



## **MEASURES OF THE DEAN OF THE FACULTY OF ECONOMICS No. 88/2015**

concerning the rules of entrance proceedings and admission requirements for applicants of the Bachelor study programme Engineering and Informatics, The Bachelor study field Economics

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July 3, 2015

According to Sections 48 to 51 and Section 58 (1) of the Act No. 111/1998 Coll., on Higher Education Institutions, as amended (hereinafter referred to as the "Act") and the Statute of the University of South Bohemia in České Budějovice (hereinafter referred to as the "Statute"), article 12 and 13, I announce the rules of entrance proceedings and admission requirements for applicants of the full-time Bachelor study programme Engineering and Informatics, study field Economic Informatics taught in English at the Faculty of Economics of the University of South Bohemia in České Budějovice for the academic year 2015/2016.

### **Article 1 Applications**

- a) The deadline for submitting applications for the Bachelor study programmes is  
**31 July 2015.**

**Applications for Bachelor study programmes can only be submitted in the electronic form available at:**

**[https://wstag.jcu.cz/portal/studium/uchazec/eprihlaska.html?pc\\_lang=en](https://wstag.jcu.cz/portal/studium/uchazec/eprihlaska.html?pc_lang=en). The applicant's photo and his/her skype contact must be enclosed.**

- b) In the case that the application is formally imperfect, does not contain all requisites, there is any insufficiency or any of the required attached documents are missing, the Faculty instructs the candidate to check and complete the application and resubmit it in an extended period. Provided that the candidate does not do that, he/she does not meet the essential requirements and his/her application will not be accepted.
- c) The candidate must pay the application fee by the 31<sup>st</sup> July 2015 in the form specified in Section 58 (1) of the Act and Article 3 (13) of the Statute (hereinafter referred to as "Application fee"). If the deadline or form of payment are not observed, the essential admission requirements are not fulfilled. In the case that the candidate does not submit a complete application in regular or prolonged term and the application fee has been paid, this fee is not returned.

### **Article 2 Priority of Applicants**

There are no entrance exams, just the applications will be assessed.



a) **The order of the applicants will be evaluated on the basis of:**

- **An interview with the applicant via Skype video conference in English.** The applicant will be notified of the exact date well in advance, just after the acceptance of the application, by email or Skype.

**Article 3  
Evaluation and Admission Board**

- a) The entrance examination results from each interviewed topic are evaluated by the Evaluation Board appointed for the study programme. It consists of a chairman and two members.
- b) The main Admission Board processes the measures of the dean of the faculty for entrance proceedings.

**Article 4  
Conditions of Admission for the Study**

The applicant can be enrolled when he/she fulfils all of the following requirements:

- a) A Czech applicant must submit an original certificate of the successfully completed final exam from their secondary school (**maturitní vysvědčení**) or an officially certified copy.
- b) In the case of **graduating from a foreign secondary school** the applicant must submit the following documents:
- **The original or a certified document of successful completion of a secondary school finished with the final exam, "maturita"**. Those having completed secondary school before they apply for admission must submit the document together with the application form. The applicants who have not finished their secondary studies yet are obliged to submit the document of his/her final exam by the date of his/her enrolment. In cases where the issuing of this document from states without the valid Agreement of Apostille or agreed exemption from certification in a bilateral international agreement on legal assistance, the document must be endorsed by a clause on the so called superlegalization. If the documents have been issued in states with a valid Agreement of Apostille, they must be endorsed by this Apostille. The above documents including Apostille or a clause on super-legalization must be either in English or translated into Czech by a court interpreter and this translation must be submitted in an original or officially certified copy together with an original or officially certified copy of a document about successful completion of secondary school education finished with a "maturita" exam.
  - An original or officially certified copy of **the document of completed secondary education or secondary professional education** required by the law of admission for the study programme – the nostrification and nostrification supplement.



- An original or officially certified copy of a **certificate of passing an exam in English** of at least B1 level according to the CERF.

These documents form obligatory attachments to the application. A student must submit them by the date of enrolment at the latest.

#### **Article 5 Assessment of Applicant's Qualification for Study**

The order of applicants will be determined on the basis of point evaluation acquired during the Skype interview.

- The interview will be assessed on the scale from 0-100 points.
- On the basis of the results of the entrance proceeding, the applicant will be placed in an order. The assumed amount of accepted students is 40. The order of accepted applicants will be announced to the applicants by email and on the official board of the Faculty of Economics.

#### **Article 6 Tuition Fees**

- The tuition fee is 1000 Euro per semester.
- The tuition fee payment is payable by the beginning of the appropriate semester.

#### **GENERAL PROVISIONS**

- According to § 50 par. 6 of law the applicant has a right to inspect their materials, which are relevant to the decision on their enrolment for the study in a study department of the faculty on the basis of previous agreement by 31.8.2015.
- The entrance proceeding starts by submitting the application, provided it was submitted in due time without faults and shortcomings and with all required attachments, and at the same time a fee related to the entrance proceeding was paid by a fixed term. In cases where the applicant will have to remove possible faults and shortcomings by a fixed term, the application will be considered as submitted in due time, without faults and shortcomings. After the entrance proceeding all applicants will receive the decision on acceptance /non-acceptance for study.
- Information about the process of registration of the application and the results of the entrance proceeding can be checked via the web portal of information system of study agenda STAG: <https://wstag.jcu.cz/portal/uchazec/prijimaci-rizeni.jsp>.



- d) In the case that the applicant will not be accepted for capacity reasons and will have sent the filled in form *Potvrzení trvání zájmu o studium na EF JU* in English, they will be included in a list of applicants for possible vacant places. The list will also include those who will have confirmed their interest in writing by 15 August 2015 at the latest.
- e) The applicant can ask the Dean of the faculty for a review of the decision. The application is to be submitted within 30 days from the date of its delivery. The Dean can meet the requirement himself and change the decision, or he will pass it on to the Rector to decide. The Rector will change the Dean's decision if it was issued contrary to the law, internal regulation of the faculty or conditions stated according to § 49 par. 1 a 3 of law. Otherwise, he will refuse the request and confirm the former decision. The Rector's decision is definitive.

Conditions for admission to the study at the FE were discussed and approved by the Academic Senate of the FE USB in České Budějovice on July 1, 2015.

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Dean of Faculty of Economics