

**BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT**

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**RULES OF ADMISSIONS FOR BACHELOR AND FOLLOW-UP MASTER
PROGRAMMES IN THE ACADEMIC YEAR 2018/2019**

These rules detail the terms and conditions of admissions for bachelor and follow-up master programmes in the academic year 2018/2019 at the Faculty of Business and Management (FBM) of Brno University of Technology (BUT).

Article 1

General terms and conditions and information

- (1) Pursuant to Act no. 111/1998 Coll. concerning universities (hereinafter the Act), BUT Statutes, and FBM Statutes, applicants for study at FBM will be admitted on the basis of admissions.
- (2) The applicants can find information on admissions, programmes, and their fields of study at www.vutbr.cz or www.fbm.vutbr.cz. For further information on admissions and conditions of study at FBM, applicants may participate in the Open Days taking place on 11th January 2018, 2nd February 2018, and 15th March 2018 at the FBM campus at Kolejní 2906/4.

Article 2

Degree programmes offered

- (1) The following programmes (and their respective fields of study) will be offered in the academic year 2018/2019:
 - a) **B6208 Economics and Management** bachelor programme with fields of study:
Economics and Process Management - full-time study,
Corporate Economics - full-time study,
Accounting and Taxes - full-time study.
 - b) **B6209 System Engineering and Informatics** bachelor programme with field of study
Managerial Informatics - full-time study,
 - c) **B6208 Economics and Management** bachelor programme with field of study
Entrepreneurship and Small Business Development - full-time study.
This course is taught in English.

- d) **N6208 Economics and Management** follow-up master programme with fields of study: **Corporate Management and Economics - full-time** and **combined** study, **Corporate Accounting and Financial Management - full-time** and **combined** study.
 - e) **European Business and Finance** follow-up master programme - **full-time study** provided that the accreditation is obtained. An e-application for study will be opened immediately after the accreditation approval is announced. This course is taught in English.
 - f) **N6209 System Engineering and Informatics** follow-up master programme with field of study **Information Management - full-time study**.
 - g) **International Economics and Trade** follow-up master programme **full-time study** provided that the accreditation is obtained. An e-application for study will be opened immediately after the accreditation approval is announced. This course is taught in English.
- (2) The standard length of study is three years for the bachelor programmes and two years for the master programmes.
 - (3) The Dean may decline to open a programme or field of study if an insufficient number of students have signed up.

Article 3

Entry exam dates

- (1) For the bachelor programmes taught in Czech, written entry exams will take place on 25th and 26th May 2018. For the master programmes, written entry exams will take place on 22nd and 23rd June 2018. An oral entry exam for the Entrepreneurship and Small Business Development field of study will take place on 1st June 2018.
- (2) By 31st August 2018 the Dean of FBM will decide whether he will set an additional date for entry exams to be published on the FBM official notice board.

Article 4

Numeri clause

- (1) A maximum of 1,150 students will be admitted for the B6208 Economics and Management bachelor programme, and a maximum of 250 students will be admitted for the B6209 System Engineering and Informatics bachelor programme.
- (2) A maximum of 750 students will be admitted for the N6208 Economics and Management follow-up master programme, a maximum of 150 students will be admitted for the N6209 System Engineering and Informatics follow-up master programme, a maximum of 60 students will be admitted for the European Business and Finance follow-up master programme, a maximum of 200 students will be admitted for the International Economics and Trade follow-up master programme.
- (3) The Dean will decide about the final maximum numbers.

Article 5

Admission eligibility criteria

- (1) The eligibility criteria for admission to bachelor programmes include:
 - (a) Completion of secondary education as proved by a school-leaving certificate equivalent.
 - (b) Passing an entrance exam with a "succeeded" grade (see Article. 7) with the number of points achieved ranking an applicant among the number of applicants that can be admitted

due to the faculty's capacity or meeting the criteria for being waived the entrance exam according to Article 12.

