

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT

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**RULES OF ADMISSIONS AND CONDITIONS FOR ADMISSION TO STUDY
IN BACHELOR AND MASTER PROGRAMMES TAUGHT IN ENGLISH
FOR THE ACADEMIC YEAR 2025/2026**

Article 1

Subject of Regulation

1. The present rules govern the terms and conditions for admission to study in the academic year 2025/2026 in the Bachelor programme **Entrepreneurship and Small Business Development** and in the Master programme **International Business and Management** taught in English offered by Faculty of Business and Management (FBM) in accordance with Act no. 111/1998 Coll. concerning universities and changes of and amendments to other acts (University Act) as amended (Act) as well as the BUT Statutes (Statutes).
2. The programmes can be offered as full-time courses.

Article 2

Conditions for admission

1. By Section 48, Paragraph 1 of the Act, the basic requirement for admission to a Bachelor programme is a completed high-school education as certified by a school-leaving certificate.
2. By Section 48, Paragraph 1 of the Act, the basic condition for admission to a follow-up Master programme is successful completion of a programme of any type at a university. This must be certified by a diploma with a diploma supplement.
3. Another requirement for admission to study, within the meaning of Section 49 Paragraph 1 of the Act, is for an applicant to have study prerequisites for the programme chosen; the meeting of this requirement is verified:
 - a) For the Entrepreneurship and Small Business Development Bachelor programme taught in English by an oral entrance exam. The entrance exam may be waived.
 - b) For the International Business and Management Master programme taught in English by checking the documents submitted by the applicant.

4. Applicants who have received previous education at a university abroad may be admitted to study if they meet the below conditions:
 - a) they have attained the education required by the law, proving this by submitting a relevant certificate by Section 48 Paragraph 4 or 5 of the Act,
 - b) they have met conditions identical with those for the domestic applicants.

Article 3 Waiver of Entrance Exam

1. At the request of an applicant, the entrance exam may be waived given that the below conditions have been met.
2. An applicant asking for a waiver must submit an application for study by Article 6.
3. The Dean may waive the entrance exam for applicants for study in the Entrepreneurship and Small Business Development Bachelor programme who have successfully passed a preparatory course for the study of the Business Idea Development and Team Work programme offered by FBM.
4. The Dean will waive entrance exam to study in the Entrepreneurship and Small Business Development Bachelor programme for applicants who graduate from a secondary school by passing a leaving-school examination in 2025 meeting all the below conditions:
 - a) in all secondary-school years (for a grammar school in the last four years of study) they studied the subject English Language receiving the highest or second-highest grade (for the last year, this applies to the half-yearly report)
 - b) during the secondary-school studies in the Czech or Slovak Republic (for a grammar school in the last four years of study) for at least one year, they studied a subject focusing on management, marketing, project management, or entrepreneurship receiving the highest or second-highest grade in the final report
 - c) they have achieved an average grading of up to the midpoint between the highest and the second-highest grade in the Czech or Slovak Republic in the 1st, 2nd, 3rd, and 4th year (for the last year, this applies to the half-yearly report) (for a grammar school this applies to the last four years of study).

A certificate issued by the relevant secondary school verifying the above grading must be attached to the online application by 15th April 2025. The form to be used for the grading certificate can be downloaded at the FBM website on the tabs "For Applicants" and "Online Application". An Electronically verified form is a grading document signed electronically (qualified certificate) by a person authorised by the secondary school or a paper document converted to an electronic one by an authorized conversion.

5. The Dean may waive entrance exam to study in the International Business and Management programme for applicants who have graduated from a Bachelor programme offered by FBM receiving a university diploma in the academic year in which the admissions take place. The decisive criterion is the student's grading of all curricula courses in the first three years of the study. The upper limit of average grading (weighted average for the entire study) for being waived the entrance exam in the academic year 2025/2026 will be set by the Dean by 5th June 2025. A document verifying the average grading will be provided by the FBM Study Department after the end of the 3rd year Spring semester.
6. An applicant must apply for a waiver according to the above paragraphs 3 or 4 by attaching the required documents to the online application sent in by 15th April 2025, in the event of a second round of the admissions, by 31st July 2005. The documents may also be sent to the Study

Department of FBM in the paper form by mail. The applicants who fail to submit the required documents by the set deadline will not be eligible for a waiver.

