



## MEASURE OF THE DEAN OF THE FACULTY OF ECONOMICS No. 298/2025

Rules of the admission procedure and conditions for the admission of applicants to the follow-up Master's degree programme, Regional and European Project Management, conducted in a foreign language for the academic year 2026/2027.

19<sup>th</sup> December 2025

In accordance with Sections 48 to 51 and Section 58 of Act No. 111/1998 Coll., the Act on Higher Education and the Amendments and Additions to Other Acts, as amended, (hereinafter referred to as the "Act") and Articles 24 and 25 of the Statute of the University of South Bohemia in České Budějovice (hereinafter referred to as the "Statute"), I hereby announce the rules of the admission procedure and the conditions for the admittance of applicants to the follow-up Master's degree programme, Regional and European Project Management, conducted in a foreign language at the Faculty of Economics of the University of South Bohemia in České Budějovice (hereinafter referred to as the "Faculty of Economics") for the academic year 2026/2027 (hereinafter referred to as the "study programme").

### Article 1 Application

- a) The deadline for submitting applications for admission (applications) to the study programme is  
15 May 2026

**The application can be submitted only in 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).

**A photograph of the applicant must be attached.**

- b) Applicants must submit a CV and a motivation letter in English or French. They must also attach a certificate or other proof of language proficiency if they have obtained it by the date of application. This does not apply to applicants for whose mother tongue is one of these languages or to applicants who have completed their secondary school or Bachelor's studies in English or French. These documents form a mandatory appendix to the application.
- c) If the application is formally incomplete, does not contain all the necessary information, is missing any of the required documents, or is missing any of the required attachments, the Faculty of Economics will send the applicant an electronic invitation to correct the defects within 5 days. If the applicant does not correct the defects in the application within the specified period or does not meet the basic requirements, their application will not be accepted and the admission procedure will be stopped.
- d) The applicant must pay **a fee for actions related to the admission procedure in the amount of CZK 1,000** by May 22, 2026 (hereinafter referred to as the "application fee"), by cashless means, i.e. by bank transfer or using the payment gateway of the University of South Bohemia in České Budějovice. In the event of failure to pay the application fee within the specified deadline or after the request, the admission procedure will be stopped. In the event that the applicant does not submit a complete application by the due date or within an additional deadline and the application fee is paid, this fee will not be refunded.



## **Article 2**

### **Determination of the ranking of applicants**

- a) The ranking of applicants is determined based on the sum of the points from the entrance examination ([see letter b)] and the evaluation of extracurricular activities [see letter c)].
- b) The entrance examination is conducted in the form of a personal interview at the Faculty of Economics. If requested by an applicant living abroad, or with the consent of the Dean, or for other proven reasons based on the applicant's request, it may be held remotely using means of distance communication. In such a case, the applicant assumes the risks associated with the quality and reliability of transmission. The applicant's remote participation must enable clear identification and must also enable the applicant and the admissions committee to communicate with each other by voice and visual means in real time throughout the entire examination. If voice or visual communication with the applicant is interrupted during the admission examination, the committee will decide on further action, including the possible repetition of part or all of the admission examination.

The entrance exam assesses the submitted documents (CV and motivation letter) and tests:

- general understanding of the study programme,
  - the ability to express one's motivation for studying, and
  - language skills.
- c) The applicant's language skills are verified on the basis of a certificate or other document proving the language test passed, attached to the application in accordance with Article 1, letter b). If it is not possible to attach it due to a later acquisition, the applicant shall provide it during the admission interview. In exceptional cases, language skills may also be verified during the admission interview.
- d) Extracurricular activities according to Article 7, letter c) (e.g. successful participation in national or international competitions, grant projects, etc.) may also be included in the final evaluation of the applicant, provided that these activities correspond to the syllabus of the study programme.
- e) The applicant must provide original documents or electronic copies of evidence of these activities with the application. In the case of electronic copies, the applicant must be prepared to present officially certified electronic copies at the time of the admission interview.

## **Article 3**

### **Interview Date**

- a) The interview will take place between **1 and 26 June 2026**.
- b) The specific date and time of the interview will be communicated to individual applicants electronically after the application deadline.

## **Article 4**

### **Interview and Admissions Committee**

The results of the entrance examination from each interview are evaluated in an interview with an admissions committee consisting of at least three members appointed directly by the Dean of the Faculty.



## Article 5 Minimum score requirement

Only applicants who obtain at least 50 points in each part of the entrance examination may be admitted to the study programme – that is, at least 50 points based on the interview according to Article 2(b) and at least 50 points based on the submitted documents according to Article 1(b).