- (2) The eligibility criteria for admission to follow-up master programmes include:
 - (a) Regular graduation in a bachelor or master business or business-related degree programme. A degree programme is regarded as business-related if its curricula, to a sufficient extent, include business theory courses of a business oriented programme such as mathematics, statistics, informatics, microeconomics, macroeconomics, and finance. This must be proved by a diploma along with a diploma supplement or with a certificate of passing the state final exam. In questionable cases, it is necessary for an applicant to see the study department officer to discuss the meeting of such a criterion prior to submitting an application for study (the fee payable for admission-related services will not be returned if the application is not accepted). If an applicant does not meet the above criteria, he or she is not eligible for admission.
 - (b) In the programmes taught in Czech, passing an entrance exam with a "succeeded" grade (see Article. 7) with the number of points achieved ranking an applicant among the number of applicants that can be admitted due to the faculty's capacity or meeting the criteria for being waived the entrance exam according to Article 12.
 - (c) In the programmes taught in English, evaluation of the required documents (see Article 10) with a "succeeded" grade and number of points achieved ranking an applicant among the number of applicants that can be admitted due to the faculty's capacity.
- (3) An applicant meeting criterion (b) paragraph (1) or criterion (b) or (c) paragraph (2) will receive a notification about meeting the admission eligibility criteria along with enrolment dates. After the fulfilment of criterion (a) paragraph (1) or (2), the applicant will receive a notification of being admitted to study. The required documents must be submitted by an admitted applicant on enrolment.
- (4) A applicants who have received previous education at a school abroad can be admitted to study of a degree programme (by Article 30 of BUT Statutes) if they meet the below criteria:
 - (a) They have received the education required by the Act proving this by a valid document under Section 48 paragraph 4 or 5 of the Act.
 - (b) They have met admission criteria identical with those for domestic applicants.

Article 6

Form and content of entrance exams

- (1) An entrance exam for all degree programmes is written (hereinafter the entrance exam), except for applicants that can be waived an entrance exam by Article 12 and applicants for Entrepreneurship and Small Business Development field of study of the Economics and Management bachelor programme (see Article 9) and applicants for the European Business and Finance follow-up master programme (see Article 10). An entrance exam consists of two parts – **aptitude test** and **English test**. In both tests, for each question applicants are supposed to choose one answer of several offered of which only one is correct. An aptitude test lasts 45 minutes and includes 25 questions each with five answers for bachelor programmes and four answers for master programmes. For the correct answer, an applicant receives four points, no answer brings no point while, for the wrong answer, one point is taken away, thus the maximum points received total 100. The English test lasts 20 minutes and includes 25 questions, each with four answers. One point is received for a correct answer, no or wrong answer brings no point, thus the maximum points received total 25. The maximum total number of points received for both tests is 125.
- (2) An aptitude test for bachelor programmes serves as a verification of an applicant's capacity for finding solutions mathematical and logical problems, knowledge and proper grasp of the basics of informatics and areas related to the specialisation of the chosen programme or field of study such as economy, geography, business, financial, and geopolitical issues.
- (3) For follow-up master programmes, an aptitude test is supposed to check on the knowledge gained by the previous bachelor study of similar specialisation that is related to the chosen programme - basics of engineering mathematics, informatics, microeconomics, macroeconomics, finance,

marketing, management, accounting, tax and legal issues as well as knowledge of geopolitical, business, and finance nature.

- (4) An English test is supposed to check on the knowledge of standard grammar, lexical, and idiomatic structures needed to understand both written text and speech and for everyday communication. In master programmes, applicants are further required to be versed in the basics of business English.

Article 7

Entry exam grading

- (1) An entry exam is graded as „successful“, if the applicant:
 - (a) has received at least 30 points for the aptitude test while at the same time,
 - (b) receives at least 8 points for the English test.In all other cases, an entry exam is graded as „unsuccessful“.
- (2) In exceptional cases, the Dean may waive some of the above criteria taking into consideration the total number of points received for the entry exam. The Dean will set the minimal total number of points for each field of study.

