



MEASURES OF THE DEAN OF THE FACULTY OF ECONOMICS No. 112/2016

concerning the 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 2017/2018.

2nd December 2016

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 2017/2018.

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
14th April 2017.

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 2017 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:
24th–28th April 2017
- 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 the head of the board and 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 2016.
- 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 superlegalization 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.

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 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
14th April 2017.

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 2017 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 **Economics and Entrepreneurship** are based on the following topics:

- **Economics,**
- **Commerce.**

Required knowledge regarding the interviewed topics for the study field Economics and Entrepreneurship is defined by the entrance examination task groups listed in the attachment (see Attachment 1).

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:
- Economics and Entrepreneurship: **17th–28th April 2017**
 - Regional and European Project Management: **5th–9th June 2017**



- 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 of the head of the board and 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

- a) **Commerce and Entrepreneurship:** Commerce – 50 points; Economics – 50 points;
- b) **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 economic and managerial orientation for applicants of the study field **Commerce and Entrepreneurship**;
 - 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 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 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.

Article7

Assessment of Applicant's Qualification for the Study

- a) An applicant for the full-time Master's study programmes will pass the entrance interview in English via Skype, 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
- 20 students for the study field of **Commerce and Entrepreneurship**;
 - 8 students for the study field of **Regional and European project Management**.

Article 8 Tuition Fees and Allowance

- a) The tuition fee is for the study field of **Commerce and Entrepreneurship** 2 000 Euro per semester. The tuition fee payment is payable by the beginning of the appropriate semester (in EUR or in CZK based on the current exchange rate). Students with extraordinary results will be awarded, for the third and the fourth semester, the allowance as follows – an average to 1.1 included – 50%, an average to 1.5 included – 25%.
- b) 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 2017.
- 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 2017 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



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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 2nd December 2016.

doc. Ing. Ladislav Rolínek, Ph.D.
Dean of Faculty of Economics



Attachment 1

TOPICS FOR ENTRANCE EXAMS FOR MASTER'S STUDY BRANCH COMMERCE AND ENTREPRENEURSHIP

Topics for Entrance Exam in ECONOMICS

The entrance exam in Economics is in the form of an entrance interview via Skype. In 30 minutes the applicant will respond to each of the 2 questions given by a two-member **Interview** Board. The content of the entrance interview respects a standard range of Economics taught at the bachelor's study level of economic study programmes.

- 1) Consumer behaviour and demand formation. Individual and market demand. Demand curve. Utility. Consumer surplus. Indifference analysis. Elasticity.
- 2) Behaviour of firms and supply formation. Individual and market offer. Supply curve. Production function. Costs, revenues and profits. Producer surplus.
- 3) Factors of production. Supply and demand factors of production. Prices of production factors. Labour market. Land market. Capital market. Human capital.
- 4) Perfect and imperfect competition. Monopoly, oligopoly and monopolistic competition. Analysis of a firm in the situation of perfect competition.
- 5) Income and wealth. Primary distribution. Inequality of the wealth distribution – measurement. Redistributing processes.
- 6) Aggregate supply and demand. Macroeconomics equilibrium. Consumption and investment. Theory of multiplier and accelerator.
- 7) Measurement of economic performance. GDP, GNP, gross turnover, intermediate and value added. Methods of GDP calculation. Weaknesses of measuring GDP. Aggregates implied from GDP. Business cycle.
- 8) Basic macroeconomic aims and variables. Economic growth. Prices and inflation. Employment and unemployment. Balance of payments.
- 9) Fiscal policy. State budget. Public budgets. Instruments of fiscal policy. Effects of fiscal policy. Budget balance. Objectives of fiscal policy.
- 10) Money. Function of money. Importance of monetary exchange. Monetary aggregates.
- 11) Monetary policy. Aims of monetary policy. Monetary policy tools. Banking system. Money multiplier. Market of money and financial markets.
- 12) Trade and monetary policy. International division of labour. International exchange. Comparative advantage. Exchange rate.

Literature

BURDA, Michael a Charles WYPLOSZ. Macroeconomics: A European Text. Oxford University Press; 5 edition, 2009.

KRUGMAN, Paul R. a Robin, WELLS. Microeconomics.. Worth Publishers, 2008.

MANKIW, N. Gregory. Principles of Economics. Cengage Learning; 6 edition, 2011.



Topics for Entrance Exam in COMMERCE

The entrance exam in Economics is in the form of an entrance interview via Skype. In 30 minutes the applicant will respond to each of the 2 questions given by a two-member Examination Board. The content of the entrance interview respects a standard range of Management of Commerce taught at the bachelor's study level of economic study programmes.

- a) Function and relevance of trade in national economies.
- b) History and trends in development of European and international trade
- c) E-commerce
- d) Basic financial calculations and indicators in trade
- e) Retail assortment and technologies
- f) Services in retailing
- g) Sales management
- h) Purchasing and logistics
- i) Marketing in retailing
- j) Marketing research
- k) International trade

Literature:

GRATH, Anders. The Handbook of International Trade and Finance: The Complete Guide for International Sales, Finance, Shipping and Administration. Third Edition edition. London ; Philadelphia: Kogan Page, 2013.

KOTLER, Philip a Gary ARMSTRONG. Principles of marketing. Upper Saddle River, NJ: Pearson, 2009.

LEVY, Michael a Barton A WEITZ. Retailing management. Boston: McGraw-Hill Irwin, 2009.