

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT

Date of issue: 21. 11. 2018
In force from: 21. 11. 2018
Person in charge: Ing. Jiří Kříž, Ph.D. – vice-dean for study
Binding on: Faculty of Business and Management
Issued by: Dean of FBM
Revokes: Rules for admissions to bachelor and follow-up master programmes in the academic year 2018/2019
Complements : -
Number of pages: 10
Number of annexes: 0

RULES

**FOR ADMISSIONS TO BACHELOR AND FOLLOW-UP MASTER PROGRAMMES IN THE
ACADEMIC YEAR 2019/2020**

These rules define the terms and conditions of admissions to bachelor and follow-up master programmes in the academic year 2019/2020 at the Faculty of Business and Management (the Faculty) of Brno University of Technology (BUT).

Article 1

General terms and conditions, information

- (1) Pursuant to Act no. 111/1998 Coll. concerning universities (the Act), BUT Statutes, and FBM Statutes, applicants are admitted to study in an admissions procedure.
- (2) Applicants may obtain information on the admissions, degree programmes, and study fields at www.vutbr.cz or www.fbm.vutbr.cz. For further information, they may participate in the Open Days taking place on 10th January 2019 and 1st February 2019 on the Faculty premises at Kolejní 2906/4.

Article 2

Degree Programmes Offered

- (1) The following degree programmes and study fields will be offered in the academic year 2019/2020:
 - a) Bachelor programme, **B6208 Economics and Management**, study field: **Accounting and Taxes** for *full time study*.
 - b) Bachelor programme, **Business Economics**, for *full-time study*
 - c) Bachelor programme, **Process management**, for *full-time study*

- d) Bachelor programme B6209, **System engineering and informatics**, study field **Managerial Informatics** for *full-time study*,
 - e) Bachelor programme B6208, **Economics and Management**, study field **Entrepreneurship and Small Business Development**, for *full-time study*.
This programme is taught in English.
 - f) Follow-up master programme **N6208, Economics and management**, study fields: **Company Management and Economics** for *full-time* and *combined study*, **Accounting and Financial Management** for *full-time* and *combined study*.
 - g) Follow-up master programme, **European Business and Finance** for *full-time study*.
This programme is taught in English.
 - h) Follow-up master programme, **N6209 System Engineering and informatics**, study field **Information Management** for *full-time study*.
 - i) Follow-up master programme, **International Economics and Business** for *full-time study*.
- (2) The standard length of study is three years for bachelor and two years for follow-up master programmes.
- (3) The Dean has the right not to offer a degree programme or study field, if the number of students enrolled for the programme or study field is not sufficiently high.

Article 3

Dates of Entry Exams

- (1) Written entry exams for bachelor programmes or study fields taught in Czech will take place on 17th and 18th May 2019. Written entry exams for master programmes or study fields will take place on 21st and 22nd June 2019. The entry exam for the Entrepreneurship and Small Business Development study field will take place on 31st May 2019 and 1st June 2019.
- (2) By 31st August 2019, the Dean will decide whether an additional date for entry exams will be announced and published on the FBM official notice board.
- (3) If the Dean decides to announce a second round of admissions pursuant to Art. 18 Par. 1, the entry exam will take place on 27th August 2019.

Article 4

Numbers of Students Admitted

- (1) A maximum of 320 students will be admitted to the bachelor programme B6208, Economics and Management, of the study field, Accounting and Taxes, a maximum of 320 students to the bachelor programme, Enterprise Economics, a maximum of 120 students to the bachelor programme, Process Management, a maximum of 320 students to the bachelor programme B6209, System Engineering and Informatics, of the study field Managerial Informatics, a maximum of 60 students will be admitted to the

bachelor study programme B6209, Economics and Management of the study field Entrepreneurship and Small Business and Development.

- (2) A maximum of 800 students will be admitted to the follow-up master programme N6208, Economics and management, a maximum of 200 students will be admitted to the follow-up master programme N6209, System Engineering and Informatics, a maximum of 300 students will be admitted to the follow-up master programme, International Economics and Trade, a maximum of 60 students will be admitted to the follow-up master programme, European Business and Finance.
- (3) The minimal number of students enrolled for a bachelor programme or study field accredited in Czech to be offered is 60.
- (4) The Dean will decide about the actual number of students to be admitted.