Article 8

Admissions for programmes taught in Czech

- (1) The admission procedure starts by an application being submitted as described in Article 13.
- (2) No later than 14 days before the entry exam date, applicants will receive letters by registered post containing the date and venue of the entry exam also informing about a possible substitute date and providing details about the organisation of the entry exam (this does not apply to applicants for bachelor and master programmes who have been waived an entry exam under Article 12). Information about the entry exam date and venue will also be included in an e-application.
- (3) If, for a serious reason, an applicant cannot take an entry exam on the set date, he or she may ask the dean for allowing him or her to take an entry exam on a substitute date. The technical conditions permitting and a substitute date existing, the Dean may grant such a request.
- (4) Applicants for bachelor programmes waived an entry exam under Article 12 will be advised accordingly by 15th May. Applicants for master programmes waived an entry exam under Article 12 will be advised accordingly by 8th June.

Article 9

Admissions for the Economics and Management programme of the Entrepreneurship and Small Business Development field of study

- (1) The admission procedure starts by an application being submitted as described in Article 13. The following must be annexed to an application:
 - a) CV,
 - b) letter of motivation,to be submitted by an applicant at the faculty's department for study affairs by 30th April 2018. Failing to do so, an applicant has not met a basic criterion for admission and the admission procedure is stopped.
- (2) An entrance exam is oral in English having the form of a group interview before an examination board for a group of 3 to 7 applicants. The interview is supposed to check the applicants' capacities to communicate in English, deal with a given problem, and apply study-field-related knowledge during communication. The expected length of the interview is 45 to 60 minutes.

- (3) No later than 14 days prior to an entrance exam, the applicants will be sent letters by registered post with an invitation informing about the date and venue of the exam and detailing the exam procedure. The information about the exam's date and venue will also be published in an e-application.
- (4) The final decision about admittance will be made by the Dean at a recommendation of the examination board (see Article 17). The recommendation by the examination board will be based on the evaluation of the applicant's letter of motivation and oral exam. A maximum of 25 points may be obtained for the letter of motivation (see paragraph 1 b)). A maximum of 100 points may be obtained for the oral exam (see paragraph 2), including a maximum of 25 points for the English test and a maximum of 75 points for the remaining part of the exam. Thus, the maximum total number of points obtained is 125. The exam will be graded as „successful“ if an applicant has received at least 10 points for the letter of motivation (see paragraph. 1 b)), at least 8 points for the English test, and at least 20 points for the remaining part of the oral test (see paragraph 2). In all other cases, the exam will be graded as „unsuccessful“.
- (5) Regular completion of secondary education (see Article 5, paragraph 1 a)) is condition necessary for an applicant to be admitted.

Article 10

Admissions for the European Business and Finance follow-up master programme

- (1) The admission procedure starts by an application being submitted as described in Article 13.
- (2) The Dean will decide about the admission of an applicant at the recommendation of an examination board (see Article 17). The examination board will make its recommendation based on the below documents written in English submitted by the applicant:
 - a) CV,
 - b) letter of motivation;
 - c) authenticated certificates of the pending or completed university study along with a transcript and further academic achievements at the applicant's discretion, applicants graduating from a university abroad will submit a certificate pursuant to Section 48, paragraph 5 of the Act;
 - d) an authenticated certificate of the highest-level English exam passed.

All the above certificates must be submitted by an applicant by 31st My 2018. If an applicant fails to do so, he or she has not met a major admission eligibility criterion.

- (3) For the certificates submitted, an applicant may obtain a maximum of 30 points for the letter of motivation (see paragraph 2 (b)), 70 points for the certificates listed under paragraph 2 (c), and 25 points for the English exam (paragraph 2 (d)). Thus, the total number of points obtained for the above certificates is 125. Based on the submission of the above certificates, an applicant will be graded as "successful" if achieving at least 10 points for the letter of motivation (see paragraph 2 (b)) while obtaining at least 20 for the certificates under paragraph 2 (c) and while obtaining at least 8 points for the certificate of the English exam under paragraph 2 (d). In all other cases, an applicant will be graded as "unsuccessful".
- (4) Regular completion of a bachelor or master degree program (see Article 5, paragraph 2(a)) is a condition necessary for an applicant to be admitted.
- (5) An applicant may inspect all the materials related to his or her admission on 27th June 2018.