7. By 7th May 2025, via the BUT information system at the e-mail address listed in the online application, an applicant will be informed whether his or her application for a waiver has been granted. This information will also appear in the online application. Information on a waiver under paragraph 5, will be sent to the applicant in the same way by 13th June 2025.

Article 4

Maximum number of applicants admitted

1. A maximum of 80 applicants may be admitted to the Entrepreneurship and Small Business Development programme.
2. A maximum of 120 applicants may be admitted to the International Business and Management programme.
3. The Dean will decide about the final number of applicants admitted.
4. The Dean has the right not to open a programme into which an insufficient number of students have registered.

Article 5

Time for submitting an application for study

1. An application for study of the Entrepreneurship and Small Business Development Bachelor programme and of the International Business and Management Master programme may be submitted
 - a) **from 1st November 2024 to 31st March 2025** for the first round of admissions,
 - b) from 1st July 2025 to 31st July 2025 for the second round of admissions.
2. The Dean may announce a second round of admissions for the Bachelor programme Entrepreneurship and Small Business Development if less than 25 applicants were admitted in the first round. A second round of admissions for the International Business and Management Master programme may be announced by the Dean if less than 15 applicants were admitted in the first round.

Article 6

Application for study

1. Admissions for an applicant is initiated by an application arriving at FBM within the time limit set.
2. Applications for study must be submitted online via the BUT information system.
3. Attached to the application for study of the International Business and Management Master programme must be the documents listed in Article 8, Paragraph 2.
4. Before a decision on admission or non-admission to study of an applicant is issued, the applicant must submit the following:
 - a) for admission to study of a Bachelor programme, an authenticated copy of a document proving completed secondary education,

b) for admission to a Master programme, an authenticated copy (a plain copy for a BUT graduate) of a document proving completed university education

5. By the Dean's decision no. 5/2024, an administrative fee related to the admissions amounts to:
- **700 CZK** for an application for study submitted in case of a payment from the Czech Republic to the BUT account number 117729823/0300, at Československá obchodní banka, a.s., IBAN: CZ5603000000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně.
 - **28 €** for an application for study submitted in the case of a payment from a country other than the Czech Republic to the BUT account number 1017476763/0300, at Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.

The banking address will also appear in an online application.

6. By the Dean's decision no. 4/2024, a fee for an assessment of foreign education for the purposes of admissions in the academic year 2025/2026 amounts to:
- **750 CZK** for an application for assessment of foreign education in the case of a payment from the Czech Republic to the BUT account number 117729823/0300 at Československá obchodní banka, a.s., IBAN: CZ5603000000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně,
 - **30 €** for an application for assessment of foreign education in the case of a payment from from a country other than the Czech Republic to the BUT account number 1017476763/0300, at Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.

The banking address will also appear in an online application. In the event of the fee for an assessment of foreign education having been not paid, FBM will not carry out the assessment pursuant to Section 48 Paragraph 4 item d) of the Act or Section 48 Paragraph 5 item c) of the Act. In such an event, an applicant must prove the fulfilment of previous education pursuant to Section 48 Paragraph 4 a), b) or c) of the Act, or Section 48 Paragraph 5 item a) or b) of the Act. Otherwise FBM will stop the admissions.

7. The fee must be paid by crediting the amount to an account. The fee is non-refundable.
8. If there are defects in an application, FBM will call upon the applicant to put such defects right. If the applicant fails to do so by a deadline set or if the applicant fails to pay the administrative fee related to the admission in the required form, FBM will stop the admissions. The applicant must be informed about this consequence.

