

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT

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**RULES FOR ADMISSIONS AND CONDITIONS OF ADMISSION
PROCEDURE TO BACHELOR AND FOLLOW-UP MASTER
PROGRAMMES TAUGHT IN CZECH IN THE ACADEMIC YEAR
2024/2025**

Article 1
Scope of application

1. The present Rules define the terms and conditions of admissions to bachelor and master programmes taught in Czech stated in Article 2 and 3 and offered in the academic year 2024/2025 at the Faculty of Business and Management (FBM or the Faculty) of Brno university of technology (BUT) pursuant to Act no. 111/1998 Coll. concerning universities and on amendments and supplements to some other acts (the Higher Education Act) amended (the Act) and BUT Statutes (Statutes).
2. Bachelor degree programmes
 - a) **Business Economics** in full-time form of study,
 - b) **Managerial Informatics** in full-time form of study,
 - c) **Process Management** in full-time form of study,
 - d) **Accounting and Taxes** in full-time form of study.
3. Master degree programmes
 - a) **Information Management** in full-time and combined form of study,
 - b) **International Economics and Business** in full-time form of study,
 - c) **Strategic Company Development** in full-time and combined form of study,
 - d) **Accounting and Financial Management** in full-time and combined form of study.

The rules for admission to full-time and combined forms of study are identical.

4. Study in the bachelor programmes requires English at the level of the school-leaving certificate (maturita). Study in the master programmes requires English at the B1 level of the Common European Framework of Reference for Languages as minimum.

Article 2
Admission eligibility criteria

1. Pursuant to Article 48 Paragraph 1 the basic condition for admission to the bachelor study programme is a successful completion of a secondary-school study as evidenced by a secondary-school-leaving certificate.
2. Pursuant to Article 48 Paragraph 1 the basic condition for admission to the master study programme following a bachelor study programme is a successful completion of any type of study programme as evidenced by a diploma along with a diploma supplement.
3. Another condition for admission in the sense of Article 49 Paragraph 1 of the Act is meeting the study requirements of the study programme. Meeting these requirements is proved by the entry exam. A student can be granted an entry-exam waiver.
4. Another condition for admission is proving a sufficient level of the Czech language, the ability to understand both written and spoken Czech. Alternatively, this ability can be proved by:
 - a) passing a Czech or Slovak language exam as part of the school-leaving certificate (maturita);
 - b) proving a Czech Republic or Slovak Republic citizenship;
 - c) passing a basic state exam in Czech or passing a Czech exam at a language school in the Czech Republic accredited for state exams of at least level B2 of the Common European Framework of Reference for Languages;
 - d) submitting a certificate of passing a Certified Czech exam for foreigners of at least level B2 (CCE-B2) at the Institute for Language and Preparatory Study, Charles University;
 - e) by completing a bachelor or master programme in Czech or Slovak.
5. Applicants who have attained previous education at a university abroad may be admitted to the study of a degree programme if they meet the following criteria:
 - a) they have completed the study required by the Act as evidenced by a document pursuant to Article 48 Paragraph 4 or 5 of the Act;
 - b) they have met admission criteria identical with those for the domestic applicants.

Article 3
Entry exam waiver

1. On his or her request an applicant may be granted an entry-exam waiver after meeting the criteria stated in the following paragraphs.
2. The applicant who requests the entry-exam waiver must submit an application to study pursuant to Article 6.
3. The Dean will grant an entry exam waiver applying to bachelor programmes to applicants who have passed the Czech General Academic Prerequisites (GAP) test or its Slovak equivalent, General Study Prerequisites (GSP) as part of the National Comparative Exam project organised by www.scio.cz s.r.o. and achieved a total percentile equal to or higher than 60 in a National Comparative Exam held on 9th December 2023, 16th January 2024, 3rd February 2024, 2nd March 2024 or 23rd March 2024. The test dates, sample tests, and application criteria can be found at

<http://www.scio.cz/nsz>. Considered will be the best result achieved in the GAP or GSP test on any of the following dates, 9th December 2023, 16th January 2024, 3rd February 2024, 2nd March 2024, and 23rd March 2024. No results achieved on other dates will be accepted. Having achieved the required percentile, an applicant will prove this to the Faculty by a certificate issued by www.scio.cz s.r.o. The applicant must submit the electronic certificate as an attachment to the electronic application by 15th April 2024 at the latest.