Article 11

Rules of ranking applicants to decide about their admission

- (1) Except for applicants to which Article 12 applies, the only eligibility criterion for programmes taught in Czech (see Article 6) and for the Entrepreneurship and Small Business Development field of study of the Economics and Management bachelor programme (see Article 9), is the total number of points achieved for an entrance exam or evaluation of the written certificates submitted for the

European Business and Finance follow-up master programme (see Article 10). The following rules apply to ranking applicants to decide about their admission:

- (a) Applicants who have been waived an entrance exam by the Dean rank as the first.
- (b) Other applicants rank in descending order by the total points achieved for an entrance exam or, in the case of the European Business and Finance follow-up master programme, by the total number of points based on the evaluation of the written certificates submitted.
- (c) Each study form and each field of study has its own ranking.

Article 12

Admittance by waiving an entrance exam

- (1) Applicants who completed an aptitude test (its Czech variety called *Obecné studijní předpoklady* (OSP) and the Slovak variety called *Všeobecné študijné predpoklady* (VŠP)) as part of the National Comparative Tests organized by Scio.cz s.r.o. taking place on 9th December 2017, 2nd February 2018, 3rd March 2018, and 29th March 2018 achieving a total percentile greater than 75 will be waived an entrance exam and admitted by the Dean to bachelor programmes. The testing dates, sample tests, and registration criteria can be found at <http://www.scio.cz/nsz>. The results achieved by the FBM applicants are supplied solely by Scio.cz, s.r.o. Acknowledged will be the best OSP or VŠP test result achieved on one of the following dates 9th December 2017, 2nd February 2018, 3rd March 2018, and 29th March 2018. The results achieved on another date will not be acknowledged. However, every applicant must give Scio.cz, s.r.o. his or her consent with the results being supplied to FBM (this is done as part of an application for the OSP or VŠP test).
- (2) An applicant for the Managerial Informatics field of study of the System Engineering and Informatics bachelor programme meeting the below criteria will be waived an entrance exam and admitted by the Dean if:
 - (a) his or her secondary-school curricula of every school-year at a secondary school in the Czech Republic or Slovak Republic (the last four years in the event of a *víceleté gymnázium* secondary-school type) included mathematics achieving at least the *výborně* or *chvalitebně* (equivalents of A and B respectively) grade in the half-year school report for the last school year and in the end-year school reports of the previous three school years and
 - (b) he or she completed at least one informatics-related class lasting at least one school-year during his or her secondary-school studies (in the last four school years in the event of a "*víceleté gymnázium*" secondary-school type) achieving a grade of *výborně* or *chvalitebně* (equivalents of A and B respectively) in the respective last school report of this class selected by the applicant and
 - (c) his or her secondary-school curricula of every school-year at a secondary school in the Czech Republic or Slovak Republic (the last four years in the event of a *víceleté gymnázium* secondary-school type) included English achieving at least the *výborně* or *chvalitebně* (equivalents of A and B respectively) grade in the half-year school report for the last school year and in the end-year school reports of the previous three school years

An applicant must submit a transcript of the above classes authenticated by the relevant secondary school by 30th April 2018 (or a post stamp verifying a dispatch by 30th April 2018) in person at the FBM study department or by a registered post using a form that can be downloaded at the FBM website and is part of an e-application. An applicant failing to supply such a document is not eligible for an entrance exam waiver. An applicant who has met all of the above criteria will receive a notification of having met the admittance criterion (Article 5 paragraph (3)).

- (2) An applicant graduated from FBM in a bachelor programme taught in Czech in the academic year in which the relevant entrance exam takes place will be waived an entrance exam and admitted by the Dean to the study of a follow-up master programme taught in Czech. The decisive criterion is the grade point average (GPA) for the three years of study. The upper GPA limit (a weighted three-year average) for the applicant being waived an entrance exam in the

academic year 2018/2019 is 1.90 including. The FBM study department will supply a GPA certificate.

