolled already in the next commencing semester of teaching within the current academic year.
5. A candidate for study in a Master's degree programme following a Bachelor's degree programme who has already completed another Master's degree programme or part of it, or who is still studying another Master's degree programme at an institution of higher education in the Czech Republic or abroad, may, upon admission to study, have the examinations taken during his/her previous study of the Master's degree programme recognised at their request in accordance with the NEWTON University Study and Examination Regulations.
6. If it is appropriate with regard to the study needs and interests of the applicant for study and at the same time possible from the point of view of the organisation of teaching at NEWTON University, the applicant referred to in paragraph 5 may be enrolled in the next starting semester of teaching within the current academic year. However, in this case, the applicant cannot be enrolled in a course of study higher than the first year of the Master's degree.

## **Article VII. Enrolment in studies**

1. Applicants shall enrol in their studies within the time limit or deadline set by the university.
2. Enrolment in studies is carried out electronically on a date or dates determined by the Chancellor of the university, including any additional dates.
3. The condition for enrolment of the applicant is the conclusion of a study contract (hereinafter referred to as the "contract") and payment of the fees associated with the study at the private college in accordance with §59 of the Act, the statutes and other internal standards of NEWTON University.

## **Article VIII. Admission to study in lifelong learning programmes**

1. The provisions of this Internal Standard relating to the principles and form of the admission procedure shall apply mutatis mutandis to admission to lifelong learning (LLL) programmes of at least one semester (i.e. 12 weeks) and at least 48 hours of instruction.

**Article IX. Final provisions**

1. These Rules shall be in force and effect from 1 November 2022 to 31 October 2023.
2. On the effective date of these rules, all other internal standards of NEWTON University, a.s. in the form of methodological guidelines or rules related to the admission procedure, if any, in force until then shall be abolished.

In Prague, October 31, 2022



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Chancellor of NEWTON University