4. The Dean will grant an entry-exam waiver for the Business Economics and Accounting and Taxes bachelor programmes to applicants whose Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included mathematics and they received one of the two best grades in mathematics in the mid-year report of the last year and in the end-of-year reports of the three preceding years.

An applicant must submit a document certified by the relevant secondary school in the above cases no later than on 15st April 2024.

5. The Dean will grant an entry-exam waiver for the Managerial Informatics bachelor programme to applicants meeting the following criteria:

- a) their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included mathematics and they received one of the two best grades in mathematics in the mid-year report of the last year and in the end-of-year reports of the three preceding years

while meeting the following criterion

- b) their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included at least one informatics-oriented subject in the whole school year and they received one of the two best grades in this subject (of the applicant's choice) in the end-of-year report

By 15th April 2024 at the latest, the applicant must upload the proof of classification confirmed by the secondary school in the above-mentioned subjects in electronically verified form as an attachment to the online application.

6. The Dean will grant an entry-exam waiver for the Process Management bachelor programme to applicants meeting the following criteria:

- a) Their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included mathematics and they received one of the two best grades in mathematics in the mid-year report of the last year and in the end-of-year reports of the three preceding years,

while meeting one of the below criteria:

- b) Their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included at least one informatics-oriented subject in the whole school year and they received one of the two best grades in this subject (of the applicant's choice) in the end-of-year report;

or

- c) Their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included at least one manufacturing-technology-oriented subject in the whole school year and they received one of the two best grades in this subject (of the applicant's choice) in the end-of-year report.

By 15th April 2024 at the latest, the applicant must upload the proof of classification confirmed by the secondary school in the above-mentioned subjects in electronically verified form as an attachment to the online application.

7. The Dean will grant an entry-exam waiver for the bachelor programmes to applicants who participated in the Business Point competition held by the Faculty in the academic year 2023/2024 if the team of which a participant was a member ended up among the best three ones. The scanned Competition Placement Certificate must be uploaded as an attachment to the electronic application form by 15th April 2024.
8. The Dean will grant an entry-exam waiver for the master programmes to applicants who have graduated from a bachelor programme obtaining a degree at FBM in the academic year in which the entry exam takes place. The decisive criterion for this is the average grade in all the curricula subjects for the first to third years of study. The upper limit of the weighted average grade for an applicant to be eligible for being granted an entry-exam waiver in the academic year 2024/2025 is 1.90, inclusive. A document evidencing the average grade will be provided by the FBM Study Department after the end of the spring semester exam period in the third year of study.
9. The applicant must apply for a waiver of the entrance examination under paragraph 3 or 4 or 5 or 6 or 7 by submitting the necessary documents in electronic form as an attachment to the electronic application form by 15th April 2024, or by 31st July 2024 in the second round of the admission procedure, if applicable. Alternatively, the document can be delivered in paper form to the FBM Study Department by the deadline.
10. The form of proof of classification according to paragraph 4 or 5 or 6 is available on the FBM website in the For Applicants section and in the online application form. Electronically certified form means a document of classification signed by an electronic signature (qualified certificate) of an authorised person from the secondary school or the conversion of a document in paper form into electronic form by authorised conversion.
11. Applicants who do not submit the necessary documents in accordance with paragraphs 3 or 4 or 5 or 6 or 7 within the specified deadline, or who do not deliver them in paper form to the FBM Study Department, lose the possibility of admission by waiving the entrance examination.
12. The applicant shall be notified by 10th May 2024 whether the request for waiver of the entrance examination pursuant to paragraph 3 or 4 or 5 or 6 or 7 has been granted electronically via the BUT information system to the e-mail address provided in the electronic application form. At the same time, the notification is made available in the electronic application form. The applicant shall be notified of the waiver of the admission test pursuant to paragraph 8 in the same way by 7th June 2024.