Article 5 **Admission eligibility criteria**

- (1) The following are the eligibility criteria of admission to bachelor programmes:
 - (a) Successful completion of a secondary-school study as evidenced by a secondary-school-leaving certificate.
 - (b) Passing the entry exam with a grade of "succeeded" (Art. 7) and achieving a position in the ranking of applicants based on the entry exam score that is not greater than the number of applicants FBM can admit, or meeting the entry-exam-waiver eligibility criteria listed by Article 12.
- (2) The following are the eligibility criteria of admission to master degree programmes:
 - (a) Successful completion of a bachelor or master degree programme as evidenced by a diploma along with a diploma supplement or certificate of passing a state final exam.
 - (b) For degree programmes taught in Czech, passing the entry exam with a grade of "succeeded" (Art. 7) and achieving a position in the ranking of applicants based on the entry exam score that is not greater than the number of applicants that FBM can admit, or meeting the entry-exam-waiver eligibility criteria listed by Art. 12.
 - (c) For degree programmes taught in English, the assessment of the documents required by Art. 10, passing the entry exam with a grade of "succeeded" and achieving a position in the ranking of applicants based on the entry-exam score that is not greater than the number of applicants that FBM can admit.
- (3) An applicant meeting criterion (b) of paragraph (1) or criterion (b) or (c) of paragraph (2) will be notified of meeting the necessary admission eligibility criteria and informed on the enrolment dates. After the fulfilment is verified of criterion (a) of paragraph (1) or (2), the applicant will receive a certificate of admission. An admitted applicant will submit the required documents on enrolment.
- (4) Applicants who have studied at a university abroad may be admitted to the study of a programme (pursuant to Art. 30 of the BUT Statutes) if they meet the following criteria:
 - (a) They have completed the study required by the Act as evidenced by a document pursuant to Section 48 Subsection 4 or 5 of the Act.

- (b) They have met admission criteria identical with those for the domestic applicants.

Article 6

Form and Content of Entry Exams

- (1) The entry exam for all degree programmes (entry exam in the sequel) takes the form of a written test, with the exception of applicants eligible for an entry-exam waiver pursuant to Art. 12, applicants for the master programme, Economics and Management of the study field, Entrepreneurship and Small Business Development (Art. 9), and applicants for the follow-up master programme, European Business and Finance (Art. 10). The entry exam will consist of two parts – **Academic Prerequisites Test** and **English Test**. Both tests are designed as multiple-choice ones with the applicant choosing one answer from those offered of which only one is correct. The Academic Prerequisites Test lasts 45 minutes and consists of 25 questions with five alternative answers to each question for bachelor programmes and four 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. Lasting 20 minutes, the English test consists of 25 questions with four alternative answers to each question. One point is scored for each correct answer, no for the non-choice or the wrong choice. The maximum number of points scored is 25. The maximum total number of points from both tests is 125.
- (2) 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 or study field – particularly economics, geography, business, finance, geopolitical issues, and a general overview.
- (3) The Academic Prerequisites Test for the follow-up master programmes should check on an applicant's knowledge gained from the preceding bachelor study in a study field related to the degree programme in question – the basics of engineering mathematics, informatics, microeconomics, macroeconomics, finance, marketing, management, accountancy, taxation, and legislation, and knowledge of geopolitics, business, and finance.
- (4) The English Test should check on an applicant's knowledge of the standard grammar, vocabulary, and phraseology needed to comprehend written and spoken English and for everyday communication. Knowledge of the basic business English terms is also required for master programmes.

Article 7

Entry exam assessment

- (1) An applicant will receive a grade of "succeeded" if he or she has scored:
 - (a) at least 30 points in the Academic Prerequisites Test and
 - (b) at least 8 points in the English test.

In all other cases, an applicant will receive a grade of "failed."

