

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT

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**RULES FOR ADMISSIONS AND CONDITIONS OF ADMISSION
PROCEDURE TO BACHELOR AND FOLLOW-UP MASTER
PROGRAMMES TAUGHT IN ENGLISH
IN THE ACADEMIC YEAR 2024/2025**

Article 1

Scope of application

1. The present Rules define the terms and conditions of admissions to **Entrepreneurship and Small Business Development** bachelor programme and to **International Business and Management** master programme taught in English and offered in the academic year 2024/2025 at the Faculty of Business and Management (FBM or the Faculty) pursuant to Act no. 111/1998 Coll. concerning universities and on amendments and supplements to some other acts (the Higher Education Act) amended (the Act) and BUT Statutes (Statutes).
2. The study programmes enable full-time form of study.

Article 2

Admission eligibility criteria

1. Pursuant to Article 48 Paragraph 1 the basic condition for admission to the bachelor study programme is a successful completion of a secondary-school study as evidenced by a secondary-school-leaving certificate.
2. Pursuant to Article 48 Paragraph 1 the basic condition for admission to the master study programme following a bachelor study programme is a successful completion of any type of study programme as evidenced by a diploma along with a diploma supplement.
3. Another condition for admission in the sense of Article 49 Paragraph 1 of the Act is meeting the study requirements of the study programme. Meeting these requirements is proved by:
 - a) an oral entrance exam in Entrepreneurship and Small Business Development bachelor programme taught in English. An applicant may be granted a waiver from this criterion.
 - b) an assessment of the documents submitted by an applicant in International Business and Management master programme taught in English.
4. Applicants who have attained previous education at a university abroad may be admitted to the study of a degree programme if they meet the following criteria:

- a) they have completed the study required by the Act as evidenced by a document pursuant to Article 48 Paragraph 4 or 5 of the Act;
- b) they have met admission criteria identical with those for the domestic applicants.

Article 3
Entry exam waiver

1. On his or her request an applicant may be granted an entry-exam waiver after meeting the criteria stated in the following paragraphs.
2. The applicant who requests the entry-exam waiver must submit an application to study pursuant to Article 6.
3. The Dean will grant an entry-exam waiver for the Entrepreneurship and Small Business Development bachelor programme to the applicants who participated in the Business Point competition held by the Faculty in the academic year 2023/2024 if the team of which a participant was a member ended up among the best three ones. The scanned certificate of placement in the competition must be uploaded as an attachment to the online application by 15 April 2024 at the latest.
4. The Dean will grant an entry-exam waiver for the Entrepreneurship and Small Business Development bachelor programme to applicants meeting the following criteria:
 - a) their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included English and they received one of the two best grades in English in the mid-year report of the last year and in the end-of-year reports of the three preceding years
while meeting one of the below criteria:
 - b) their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included at least one informatics-oriented subject in the whole school year and they received one of the two best grades in this subject (of the applicant's choice) in the end-of-year report
 - or
 - c) their Czech or Slovak secondary-school curricula (in the last four years for secondary schools with more than four study years) included at least one marketing-oriented subject in the whole school year and they received one of the two best grades in this subject (of the applicant's choice) in the end-of-year report.

The applicant must upload the proof of classification confirmed by the secondary school in the above-mentioned subjects in electronically verified form as an attachment to the online application by 15th April 2024 at the latest. The form of the classification document is available on the FP website under the For Applicants section and in the online application form. Electronically certified form means a document of classification signed with an electronic signature (qualified certificate) by an authorised person from the secondary school or the conversion of a paper document into electronic form by authorised conversion.

5. The Dean will grant an entry-exam waiver for the International Business and Management master programme to applicants who have graduated from a bachelor programme obtaining a degree at FBM in the academic year in which the entry exam takes place. The decisive criterion for this is the average grade in all the curricula subjects for the first to third years of study. The upper limit of the weighted average grade for an applicant to be eligible for being granted an entry-exam waiver in the academic year 2024/2025 is 1.90, inclusive. A document evidencing

the average grade will be provided by the FBM Study Department after the end of the spring semester exam period in the third year of study.

