



MEASURES OF THE DEAN OF THE FACULTY OF ECONOMICS No. 147/2018

Rules of entrance proceedings and admission requirements for applicants of the Bachelor's and Master's study programmes and fields in a foreign language for the academic year 2019/2020.

8th November 2018

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 18 to 20, I announce the rules of entrance proceedings and admission requirements for applicants of the study programmes in a foreign language for the academic year 2018/2019.

RULES FOR ENTRANCE PROCEEDINGS AND ADMISSION CONDITIONS FOR BACHELOR'S STUDY PROGRAMMES AND FIELDS

Article 1 Applications

- a) The deadline for submitting applications for the Bachelor study programmes is
15th April 2019.

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.
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 31st August 2019 in the form specified in Section 58 (1) of the Act and Article 18 (3) of the Statute (hereinafter referred to as "Application fee"). In case, this Application fee is not paid, the basic condition is not met and the admission procedure comes to a standstill. If the deadline or form of payment of 500 CZK 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

- a) There is no written entrance examination for applicants of the study programme Engineering and Informatics, study field of **Economic Informatics.**



- b) 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 Interview Term

- a) The interview term for Bachelor's study programme is set on:
22nd–26th April 2019
- b) The concrete date and time of the interview is announced to particular applicants by e-mail after the application deadline.

Article 4 Interview and Admission Board

- a) The entrance examination results from each interview are evaluated by the **Interview Board** consisting at least of two members directly appointed by the dean of the faculty.
- b) The main Admission Board processes the measures of the dean of the faculty for entrance proceedings.

Article 5 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. The applicants who have already graduated from their secondary school have to submit the copy when applying. Those who have not graduated yet, are obliged to do so no later than on 30th June 2018.
- 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 CEFR (equivalent of 42 TOEFL points). In case of level A2+ (equivalent of 35 TOEFL points), applicants will be obliged to undertake a two-month intensive paid course in English prior to their study organised by the Faculty of Economics.

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

Article 6 Assessment of Applicant’s Qualification for Study

- a) The order of applicants will be determined on the basis of point evaluation acquired during the Skype or personal interview.
- b) The interview will be assessed on the scale from 0–100 points.
- c) 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 7 Tuition Fees

- a) The tuition fee is 1 500 Euro per semester.
- b) The tuition fee payment is payable by the beginning of the appropriate semester.

RULES FOR ENTRANCE PROCEEDINGS AND ADMISSION CONDITIONS FOR MASTER’S STUDY PROGRAMMES AND FIELDS

Article 1 Applications

- a) The deadline for submitting applications for the Master’s study programmes is **15th April 2019.**

Applications for Master’s study programmes can only be submitted in the electronic form available at: 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 31th August 2019 in the form specified in Section 58 (1) of the Act and Article 18 (3) of the Statute (hereinafter referred to as "Application fee"). In case, this Application fee is not paid, the basic condition is not met and the admission procedure comes to a standstill. If the deadline or form of payment of 500 CZK 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

- a) The entrance examinations are held in the form of interviews via Skype video conference in English on an exact date.

These interviews with applicants for the study field **Regional and European Project Management** test

- motivation for study,
 - general knowledge, and
 - language competences.
- b) There is a possibility to include extra-curricular activities into the applicant's final score if such activity corresponds with the syllabus of the chosen study programme (successful participation in national or international competitions, grant projects, etc.)
- c) The applicant must provide original documentation or certified copies of such activities along with the application form.

Article 3 Interview Term

- a) The interview terms for Master's study programme is set on:
- Regional and European Project Management: **3rd–7th June 2019**
- b) The concrete date and time of the interview is announced to particular applicants by e-mail after the application deadline.



Article 4 Interview and Admission Board

- c) The entrance examination results from each interview are evaluated by the Interview Board consisting at least of two members directly appointed by the dean of the faculty.
- d) The main Admission Board processes the measures of the dean of the faculty for entrance proceedings.

Article 5 Minimum number of points for the exam subjects or parts

- **Regional and European Project Management:** submitted documents – 50 points; interview – 50 points.

Article 6 Conditions of Admission for the Study

- a) In order to study in a full-time form of the Master's study programmes, the applicant will have to prove that they have acquired a bachelor's degree with an original or officially certified copy of the certificate, or a diploma supplement and an original or officially certified copy of the diploma. Applicants finishing their bachelor's study in the given year must provide them by the day of registration at the latest, the others together with the application.
- b) Enrolment to a follow-up master study is conditioned by accomplishment:
 - of Bachelor's study of humanities for applicants of the study field **Regional and European Project Management**.
- c) On the basis of objective facts resulting from an application, the Dean of FE can consider an application for master study of an applicant who is a graduate from a field other than economic bachelor study and include it in the entrance proceedings or allow their enrolment in the 1st year.
- d) In case of **graduating from a foreign university** the applicant will submit an original or officially certified copy of a document:
 - equal to acquiring bachelor's degree at a university in the Czech Republic according to § 89 a 90 or
 - which is considered, in the Czech Republic, according to international obligations as equivalent without any other official procedure.

All documents issued in a foreign country except the Slovak Republic, in case of issuing in states without the valid Agreement of Apostille or agreed exemption from certifying in a bilateral international agreement on legal assistance, 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 graduating from a foreign university.

- e) The applicant will provide an original or officially certified copy of a **certificate of passing an exam in English** of at least B1 level (equivalent of 42 TOEFL points) according to the CEFR. This is not obligatory for applicants with English as a native language, or if applicants provably finished their bachelor study in English.
- f) In case of the study field of **Regional and European Project Management**, applicants have to submit their CV, a motivation letter in English or French. The application is preferably supplemented with officially certified copy of a certificate or a proof of language examination in English and French at the level of B2 and German at the level of A1 according to the CEFR. This does not apply to the applicants for those these languages are their mother tongues or for those who undertook their secondary school or Bachelor's study in English or French.

These documents form an obligatory attachment to an application.

Article 7 Assessment of Applicant's Qualification for the Study

- a) An applicant for the full-time Master's study programmes will pass the entrance Skype or personal interview in English, done in given terms, which will be announced to the applicant by email well in advance.
- b) The results of each part of an entrance exam for a follow-up master study, i.e. in each subject, are assessed on the scale from 0 to 100. Minimum number of points is set for each subject and, this number of points is a limit for passing the entrance exam.
- c) After considering the relevance for the study in a chosen study branch the main entrance board can award up to 20 points in total for duly proven and successfully finished **activities beyond the standard study** (language examination on level B2 – max. 5 points, language examination on level C1 or C2 – max. 10 points, international Olympiads – max. 10 points, the other proven activities according to the decision of the main entrance board.
- d) On the basis of the results of the entrance proceeding, the applicant will be placed in an order and the order of applicants will be announced to the applicants by email. It is supposed to accept in maximum
 - 8 students for the study field of **Regional and European Project Management**.

Article 8 Tuition Fees and Allowance

- The tuition fee for the study field of **Regional and European Project Management** is required according to the rules of each partner university of the programme.



GENERAL PROVISIONS

- a) 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 31st August 2019.
- b) 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 proceedings, all applicants will receive the decision on acceptance /non-acceptance for study.
- c) 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 *Confirmation of Interest in Study at FE USB*, 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 31st August 2019 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.
- f) 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 7th November 2018.

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