

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 CZECH
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 Bachelor and Master programs taught in Czech as listed in the below paragraphs 2 and 3 at the Faculty of Business and Management (FBM) of Brno University of Technology (BUT) 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. Bachelor programmes
 - a) **Business Economics**, full-time courses,
 - b) **Managerial Informatics** full-time courses,
 - c) **Process Management** full-time courses,
 - d) **Accounting and Taxes** full-time courses.
3. Master programmes
 - a) **Information Management** full-time and combined courses,
 - b) **International Economics and Business** full-time courses,
 - c) **Strategic Company Development** full-time and combined courses,
 - d) **Accounting and Financial Management** full-time and combined courses.

The admissions requirements for full-time and combined study are identical.

4. The study in Bachelor programmes requires proficiency in general English at the secondary-school level. The study in Master programmes requires proficiency in English at least at the B1 level of the Common European Reference Framework for languages.

Article 2
Admission requirements

1. In accordance with Section 48, Paragraph 1 of the Act, the basic requirement of admission to a Bachelor programme is completed secondary-school education as certified by a school-leaving certificate.
2. In accordance with Section 48, Paragraph 1 of the Act, the basic requirement of admission to a follow-up Master programme is successful graduation from a university after studying a programme of any type. This must be certified by a diploma with a diploma supplement.
3. Within the meaning of Section 49, Paragraph 1 of the Act, admission to study requires prerequisites for the study of the program in question; the meeting of this requirement will be verified by an entrance examination. Such an entrance examination may be waived.
4. Another requirement of admission to study is a proof of a sufficient proficiency in Czech, of an ability to understand spoken and written Czech language. As an alternative, the proficiency in Czech may be proved:
 - a) by submitting a school-leaving certificate from any Czech or Slovak secondary school,
 - b) by having a Czech or Slovak citizenship,
 - c) by passing the basic state exam in the Czech language or passing an exam in the Czech language at a minimum level of B2 of the Common European Reference Framework for Languages at a language school authorised to organise state language examinations in the Czech Republic,
 - d) by submitting a certificate of passing a Certified Exam in the Czech Language for foreign citizens at a minimum level of B2 (CCE B2) at the Institute for Language and Preparatory Studies of Charles University,
 - e) by successfully graduating from a Bachelor or Master programme in the Czech or Slovak language.
5. Applicants who have received previous education at a university abroad may be admitted to study if they meet the below conditions:
 - a) they have received the education required by the law, proving this by submitting a relevant certificate referred to in Section 48, Paragraph 4 or 5 of the Act,
 - b) they have fulfilled requirements 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 will waive an applicant's entrance exam to the Bachelor and Master programmes if the applicant has passed the test of General Study Prerequisites (GSP) or its Slovak equivalent within the framework of National Comparative Tests (NCT) organized by www.scio.cz, s.r.o. achieving a total percentile equal to or higher than 60 in NCT tests taking place on 7th December 2024, 13th January 2025, 1st February 2025, 1st March 2025, and 29th March 2025. The test dates, sample tests, and registration conditions are published at <http://www.scio.cz/nsz>. The best GSP result will be recognized achieved on one of the following dates, 7th December 2024, 13th

January 2025, 1st February 2025, 1st March 2025, and 29th March 2025. Results achieved on different terms will not be accepted. An applicant achieving the set percentile, will prove this to FBM by a certificate issued by www.scio.cz s.r.o. An applicant must attach the certificate to an online application on 15th April at the latest.

4. The Dean will waive an applicant's entrance exam to study of the Business Economics and Accounting and Taxes Bachelor programme if the applicant has completed a secondary-school education in the Czech or Slovak Republic by passing a school-leaving exam in 2025 with all the secondary-school years (with multiple-year grammar schools in the last four years) having mathematics as part of the curricula and achieving the best or second best grade in the half-year report of the last year and in the reports of the previous three years.

No later than on 15th April 2025, the applicant must attach to the online application a transcript for the above subject certified by the secondary-school.

5. The Dean will waive an applicant's entrance exam to study of the Bachelor programme Managerial Informatics if the applicant has completed a secondary-school education in the Czech or Slovak republic by passing a school-leaving exam in 2025 and meet both the below conditions:

- a) in all the secondary-school years (with multiple-year grammar schools in the last four years) mathematics was part of the curricula and the applicant has achieved the best or second best grade in the half-year report of the last year and in the reports of the previous three years,

- b) in the secondary-school studies (with multiple-year grammar schools in the last four years), at least for one year, a subject focusing on informatics was part of the curricula and, in this subject, the applicant achieved the best or second best grade in the report.

