

**BRNO UNIVERSITY OF TECHNOLOGY  
FACULTY OF BUSINESS AND MANAGEMENT**

Date of issue:	20. 11. 2019
In force from:	20. 11. 2019
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 2019/2020
Complements :	-
Number of pages:	10
Number of annexes:	0

**RULES**

**FOR ADMISSIONS TO BACHELOR AND FOLLOW-UP MASTER PROGRAMMES IN THE  
ACADEMIC YEAR 2020/2021**

These rules define the terms and conditions of admissions to bachelor and follow-up master programmes in the academic year 2020/2021 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](http://www.vutbr.cz) or [www.fbm.vutbr.cz](http://www.fbm.vutbr.cz). For further information, they may participate in the Open Days taking place on 16<sup>th</sup> January 2020 and 28<sup>th</sup> February 2020 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 2020/2021:
  - a) **Business Economics** bachelor programme for *full-time* study;
  - b) **Managerial Informatics** bachelor programme for *full-time* study;
  - c) **Process management** bachelor programme for *full-time* study;
  - d) **Accounting and taxes** bachelor programme for *full-time* study;
  - e) **Entrepreneurship and Small Business Development** bachelor programme for *full-time* study taught in English;

- f) **International Economics and Business** follow-up Master programme for *full-time* study;
  - g) **Strategic Company Development** follow-up master programme for *full-time and combined* study.
  - h) **System Engineering and Informatics** follow-up master programme, study field **Information Management** for *full-time* study;
  - i) **Accounting and Financial Management** follow-up master programme for *full-time and combined* study;
  - j) **International Business and Management** follow-up master programme for *full-time* study taught in English.
- 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 taught in Czech will take place on 22<sup>nd</sup> and 23<sup>rd</sup> May 2020. Written entry exams for master programmes or study fields will take place on 19<sup>th</sup> and 20<sup>th</sup> June 2020. The entry exam for the Entrepreneurship and Small Business Development programme will take place on 28<sup>th</sup> , 29<sup>th</sup> , and 30<sup>th</sup> May 2020.
- (2) By 31<sup>st</sup> August 2020, the Dean will decide whether the dates of additional 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 27<sup>th</sup> August 2020.

### **Article 4 Numbers of Students Admitted**

- (1) A maximum of 320 students will be admitted to the Accounting and Taxes bachelor programme, a maximum of 320 students to the Business Economics bachelor programme, a maximum of 120 students to the Process Management bachelor programme, a maximum of 320 students to the Managerial Informatics bachelor programme, a maximum of 60 students will be admitted to the Small Business and Development bachelor programme.
- (2) A maximum of 400 students will be admitted to the Company Strategic Development follow-up master programme, a maximum of 400 students will be admitted to the Accounting and Financial Management follow-up master programme, a maximum of 200 students will be admitted to the System Engineering follow-up master programme and Informatics, study field Information Management, a maximum of 300 students will be admitted to the International Economics and Business follow-up master programme, a maximum of 90 students will be admitted to the International Business and Management follow-up master programme.

- (3) The minimal number of students enrolled for a bachelor programme taught in Czech to be offered is 60. The minimal number of students enrolled for a follow-up master programme or a study field taught in Czech is 30, for a combined study-mode, this number is 30 as well
- (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 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 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 attained previous education at a university abroad may be admitted to the study of a degree 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, study field Entrepreneurship and Small Business Development (Art. 9), and applicants for the European Business and Finance follow-up master programme (Art. 10). The entry exam will consist of two parts – **Academic Prerequisites Test** and **English Test**. Both tests are of 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 and consists 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. Lasting 20 minutes, the English test consists of 25 questions with 4 alternative answers to each question. One point is scored for each correct answer, none for the non-choice or the wrong choice. The maximum number of points scored is 25. The maximum total number of points achieved in 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 in 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 marking**

- (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 each study field.

**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 informing them about the date and venue of the entry exam, a possible substitute date, and 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 30<sup>th</sup> April 2020. 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 5<sup>th</sup> June 2020.