- (2) Exceptionally, the Dean may grant an applicant a waiver from the one of the above criteria given the applicant's total score in the entrance exam. The Dean will set the minimum total score for particular study fields.

Article 8

Admissions to degree programmes taught in Czech

- (1) Admissions will be opened by an applicant submitting an application for study meeting the requisites listed in Art. 13.
- (2) Within 14 days prior to the date of an entry exam, the applicants (this does not apply to applicants for study of bachelor programmes or study fields and applicants for study of follow-up master programmes or study fields who have been granted an entry-exam waiver pursuant to Art. 12) will receive a message via the BUT Information System with the date and venue of the entry exam, information on a possible substitute date, and instructions on the entry exam procedure. The information about the date and venue of the entry exam will also be published in an online application.
- (3) If, for serious emergency reasons, an applicant cannot take the entry exam on the announced date, he or she may ask the Dean for a substitute exam date. The time schedule and technical conditions permitting, the Dean may grant such a request.
- (4) Applicants for study of bachelor programmes or study fields who have been granted an entry-exam waiver pursuant to Art. 12 will be notified accordingly by 30th April 2019. Applicants for study of master programmes or study fields who have been granted an entry-exam waiver pursuant to Art. 12 will be notified accordingly by 7th June 2019.

Article 9

Admissions to the bachelor programme, Economics and Management of the study field, Entrepreneurship and Small Business Development

- (1) First, an applicant will submit an application for study meeting the requisites required by Art. 13. The application must be accompanied by a letter of motivation in a pdf-file attached to the online-application. If the applicant fails to do so, a basic condition has not been met and the admissions will be terminated.
- (2) The entry exam consists of a written part and an oral part. The written part is an English test by Art. 6 Par. 1 and 4. The oral part is a group interview in English before an examination board. The expected size of the group is 3 to 7 applicants. The purpose of the interview is to verify the applicant's study prerequisites including motivation to study, capability to resolve a given problem, ability to work in a team, and personal presentation. The expected length of the interview is 90 - 180 minutes.
- (3) No later than 14 days prior to the entrance exam, via the BUT information system, the applicants will receive an invitation informing them on the date and venue of the exam and instructions on its organisation. Information on the date and venue of the entrance exam will also be published in an online-application.
- (4) Following a recommendation by the examination board, the Dean will decide about admission (Art. 17). The recommendation by the examination board is based on the assessment of the letter of motivation, the written and oral parts of the exam. A

maximum of 25 points may be obtained for the letter of motivation (Art. 9 Par. 1), a maximum of 25 points for the English test (Art. 6 Par. 1) and a maximum of 75 points for the oral part of the exam (Art. 9 Par. 2). The maximum number of points obtained is 125. The applicant will be graded with "succeeded" if he or she has obtained at least 10 points for the letter of motivation (Art. 9 Par. 1), 8 points for the English test, and at least 20 points for the oral part of the exam (Art. 9 Par. 2). Otherwise, the applicant will be graded with "failed."

- (5) A condition necessary for admission is completed secondary education as attested by a school-leaving certificate in the sense of Art. 5 Par. 1 Item a).

Article 10

Admissions to the follow-up master programme, European Business and Finance

- (1) First, an applicant will submit an application for study meeting the requisites required by Art. 13.
- (2) Following a recommendation by the examination board, the Dean will decide about admission (Art. 17). The recommendation by the examination board is based on the assessment of the below written English documents submitted by the applicant:
 - a) letter of motivation;
 - b) official documents certifying current or completed higher-education study and the grades of the passed exams as well as other professional activities thought of as important by the applicant, applicants who have studied at a university abroad must submit a document pursuant to Section 48 Par. 5 of the Act;
 - c) an official document certifying the completion of the highest-level English exam.An applicant must submit all of the above documents by 15th May 2019. If the applicant fails to do so, a basic condition has not been met and the admissions will be terminated.
- (3) In assessing written documents, a maximum of 30 points may be obtained for the motivation letter (Par. 2 Item b)), a maximum of 70 points for the documents listed in Par. 2 Item c), and a maximum of 25 points for the English test. The maximum of the points obtained for the documents is 125. The applicant will be graded with "succeeded" if he or she has obtained at least 10 points for the letter of motivation (Par. 2 Item b), at least 20 points for the documents (Par. 2 Item c)), and a minimum of 8 points for the English test (Par. 2 Item d)) . Otherwise, the applicant will be graded with "failed."
- (4) A condition necessary for admission is the successful completion of a bachelor or master programme in the sense of Art. 5 Par. 2 Item a).
- (5) An applicant may inspect all of the applicant's materials important for the admission to study at the Faculty study department on 26th June 2019.