Article 7

Entrance exam for the Entrepreneurship and Small Business Development Bachelor programme

1. The exam is oral in English taking place before a board of examiners in the form of a group interview.
2. For applications submitted pursuant to Article 5, Paragraph 1, Item a), the entrance exam will take place in the period from 14th May 2025 to 17th May 2025, for applications pursuant to Article 5, Paragraph 1, Item b), the entrance exam will take place on 26th August 2025.
3. The interview is used to verify the general study prerequisites, focusing on motivation to study, ability to solve a given problem, ability to work in a team, personal presentation, and language competence.
4. An invitation to the entrance exam will be sent to the applicants no later than 14 days before

the date of the entrance exam. It will be sent by e-mail from the BUT information system to the address listed in the online application. The invitation will also be made available to the applicant in the applicant's online application (this does not apply to applicants for whom an entrance exam has been waived as per Article 3).

5. The Dean will decide about the admission following a proposal by the examination board. The proposal by the examination board will be based on the results of the oral exam. A maximum of 100 points may be obtained for the oral exam. An entrance exam will be evaluated as "passed" if the applicant has achieved at least 30 points in the oral exam. In other cases, the entrance exam will be evaluated as "failed".
6. Sitting an entrance exam at an alternative date may only be allowed to applicants for serious verified health, or other comparatively serious, problems. This alternative exam will take place on 26th August 2025. In the event of an applicant, due to serious reasons, being unable to sit the exam on the regular date, the applicant must send a written excuse to the Dean via the Study Department before the date of the exam or within five working days of the date of the exam. The Dean of FBM will decide about granting the excuse and sitting the entrance exam on an alternate date. Sent to the e-mail address entered by the applicant in the online application, the Dean's decision will be final. The applicant can also find this decision in the online application.
7. Those of the applicants can be admitted to study who have passed the entrance exam ending up placed according to Article 4. If more applicants with the same number of points are placed last, all these applicants will be admitted to study.

Article 8

Admissions to the International Business and Management Master programme

1. Admissions are initiated by an application for study being submitted having the elements required by Article 6. A required attachment of an application is formed by documents listed in Paragraph 2, which the applicant must attach to an online application as pdf files. If the applicant fails to do, the basic condition for admission is not fulfilled and the admissions will be terminated.
2. The dean will decide about admission following a proposal of the admission board. This proposal will be based on an assessment of the below documents written in English as submitted by the applicant:
 - a) a letter of motivation in English,
 - b) officially authenticated documents on the current or finished university study along with a transcript as well as documents on other professional activities at the discretion of the applicant. Applicants who have graduated from a university abroad should submit a document pursuant to Section 48 Paragraph 5 of the Act,
 - c) an officially authenticated document verifying the applicant's highest level of English proficiency.
3. From the assessment of the written documents, an applicant may receive a maximum of 20 points for a letter of motivation (Paragraph 2 Item a)), 55 points for documents listed in Paragraph 2 Item b), and 25 points for the applicant's proficiency in English (Paragraph 2 Item c)). The maximum number of points to be received as a result of the assessment of the above documents is 100. The result of the assessment will be "passed" if the applicant achieves at least 10 points for his letter of motivation (Paragraph 2 Item a)) while receiving at least 12 points from the assessment of the documents pursuant to Paragraph 2 Item b) as well as at least 8

points from the assessment of language proficiency pursuant to Paragraph 2 Item c). In all other cases, the result of the assessment will be "failed".

4. An applicant will be admitted to study if the applicant has successfully passed the entrance exam being placed according to Article 4. If more applicants with the same number of points are placed last, all these applicants will be admitted to study.

Article 9

Admission to study

1. A decision on the admission or non-admission to study will be issued within 30 days of the verification of fulfilment of all admission requirements.
2. It is possible to appeal against the decision within 30 days of its announcement..

Article 10

Final provisions

1. During the office hours of the FBM Study Department, an applicant may view his or her files. FBM may, alternatively, offer the applicant a copy of the files.
2. These rules were approved by the FBM Academic Senate on 10th September 2024 pursuant to Section 27, Paragraph 1, item e) of the Act.

doc. Ing. Vojtěch Bartoš, Ph.D.

Dean