Article 4

Maximum number of applicants admitted

1. A maximum of 950 applicants may be admitted to bachelor programmes.
2. A maximum of 850 applicants may be admitted to master programmes.
3. The Dean will decide about the final number of students to be admitted.
4. The Dean has the right not to open a study programme if a sufficient number of students do not enrol in the study programme.

Article 5

Study application submission deadline

1. An application can be submitted
 - a) **from 1st January 2024 to 31st March 2024** for the first round of admissions,
 - b) from 1st of July 2024 to 31st July 2024 for the second round of admissions.
2. In the event of the number of applicants admitted to bachelor programmes in the first round of admissions being smaller than 500, the Dean may announce the second round of admissions. In

the event of the number of applicants admitted to master programmes in the first round of admissions being smaller than 400, the Dean may announce the second round of admissions.

Article 6

Study applications

1. Admissions for an applicant will be opened by the FBM receiving the application by the set deadline.
2. Applications must be submitted online via the BUT Information System.
3. An applicant must submit the following documents no later than (before) the date of the issue of a decision of admission:
 - a) an officially authorised copy of a secondary-education-school-leaving certificate for admission to study in bachelor degree programme
 - b) an officially authorised copy of a document certifying completed higher-education study or its regular copy in case of an applicant being the BUT graduate for admission to study in master degree programme
4. Pursuant to the BUT Rector's decision no. 3/2023, the administration fee related to the admissions in the academic year 2024/2025 amounts to:
 - **700 Kč** for each study application for payments made in the Czech Republic to the BUT bank account number 117729823/0300, bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně.
 - **30 €** for each study application for payments made abroad to the BUT bank account number 1017476763/0300, bank name Československá obchodní banka, a.s., IBAN CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.

The bank details can be found in the online application as well.

5. Pursuant to the BUT Rector's decision no. 2/2023, the administration fee related to the foreign-education assessment related to the admissions in the academic year 2024/2025 amounts to:
 - **750 Kč** for each foreign-education-assessment request for payments made in the Czech Republic to the BUT bank account number 117729823/0300, bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně.
 - **32 €** for each foreign-education-assessment request for payments made abroad to the BUT bank account number 1017476763/0300, bank name Československá obchodní banka, a.s., IBAN CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.

The bank details can be found in the online application as well. If the above mentioned fee is not paid, FBM will not carry out the assessment pursuant to Paragraph 48, Section 4, Item d) of the Act, or more precisely to Paragraph 48, Section 5, Item c). In that case the applicant must prove meeting the condition of previous education pursuant to Paragraph 48, Section 4, Item a), b) or c) of the Act, or more precisely Paragraph 48, Section 5, Item a) or b) of the Act or else FBM will stop the admission process.

6. The fee is paid when it is transferred to the account. The fee is non-refundable.
7. If an application has formal shortcomings, FBM will ask the applicant to remove them. If the applicant fails to do so by the set deadline or the applicant fails to pay the administration fee related to admissions in given way, FBM will stop the admission process. The applicant must be informed about this consequence.

8. The conditions of the study in the Czech language for foreign students are given in Article 30 of the BUT Statutes. Furthermore, the admission criterion for foreign students is proving the ability to understand the Czech language at a sufficient level in one of the ways as stated in Article 2 Paragraph 4.