Article 11

Applicant ranking criteria applicable to admission to study

- (1) With the exception of applicants to whom Art. 12 applies, the only criterion applicable to admission to study is the total number of points obtained for the entry exam for programmes or study fields taught in Czech (Art. 6) and the bachelor programme Economics and Management of the study field Entrepreneurship and Small Business Development (Art. 9) or the assessment of the documents submitted for the master programme European Business and Finance (Art. 10). The ranking of applicants relevant to the admission to study is 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;
- (b) other applicants are ranked in descending order according to the total number of points obtained for the entry exam, or, applicants for the follow-up master programme, European Business and Finance, according to the number of points obtained for the assessment of the documents submitted;
- (c) a separate ranking is made for each degree programme, study field, and study mode.

Article 12

Entry exam waiver admission

- (1) The Dean will grant an entry exam waiver applying to all bachelor programmes or to the study fields taught in Czech to an applicant who has passed the Czech General Academic Prerequisites (GAP) test or its Slovak equivalent, General Study Prerequisites (GSP) as part of the National Comparative Exams project organised by Scio.cz s.r.o. and achieved a total percentile equal to or higher than 75 in a National Comparative Examination held on 8th December 2018, 1st February 2019, 9th March 2019, and 30th March 2019. The test dates, sample tests, and application criteria can be found at <http://www.scio.cz/nsz>. The test results of the FBM applicants will be passed exclusively by Scio.cz s.r.o. Considered will be the best result achieved in the GAP or GSP test on any of the dates, 8th December 2018, 1st February 2019, 9th March 2019, and 30th March 2019. The results achieved on other dates will not be accepted. Each applicant must grant Scio.cz s.r.o. his or her consent (in the GAP or GSP test application) to pass his or her results to FBM.
- (2) (2) The Dean will grant an entry-exam waiver for the bachelor programmes, System Engineering and Informatics of the study field, Managerial Informatics, 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, and
 - (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 and they received one of the two best grades in this subject (of the applicant's choice) in the end-of-year-year report, and
 - (c) their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included English and they received one of the two best grades 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 the secondary-school transcripts of records of the above subjects to the Study Department by 1st April 2019 or by registered post with the latest date of dispatch being 1st April 2019 using a form available at the FBM website in its Applicants for Study part or in the online-application. Applicants failing to do so cannot be granted an entry-exam waiver. Applicants meeting all the

above criteria will be notified in writing of having met the admission eligibility criteria (Art. 5 Par. (3)).

- (3) The Dean will grant an entry-exam waiver for the follow-up master programmes taught in Czech 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 average grade for an applicant to be eligible for being granted an entry-exam waiver in the academic year 2019/2020 is 1.90 A document evidencing the average grade will be provided by the FBM Study Department.

Article 13 **Study applications**

- (1) An applicant for a bachelor programme will submit a separate study application for each programme or study field selected. An applicant applying for more than one programme or study field will only have to take one entry exam.
- (2) An applicant for a master programme will submit a separate study application for each programme or study field and for each study mode (combined or full-time) of the degree programme selected. An applicant applying for study fields of the follow-up master programmes, Economics and Management and International Economics and Trade will only take one entry exam. An applicant applying for one of the study fields of the follow-up master programmes, Economics and Management or International Economics and Trade and, simultaneously, for a study field of the programme, System Engineering and Informatics will have to take two different entry exams (held at different times).
- (3) Applications for all degree programmes must be submitted by **31st March 2019**. They must be submitted online via the BUT information system – an online application can be found at www.vutbr.cz or An online application will only be registered following the payment of an administration fee of 600 CZK or, for applications from abroad, € 23. The method of payment of an administration fee is given by instructions to online applications. If an applicant fails to pay this fee, he or she will be considered not meeting a basic condition for admission.
- (4) The Dean may extend the study application submission deadline.
- (5) An administration fee is non-returnable pursuant to BUT Statutes, Annex 4, Art. 2, Par. 3).
- (6) If an application has formal shortcomings, FBM will ask the applicant to correct or supplement the required data. If the applicant fails to do so by the set deadline, he or she will be considered not meeting a basic condition for admission.