6. The applicant must apply for a waiver of the entrance examination under paragraph 3 or 4 by submitting the necessary documents in electronic form as an attachment to the electronic application form by 15th April 2024, or in the second round of the admission procedure by 31 July 2024. Applicants who fail to deliver the application and the necessary documents by the deadline will lose the possibility of admission by waiving the entrance exam.
7. Applicants will be notified on accepting the application for granting an entry-exam waiver accordingly by 10th May 2024 through the BUT IS via the email address stated in the online application. The announcement will be accessible for the applicant in the online application at the same time. The applicant will be notified on granting an entry-exam waiver pursuant to Article 5 in the same way by the 7th June 2024.

Article 4

Maximum number of applicants admitted

1. A maximum of 80 applicants may be admitted to the Entrepreneurship and Small Business Development bachelor programme.
2. A maximum of 120 applicants may be admitted to the International Business and Management master programme.
3. The Dean will decide about the final number of students to be admitted.
4. The Dean has the right not to open a study programme if a sufficient number of students do not enrol in the study programme.

Article 5

Study application submission deadline

1. An application for the Entrepreneurship and Small Business Development bachelor programme and for the International Business and Management master programme can be submitted
 - a) **from 1st December 2023 to 31st March 2024** for the first round of admissions,
 - b) from 1st July 2024 to 31st July 2024 for the second round of admissions.
2. In the event of the number of applicants admitted to the Entrepreneurship and Small Business Development bachelor programme in the first round of admissions being smaller than 25, the Dean may announce the second round of admissions. In the event of the number of applicants admitted to the International Business and Management master programme in the first round of admissions being smaller than 15, the Dean may announce the second round of admissions.

Article 6

Study applications

1. Admissions for an applicant will be opened by the FBM receiving the application by the set deadline.
2. Applications must be submitted online via the BUT Information System.
3. Attached to the study application for the International Business and Management master programme must be the documents listed in Article 8, Paragraph 2.
4. An applicant must submit the following documents no later than (before) the date of the issue of a decision of admission:
 - a) an officially authorised copy of a secondary-education-school-leaving certificate for admission to study in bachelor degree programme
 - b) an officially authorised copy of a document certifying completed higher-education study or its regular copy in case of an applicant being the BUT graduate for admission to study in master degree programme

5. Pursuant to the BUT Rector's decision No. 3/2023, the administration fee related to the admissions in the academic year 2024/2025 amounts to:
- **700 Kč** for each study application for payments made in the Czech Republic to the BUT bank account number 117729823/0300, bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně.
 - **30 €** for each study application for payments made abroad to the BUT bank account number 1017476763/0300, bank name Československá obchodní banka, a.s., IBAN CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.

The bank details can be found in the online application as well.

6. Pursuant to the BUT Rector's decision No. 2/2023, the administration fee related to the foreign-education assessment related to the admissions in the academic year 2024/2025 amounts to:
- **750 Kč** for each foreign-education-assessment request for payments made in the Czech Republic to the BUT bank account number 117729823/0300, bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně.
 - **32 €** for each foreign-education-assessment request for payments made abroad to the BUT bank account number 1017476763/0300, bank name Československá obchodní banka, a.s., IBAN CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.

The bank details can be found in the online application as well. If the above mentioned fee is not paid, FBM will not carry out the assessment pursuant to Paragraph 48, Section 4, Item d) of the Act, or more precisely to Paragraph 48, Section 5, Item c). In that case the applicant must prove meeting the condition of previous education pursuant to Paragraph 48, Section 4, Item a), b) or c) of the Act, or more precisely Paragraph 48, Section 5, Item a) or b) of the Act or else FBM will stop the admission process.

7. The fee is paid when it is transferred to the account. The fee is non-refundable.
8. If an application has formal shortcomings, FBM will ask the applicant to remove them. If the applicant fails to do so by the set deadline or the applicant fails to pay the administration fee related to admissions in given way, FBM will stop the admission process. The applicant must be informed about this consequence.