**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 his or her 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 the way it is organized. 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 receive a grade of "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 given a grade of "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 15<sup>th</sup> 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 receive a grade of "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 given a grade of "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 materials relevant for his or her admission to study at the Faculty study department on 20<sup>th</sup> June 2020.

#### **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 Entrepreneurship and Small Business Development bachelor programme (Art. 9) or the assessment of the documents submitted for the International Business and Management master programme (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, in the case of applicants for the International Business and Management follow-up master programme, 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 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 [www.scio.cz](http://www.scio.cz) s.r.o. and achieved a total percentile equal to or higher than 75 in a National Comparative Examination held on 7<sup>th</sup> December 2019, 8<sup>th</sup> February 2020, and 7<sup>th</sup> March 2020. 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 dates, 7<sup>th</sup> December 2019, 8<sup>th</sup> February 2020, and 8<sup>th</sup> March 2019. The results achieved on other dates will not be accepted. Having achieved the required percentile, an applicant will prove this to the Faculty by a certificate issued by [www.scio.cz](http://www.scio.cz) s.r.o. sending its original or an officially authorised copy by 31<sup>st</sup> March 2020 (or with the date of the postal stamp being 31<sup>st</sup> March) to the Faculty Study department along with the application for a waiver of the entry exam. Applicants meeting the above criteria will receive a written notification of having met the admission eligibility criteria (Art. 3, Par. (3)). Applicants who fail to submit the application and certificate by the above deadline, cannot be granted a waiver of the entrance exam.
- (2) (2) 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, 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 31<sup>st</sup> March 2020 or by registered post with the latest date of dispatch being 31<sup>st</sup> April 2020 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 2020/2021 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 selected. An applicant applying for more than one programme taught in Czech 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 for several degree programmes or study fields will only take one entry exam.
- (3) Applications for all degree programmes must be submitted by **31<sup>st</sup> March 2020**. They must be submitted online via the BUT information system – an online application can be found at [www.vutbr.cz](http://www.vutbr.cz) or [www.fbm.vutbr.cz](http://www.fbm.vutbr.cz). An online application will only be registered following the payment of an administration fee of 600 CZK or, for applications from abroad, € 24. 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 to the Entrepreneurship and Small Business Development bachelor programme**

- (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](http://www.fbm.vutbr.cz) immediately after they are processed. These results will also be published on 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 27<sup>th</sup> May 2020 by applicants for bachelor programmes taught in Czech;
  - (b) on 3<sup>rd</sup> June 2020 by applicants for the Small Business Development bachelor programme;
  - (c) on 24<sup>th</sup> June 2020 by applicants for follow-up master programmes.
- (4) A decision on the non-admission will be sent by 15<sup>th</sup> July 2020. A decision on admission will be issued immediately after the fulfilment of all the admission eligibility criteria has been verified pursuant to Art 5.

#### **Article 15**

##### **Information on the results of admissions to the International Business and Management follow-up master programme**

- (1) A decision on the non-admission will be sent by 15<sup>th</sup> July 2020. A decision on admission will be issued immediately after the fulfilment of all the admission eligibility criteria has been verified pursuant to Art 5.
- (2) The results on the admissions will be published at [www.fbm.vutbr.cz](http://www.fbm.vutbr.cz) or [www.vutbr.cz](http://www.vutbr.cz) and on the FBM official notice board.
- (3) An applicant is entitled to inspect all the materials relevant for his or her admission on 24<sup>th</sup> June 2020 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 31<sup>st</sup> December 2019 will be responsible for organising the admissions. By 30<sup>th</sup> April 2020, 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 entry exam of the Entrepreneurship and Small Business Development degree programme may be extended to consist by another two members, which must be decided by the director of the Institute of Management by 15<sup>th</sup> April 2020, who is responsible to the Dean for the admissions to this programme. Instructions must be issued by 30<sup>th</sup> April 2020. 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 31<sup>st</sup> July 2020 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 2<sup>nd</sup> September 2020 from 9 am to 11 am.
- (3) These rules come into effect on the date on which they are issued.

Brno dated 20<sup>th</sup> November 2019

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

Approved by the FBM AS on: 19<sup>th</sup> November 2019

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