Article 14

Information on the results of admissions to programmes and study fields taught in Czech and bachelor programme, Economics and Management of the study field Entrepreneurship and Small Business Development

- (1) An applicant will be informed on the number of points obtained for the entry exam on the date of this exam (when the written and oral parts of the entry exam have been assessed according to the entry exam time schedule).
- (2) The number of points obtained for the entry exam will be published in the non-public part of the site at www.fbm.vutbr.cz immediately after they are processed. These results will also be published at the FBM official notice board.
- (3) An applicant is entitled to inspect all the materials relevant for the applicant's admission on the date of the entry exam when learning about the number of points obtained. Next such materials may be inspected at the FBM study department:
 - (a) on 22nd May 2019 by applicants for bachelor programmes or study fields taught in Czech;
 - (b) on 5th June 2019 by applicants for the study field Entrepreneurship and Small Business Development;
 - (c) on 26th June 2019 by applicants for follow-up master programmes.
- (4) A decision on the admission or non-admission will be sent by 15th July 2019.

Article 15

Information on the results of the admissions to the follow-up programme, European Business and Finance

- (1) A decision on the admission or non-admission will be sent by 15th July 2019.
- (2) The results on the admissions will be published at www.fbm.vutbr.cz or www.vutbr.cz and at the FBM official notice board.
- (3) An applicant is entitled to inspect all the materials relevant for the applicant's admission on 26th June 2019 at the FBM study department.

Article 16

Appeal

- (1) An applicant may appeal to the Dean within 30 days of receiving a notification. The Dean himself may change a contested decision if granting the appeal, otherwise the appeal will be forwarded to the BUT Rector for a final decision.

Article 17

Organisation of admissions

- (1) The chair of the admissions committee appointed by the Dean by 31st December 2018 will be responsible for organising the admissions. By 30th April 2019, the Dean will appoint an admissions committee and chairs of examination committees to ensure the organisation of admissions and the processing of their results under this directive.

- (2) The chair of the admissions committee is obliged to draw up draft instructions for the entry exams to be approved by the Dean stipulating the competences and obligations and being binding on the examination committees. These instructions will nominate members of the examination committees. Examination committees will consist of two members including a chair. An examination committee for the oral part of the entry exam of the degree programme, Economics and Management of the study field, Entrepreneurship and Small Business Development, may be extended to consist of four members, which must be decided by the director of the Institute of Management by 15th April 2019. The head of the study department will be responsible for the proper performance of the specific tasks to carry out the admissions. The head of the Information Systems section will be responsible for the data processing of the entry-exam results, technical support, and entry of the data into the university information system.

Article 18
Final provisions

- (1) In the event of the number of applicants admitted to a degree programme being smaller than the maximum preliminary number of applicants to be admitted, the Dean may announce a second round of admissions. Relevant instructions will be published at the FBM official notice board and website.
- (2) If the Dean announces a second round of admissions, the deadline for submitting applications will be 31st July 2019 pursuant to Art. 13, and the date on which the materials relevant for the decision of admission or non-admission may be inspected at the FBM study department will be 30th August 2019 from 9 am to 11 am.
- (3) These rules come into effect on the date on which they are issued.

Brno dated 21st November 2018

doc. Ing. et Ing. Stanislav Škapa, Ph.D.
Dean of BUT FBM

Approved by the FBM AS on: 20th November 2018

Ing. Lenka Smolíková, Ph.D.
Chair of BUT FBM AS