Article 7 **The entry exam**

1. The entry exam is written and is carried out before an exam board.
2. The entry exam to the bachelor programmes for the applications submitted pursuant to Article 5 Paragraph 1 Item a) will take place **from 24th May 2024 to 25th May 2024**, the entry exam to the master programmes will take place on **21st June 2024**, for the applications submitted pursuant to Article 5 Paragraph 1 Item b) the exam will take place on 27th August 2024.
3. The entry exam will consist of a single part – **Academic Prerequisites Test**. The test is conceived as a multiple-choice type with the applicant choosing one answer from those offered of which only one is correct. The Academic Prerequisites Test lasts 45 minutes consisting of 25 questions with five alternative answers to each question for bachelor programmes and 4 alternative answers for master programmes. Four points are scored for each correct choice, no point for the none-choice, and a negative point for the wrong choice. The maximum number of points scored is 100.
4. The Academic Prerequisites Test for bachelor degree programmes should check on an applicant's ability to solve tasks of a mathematical and logical nature, knowledge of the basics of informatics, and knowledge related to the specialisation of the relevant degree programme – in particular economics, geography, business, finance, geopolitical issues, and a general overview.
5. The Academic Prerequisites Test for the follow-up master programmes should check on an applicant's knowledge gained in the preceding study related to the degree programme in question – basics of engineering mathematics, informatics, microeconomics, macroeconomics, finance, marketing, management, accountancy, taxation, and legislation as well as knowledge of geopolitics, business, and finance.
6. An applicant will receive a grade of "succeeded" if he or she has scored at least 30 points in the Academic Prerequisites Test. In all other cases, an applicant will receive a grade of "failed."
7. Exceptionally, the Dean may grant an applicant a waiver from the above criterion stated in Paragraph 6 of this Article. The Dean will set the minimum total score for each degree programme.
8. An applicant will be informed on the number of points obtained for the entry exam on the date of this exam (when the entry exam has been assessed). The number of points obtained for the entry exam will be published in the public part of the FBM website (after entering the application number) immediately after they are processed.
9. The applicants will receive an invitation to the entrance exam no later than 14 days prior to the entrance exam. The invitation is sent via the BUT Information System to the email address stated in the online application. The invitation will be accessible for the applicant in the online application at the same time (this does not apply to the applicants who have been granted an entry-exam waiver pursuant to Article 3).
10. An applicant may be granted a substitute exam date only for serious health or similar

emergency reasons provided he or she submits a document evidencing the reasons. The date of the substitute exam is 27th August 2024. If, for serious reasons, the applicant cannot attend the exam on the regular date of exam, he or she sends a written apology prior to the exam date or within five working days after the exam date to the Dean of FBM via the study department. The Dean will decide about accepting the apology and about the substitute exam. The Dean's decision is final and the applicant is notified via the email address stated in the online application. The decision will be accessible for the applicant in the online application at the same time.

11. Only the applicants who have succeeded in taking the entrance exam and achieved a position in the ranking according to Article 4 can be admitted to study. In the event of more applicants having achieved the last position in the ranking with the same number of points, all those applicants are admitted to study.

Article 8 Admission to study

1. A decision on admission will be issued within 30 days after the fulfilment of all the admission eligibility criteria has been verified.
2. An applicant may appeal against the decision within 30 days of receiving a notification.

Article 9 Applicant ranking criteria applicable to admission to study

1. With the exception of applicants to whom Article 3 applies, the only criterion applicable to admission to study is the total number of points obtained for the entry exam.
2. The ranking of applicants relevant to the admission to study will be given by the below rules:
 - a) Applicants admitted based on an entry-exam waiver granted by the Dean will occupy the first positions in the ranking in the alphabetical order of their surnames.
 - b) Other applicants are ranked in descending order by the total number of points obtained for the entry exam.
 - c) A separate ranking is made for each degree programme and study mode.

Article 10 Final provisions

1. An applicant is entitled to inspect a record since the date of the notification in the office hours of the FBM study department. FBM may provide a copy of the record instead.
2. The present Rules were approved pursuant to Paragraph 27 section 1 Item e) of the FBM AS Act on 7th November 2023.

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Dean of the faculty