## Article 6 Conditions for admission to studies

- a) The condition for admission to studies in a Master's degree programme that follows a Bachelor's degree programme is, in accordance with the Act on Higher Education, the proper completion of studies in any type of higher education programme. This is proven by
- a university diploma issued by a Czech university,
  - a university diploma issued by a Slovak university,
  - a university diploma issued by a Hungarian, Polish or Slovenian university, together with its official translation into Czech,
  - a document of general recognition of foreign university education in the Czech Republic (so-called nostrification) obtained according to Sections 89 and 90 of the Act, or according to previous legal regulations,
  - a foreign document of foreign university education obtained by completing studies in a foreign university study programme at a foreign university operating under the legal regulations of a foreign state. **A fee of CZK 990 is charged for the assessment of a foreign document.**
- b) A foreign document of foreign higher education must be accompanied by a so-called superlegalization clause if it was issued in a state in which the Apostille Convention does not apply and for which no exemption from verification has been agreed in a bilateral international treaty on legal assistance. If it was issued in a state in which the Apostille Convention applies, it must be accompanied by a so-called Apostille. The listed documents, including the Apostille or the superlegalization clause, must be accompanied by an officially certified translation into Czech or English, and this translation must be submitted in a scanned copy together with a scanned copy of the document of graduation from a foreign university.
- c) If the applicant proves their education according to letter a) point v., they shall also attach a scan of the confirmation from the relevant foreign authority that the given foreign higher education institution is authorized to provide higher education in that foreign state.
- d) In accordance with Article 4(2) of Rector's Measures No. R 450, documents must be submitted in an officially certified paper form or as a PDF document created by authorized conversion. Documents in a form other than that specified above will not be accepted.
- e) *Applicants who have obtained a foreign higher education before submitting their application are required to submit a document confirming this together with their application. Other applicants are required to submit a document in the prescribed form and with the required attachments no later than **15 July 2026**.*

## Article 7 Assessment of the applicant's qualifications for study

- a) The applicant for study will undergo the admission procedure through a personal interview in English, or through an interview conducted using means of distance communication, on dates set by the Faculty.



- b) After assessing the relevance of the activities for the study, the admissions committee may award a total of up to 20 points for duly proven and successfully completed **activities beyond the scope of standard studies** (language exam at level B2 (other than English and French) - max. 5 points; language exam at level C1 or C2 - max. 10 points; international Olympiads - max. 10 points; other proven activities determined by the admissions committee).
- c) Based on the results of the admission procedure, the applicant will be placed in a ranking, and the ranking of applicants will be notified to them by e-mail. It is expected that **a maximum of 8 applicants will be admitted** to the programme.

## Article 8 Tuition Fee

The tuition fee is paid according to the rules of each partner university of the study programme.

### GENERAL PROVISIONS

- a) The admission procedure is initiated upon submission of the application. The fee associated with the admission procedure is due by 22 May 2026. Failure to pay it constitutes grounds for the suspension of the admission procedure. After the admission procedure, all applicants whose admission procedure has not been suspended will receive a decision on admission/non-admission to the programme.
- b) Assessment of compliance with the previous education requirement of applicants for study is governed by the Rector's Measures No. R 450 of 18 November 2020.
- c) **An applicant with specific needs** (with a disability, chronic illness or other health problems) has the right to use the support measures and services provided by the university during the entrance examination and, if accepted, during the course of studies. If they want to exercise this right, they must select the YES option in the 'Consideration of specific needs' column in the electronic application. After completing all administrative requirements associated with submitting an application for studies, the staff of the Support Centre for Students with Specific Needs will contact them and inform them of the further procedure. More detailed information can be obtained on the Centre's website (<http://centrumssp.jcu.cz/>), by e-mail ([centrum-ssp@jcu.cz](mailto:centrum-ssp@jcu.cz)) or by phone (389 036 026). It is also possible to consult with the Centre's staff about the suitability of the study programme before submitting an application for studies.
- d) In accordance with the applicable law and the Statute, all documents prepared by the faculty (especially by the Dean) or the University (especially by the Rector) will be delivered via IS STAG. This will mainly include a decision on admission or refusal to study, or a call to supplement the application for study, or a resolution on the interruption or termination of the admission procedure, and for follow-up Master's degree programs, an invitation to the entrance examination. Documents delivered in this way (via IS STAG) will be considered delivered at the moment when, after they are made available in IS STAG, the applicant for study logs in to IS STAG. If the applicant does not log in within 10 days from the date on which the documents were made available to him, the given documents shall be considered delivered on the 10th day from the date of making them available.
- e) Applicants can check information about the application registration process and the results of the admissions procedure via the IS STAG web portal:  
<https://wstag.jcu.cz/portal/studium/uchazec/eprihlaska.html>.
- f) In accordance with Article 24, paragraph 5 of the Statute, by appearing for the entrance examination, the applicant declares that he or she is able to pass the examination.



- g) If applicants are not accepted due to capacity reasons but meet the conditions for admission according to Article 5 and send the completed Confirmation of Interest in Studying at the Faculty of Economics of the University of České Budějovice no later than 15 July 2026, they will be included on the list of applicants for any available places.
- h) The applicant may appeal against the decision within the statutory period starting on the day following the delivery of the decision. The Dean may grant the appeal herself and change the decision: otherwise, she will forward it to the Rector for decision. The Rector will change or cancel the Dean's decision that was issued in violation of the law, the internal regulations of the University of South Bohemia in České Budějovice or the internal regulations of the Faculty, or these conditions for admission to study set by the Faculty. Otherwise, the appeal will be rejected, and the original decision will be confirmed. The Rector's decision is final.
- i) According to Section 50, paragraph 5 of the Act, the applicant has the right to inspect the file (of their admission procedure). They can do so at the Faculty's Study Department, in particular on 3 July 2026 between 8:00 and 10:00.
- j) If at any time during the course of the studies it becomes apparent that the applicant was admitted to the studies as a result of fraudulent conduct, they will be expelled from the studies in accordance with the provisions of Section 67 of the Act.

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The Dean of the Faculty of Economics