No later than on 15th April 2025, the applicant must attach to the online application a transcript for the above subject certified by the secondary-school.

6. The Dean will waive an applicant's entrance exam to study of the Bachelor programme Process Management if the applicant has completed a secondary-school education in the Czech or Slovak Republic by passing a school-leaving exam in 2025 and meets the below conditions:

- a) in all the secondary-school years (with multiple-year grammar schools in the last four years) mathematics was part of the curricula and the applicant has achieved the best or the second best grade in the half-year report of the last year and in the reports of the previous three years,

while meeting one of the below conditions:

- b) in all the secondary-school years (with multiple-year grammar schools in the last four years), at least for one year, a subject focusing on informatics was part of the curricula and, in this subject, the applicant has achieved an A or B grade in the report

or

- c) in all the secondary-school years (with multiple-year grammar schools in the last four years), at least for one year, a subject focusing on engineering technologies was part of the curricula and, in this subject, the applicant has achieved the best or second best grade in the report.

No later than on 15th April 2025, the applicant must attach to the online application a transcript for the above subject certified by the secondary-school.

7. The Dean will waive an applicant's entrance exam to study of the Bachelor if he applicant has participated in the Business point competition organized by FBM in the academic year

2024/2025 with the team of which the applicant was a member ranking among the three best. No later than on 15th April 2025, the applicant must attach to the online application a copy of the document certifying the applicant's final rank.

8. The Dean will waive an applicant's entrance exam to study of the Master programmes if the applicant has graduated from a Bachelor programme offered by FBM receiving a degree of Bachelor in the academic year in which the entrance exams take place. The decisive criterion is the weighted average of the grades for the three years of study. By 5th June 2025, the Dean will set the upper limit of this weighted average for waiving the entrance exam in the academic year 2025/2026. The study department of FBM will provide a certificate of the weighted average of the grades after the end of the 3rd year Spring semester examination period.
9. An applicant must apply for a waiver, by the above paragraphs 3, 4, 5, 6, or 7 by attaching the required documents to the online application submitted by 15th April 2025, or by 31st July 2025 if a second round of admissions takes place. The documents may also be sent to the Study Department of FBM by mail in the paper form.
10. The form for the document certifying the grading required in paragraphs 4, 5 or 6 can be downloaded from the FBM website by clicking on the For Applicants or Online Application tabs. An electronically verified form is a grading document with an electronic signature (qualified certificate) of the person authorized by the given secondary-school or a paper document converted to an electronic one by an authorized conversion.
11. Those applicants who fail to attach the documents as required in paragraphs 3, 4, 5, 6, or 7 to the online application or to send such documents in the paper form by mail to the FBM study department by the given deadline cannot be waived the entrance exam to be admitted to study.
12. By 9th May 2025, an applicant will be informed whether the applicant's application for a waiver under paragraph 3, 4, 5, 6, or 7 has been granted via the BUT information system at the e-mail address provided in the online application. This information will also appear in the online application. Information on a waiver under paragraph 8, will be made available to the applicant in the same way by 13th June 2025.

Article 4

Maximum number of applicants admitted to study

1. A maximum of 950 applicants may be admitted to study of Bachelor programmes.
2. A maximum of 850 applicants may be admitted to study of Master programmes..
3. The Dean will decide about the final number of applicants admitted.
4. The Dean has the right not to open a programme for which an insufficient number of students have registered.

Article 5

Time for submitting an application for study

1. An application 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 Bachelor programmes if less than 500 applicants were admitted in the first round. A second round of admissions for Master

programmes may be announced by the Dean if less than 400 applicants were admitted in the first round.