Article 7

The entry exam to Entrepreneurship and Small Business Development bachelor programme

1. The entry exam is oral in the form of a group interview in English before an exam board.
2. The entry exam for the applications submitted pursuant to Article 5 Paragraph 1 Item a) will take place from 16th May 2024 to 18th May 2024, the entry exam for the applications submitted pursuant to Article 5 Paragraph 1 Item b) will take place 27th August 2024.
3. The purpose of the interview is to verify the applicant's study prerequisites including his or her motivation to study, capability to resolve a given problem, ability to work in a team, personal presentation, and language skills.
4. The applicants will receive an invitation to the entrance exam no later than 14 days prior to the entrance exam. The invitation is sent via the BUT Information System to the email address stated in the online application. The invitation will be accessible for the applicant in the online application at the same time (this does not apply to the applicants who have been granted an entry-exam waiver pursuant to Article 3).

5. Following a recommendation by the exam board, the Dean will decide about admission. The recommendation by the exam board is based on the assessment of the oral exam. In assessing the oral exam, a maximum of 100 points may be obtained. The applicant will receive a grade of "succeeded" if he or she has obtained at least 30 points for the oral exam. In all other cases, the applicant will be given a grade of "failed."
6. An applicant may be granted a substitute exam date only for serious health or similar emergency reasons provided he or she submits a document evidencing the reasons. The date of the substitute exam is 27th August 2024. If, for serious reasons, the applicant cannot attend the exam on the regular date of exam, he or she sends a written apology prior to the exam date or within five working days after the exam date to the Dean of FBM via the study department. The Dean will decide about accepting the apology and about the substitute exam. The Dean's decision is final and the applicant is notified via the email address stated in the online application. The decision will be accessible for the applicant in the online application at the same time.
7. Only the applicants who have succeeded in taking the entrance exam and achieved a position in the ranking according to Article 4 can be admitted to study. In the event of more applicants having achieved the last position in the ranking with the same number of points, all those applicants are admitted to study.

Article 8

Admissions to the International Business and Management master programme

1. First, an applicant will submit an application for study meeting the requisites required by Article 6. Attached to this online application must be the documents in the pdf format listed in paragraph 2. If the applicant fails to do so, the admissions will be terminated.
2. Following a recommendation by the exam board, the Dean will decide about admission. The recommendation by the exam board is based on the assessment of the below written English documents submitted by the applicant:
 - a) letter of motivation in English,
 - b) official documents certifying the current or completed higher-education study and the grades of the exam passed as well as certificates of other professional activities thought of as important by the applicant. Applicants who have studied at a university abroad must submit a document pursuant to Section 48 Par. 5 of the Act,
 - c) an official document certifying the passing of the highest-level English exam.
3. In assessing written documents, a maximum of 20 points may be obtained for the motivation letter (Paragraph 2 Item a)), a maximum of 55 points for the documents listed in Paragraph 2 Item b), and a maximum of 25 points for the English test, (Paragraph 2 Item c)). The maximum number of points obtained for the documents is 100. The applicant will receive a grade of "succeeded" if he or she has obtained at least 10 points for the letter of motivation (Paragraph 2 Item a) as well as at least 12 points for the documents (Paragraph 2 Item b)), and a minimum of 8 points for the English test (Paragraph 2 Item c)). In all other cases, the applicant will be given a grade of "failed."
4. Only the applicants who have succeeded in taking the entrance exam and achieved a position in the ranking according to Article 4 can be admitted to study. In the event of more applicants having achieved the last position in the ranking with the same number of points, all those applicants are admitted to study.

Article 9
Admissions to study

1. A decision on admission will be issued within 30 days after the fulfilment of all the admission eligibility criteria has been verified.
2. An applicant may appeal against the decision within 30 days of receiving a notification.

Article 10
Final provisions

1. An applicant is entitled to inspect a record since the date of the notification in the office hours of the FBM study department. FBM may provide a copy of the record instead.
2. The present Rules were approved pursuant to Paragraph 27 section 1 Item e) of the AS FBM Act on 7th November 2023.

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Dean of the Faculty