



MEASURES OF THE DEAN OF THE FACULTY OF ECONOMICS No. 258/2023

Rules of entrance proceedings and admission requirements for applicants of Master's study programmes in a foreign language for the academic year 2024/2025.

14th December 2023

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 Master's study programmes in a foreign language for the academic year 2024/2025.

RULES FOR ENTRANCE PROCEEDINGS AND ADMISSION CONDITIONS FOR MASTER'S STUDY PROGRAMMES

Article 1 Applications

- a) The deadline for submitting applications for the Master's study programmes is
15th May 2024.

Applications for Master's study programme 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 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 of Economics 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 15th May 2024 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 a 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 personal interviews at the Faculty of Economics. Alternatively (in justified cases), the interview can take place via a 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–16th June 2024**
- 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 of at least 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 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 programme, the applicants 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) In case of **graduating from a foreign university**, the applicant will submit an original or officially certified copy of a document:
- equal to acquiring a bachelor's degree at a university in the Czech Republic according to § 89 and 90 of the Act or former law



- which is considered, in the Czech Republic, according to international obligations as equivalent without any other official procedure.
- Issued by a foreign authority and proving the acquiring of the bachelor's degree in a university study programme at a foreign university acting according to a foreign country's law

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.

- d) Applicants have to submit their CV and 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 programme will pass the entrance via a video-call 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. The 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 (other than English and French) – 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 e-mail. 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 the Act, 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 2024.
- 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 applicants 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 2024 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 Act. Otherwise, he will refuse the request and confirm the former decision. The Rector's decision is definitive.
- f) The 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 14th December 2023.
- g) The assessment of the fulfilment of the condition of previous education of applicants for the study is governed by the Rector's Measure No. R 450 of 18th November 2020.

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