Article 6 **Application for study**

1. For an applicant, admissions start by the applicant's application arriving at FBM within the time limit set.
2. Applications for study must be submitted online via the BUT information system.
3. Before a decision on admission or non-admission to study is issued, an applicant must submit the following:
 - a) for admission to study a Bachelor programme, an officially authenticated copy of a document certifying a completed secondary-school education,
 - b) for admission to study a Master programme, an officially authorised copy (a simple copy if the applicant is a BUT graduate) of the certificate proving the graduation from a university.
4. By the Dean's decision no. 5/2024, an administrative fee related to the admissions amounts to:
 - **700 CZK** for each application for study submitted in the case of a payment from the Czech Republic to the BUT account number 117729823/0300, at Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně.
 - **28 €** for each 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 be displayed in an online application.
5. 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 each application for assessment of education abroad in the case of a payment from the Czech Republic to the BUT account number 117729823/0300 at Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně,
 - **30 €** for each application for assessment of education abroad 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 be displayed 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, the applicant must prove the fulfilment of the condition of previous education pursuant to Section 48, Paragraph 4, Items a), b) or c) of the Act, or Section 48, Paragraph 5, Items a) or b) of the Act. Otherwise, FBM will stop the admissions.

6. The fee must be paid by crediting it to an account. The fee is non-refundable.
7. 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 admissions in the required form, FBM will stop the admissions. The applicant must be informed about this consequence.

8. The requirements of the study of international students in the Czech language are stipulated in Article 30 of the statutes. The conditions to be complied with by international students wishing to study in the Czech language also include proving a sufficient proficiency in the Czech language in one of the ways listed in Article 2, paragraph 4.

Article 7 **Entrance exam**

1. The exam is oral taking place before a board of examiners.
2. For applications submitted pursuant to Article 5, Paragraph 1, Item a) for Bachelor programmes, the entrance exam will take place for Bachelor courses **from 23rd May 2025 to 24th May 2025**, and, for Master programmes, on **27th June 2025**, for applications submitted pursuant to Article 5, Paragraph 1, Item b) on **26th August 2025**.
3. The entrance exam consists of a single part – **Test of study prerequisites**. The test is designed in such a way that the applicant chooses one of the alternative answers offered with only one of them being correct. Lasting 45 minutes, the test consists of 25 tasks each with five alternative answers for Bachelor programmes and four alternative answers for Master programmes. For the correct answer, an applicant will receive four points, for no answer zero points and, for the wrong answer, one point is deducted, that is, the maximum number of points to be achieved equals 100.
4. The test of study prerequisites for Bachelor programmes verifies the applicant's ability to solve problems of a mathematical or logical nature, the applicant's knowledge of the basics of informatics, and of areas related to the programme – particularly economics, geography, problems of an economic, financial, and geopolitical nature as well as general overview.
5. The test of study prerequisites for follow-up Master programmes should verify the knowledge acquired in the preceding study related to the given programme - basics of university mathematics, informatics, micro-economy, macro-economy, finance, marketing, management, accounting, tax and legal issues as well as knowledge related to geopolitics, economy, and finance.
6. The entrance exam is graded as "passed" if the applicant has achieved at least 30 points in the test of study prerequisites. Otherwise the entrance test is graded as "failed".
7. Exceptionally, the Dean may waive the meeting of condition 6 of his article. The dean will set the minimum passing number of points for each programme.
8. The applicant will be informed on the number of points achieved in the entrance exam on the date of the entrance exam (after the test is graded). Immediately after the entrance exams have been graded, the number of points achieved may be accessed, after entering the application number, in the public part of the FBM website.
9. 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 is also 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).
10. Sitting an entrance exam at an alternative date may only be allowed to applicants for verified serious health or other comparatively serious problems. This alternative exam will take place on 26th August 2025. In the event of an applicant, for serious reasons, being not able to sit the

exam on the regular date, the applicant must send a written excuse before the date of the exam, or within five working days of the date of the exam, to the Dean via the study department. The Dean of FBM will decide about accepting the excuse and sitting the entrance exam on an alternate date. The Dean's decision will be will be final sent to the e-mail address entered by the applicant in the online application. The applicant can also find this decision in the online application.

11. To be admitted to study, an applicant must pass the entrance exam by being placed as specified in Article 4. If more applicants with the same number of points are placed last, all these applicants will be admitted to study.

Article 8 Admission to study

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

Article 9 Criteria for determining the order of applicants decisive for admission to study

1. Except for applicants eligible by Article 3, the only criterion decisive for admission is the total number of points achieved in the entrance exam.
2. The below rules are applied to determining the order of applicants:
 - a) The applicants admitted based on a waiver by the Dean of an entrance exam are shown first on the waiting list in alphabetical order of their surnames.
 - b) The remaining applicants are then listed in decreasing alphabetical order of the total number of points achieved in the entrance exam.
 - c) A separate waiting list will be created for each programme and form of study.

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