Article 13

Application for study

- (1) An applicant for bachelor programme will submit a separate application for each field of study selected. An applicant for multiple fields of study of the Economics and Management bachelor programme will have to take a single entrance exam for all the fields of study. An applicant for a field of study of the Economics and Management and, simultaneously, for a field of study of the System Engineering and Informatics programme must take two separate entrance exams (taking place on two different dates).
- (2) An applicant for a master programme must submit a separate application for each study form (i.e. full-time and combined). An applicant for the Economic and Management master programme only needs to take one entry exam. An applicant who applies for one of the fields of study of the Economics and Management master programme and, simultaneously, for a field of study of the System Engineering and Informatics programme must take two separate entry exams (taking place on different dates).
- (3) Applications for all programmes must be submitted by 30th April 2018:
 - (a) in an electronic format solely via the BUT information system at www.vutbr.cz or www.fbm.vutbr.cz. An application will be registered after a fee has been paid of 600 CZK (or 23 EUR if submitted from abroad) for services related to admissions. The payment method for the fee for services related to admissions is described in an e-application. If an applicant fails to pay the fee for services related to admissions, he or she has not met a major criterion for admission.
 - (b) in a paper format (the SEVT form) - delivered in person or by post at the FBM address:
BUT Faculty of Business and Management
Study Department
Kolejní 2906/4
612 00 Brno
An application submitted by the classic form must also include an original document verifying the payment into the FB account of 650 CZK for services related to admissions:
Bank: ČSOB Bank code: 0300
Account number: 111044532 Constant symbol: 0379 (other services)
Variable symbol: 1711
If an applicant fails to pay the fee for services related to admissions by a set date, he or she has not met a major criterion for admission.
- (4) The Dean may postpone the deadline for submitting applications for study.
- (5) A fee paid for services related to admissions will not be returned (pursuant to BUT Statutes – Annex no. 4 Study-related fees Article 1 paragraph 3).
- (6) In the event of an application having formal shortcomings, FBM will ask the applicant to correct and complete these. If the applicant fails to do so and to submit a new, correct application, he or she has not met a major admission criterion.

Article 14

Information on the results of admissions to the Entrepreneurship and Small Business Development fields of study of the Economics and Management programme taught in Czech

- (1) An applicant will be informed about the number of points achieved on the date of the entrance exam (after the tests or interviews have been graded according to the exam timetable).
- (2) The number of points achieved for the entrance exam will be posted at www.fbm.vutbr.cz immediately after it is known. The results will also be published on the FBM official notice board.
- (3) On the date of the entrance exam, after an applicant learns about the number of points achieved, he or she may inspect all the materials relevant for his or her admission. These materials will also be available at the FBM study department:
 - (a) on 30th May 2018 to applicants for bachelor programmes;
 - (b) on 27th June 2018 to applicants for master programmes.

Article 15

Information about the results of admissions to the European Business and Finance programme

- (1) A decision about admission or non-admission will be sent by 15th July 2018.
- (2) The results of admissions will be posted at www.fbm.vutbr.cz or www.vutbr.cz and at the FBM official notice board.

Article 16

Appeal

- (1) An applicant may appeal against a decision within 30 days of its publication via the Dean. The Dean alone may decide if this will result in the appeal being granted otherwise the Dean will pass the appeal to the Rector of BUT to decide.

Article 17

Organization of admissions

- (1) By 31st December 2017, the Dean will appoint the chair of an admission board to be in charge of organizing the admissions. In compliance with these Rules, by 30th April 2018, the Dean will appoint the members of the admission board and chairs of the examination boards.
- (2) To ensure the organisation of admissions, the chair of the admission board must work out draft instructions to be approved by the Dean that lay down the rights and duties and are binding on the examination boards. The instructions will also list the members of examination boards. Each examination board has two members including one chair. The instructions must be issued by 30th April 2018. The head of the study department will be responsible for carrying out all the tasks related to the organizing of admissions. The head of the Department of Information Systems will be responsible for the digital processing of the results of admissions, technical support, and posting data on the University Information System.

Article 18
Final provisions

- (1) In the event of the capacities of programmes being not reached, the Dean may announce a second round of admissions. In this case, the instructions will be published at the FBM official board and web site.
- (2) These rules come into force on the date of their issue.

In Brno dated: 19th December 2017

doc. Ing. et Ing. Stanislav Škapa, Ph.D.
Dean of BUT FMB

Approved by the FBM AS on: 19th December 2017

Ing. Lenka Smolíková, Ph.D.
chair of the FBM AS