

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

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RULES

**FOR ADMISSIONS TO BACHELOR AND FOLLOW-UP MASTER PROGRAMMES IN THE
ACADEMIC YEAR 2022/2023**

The present Rules define the terms and conditions of admissions to bachelor and follow-up master programmes offered in the academic year 2022/2023 at the Faculty of Business and Management (FBM or the Faculty) of Brno University of Technology (BUT).

Article 1

General terms and conditions, information

- (1) Pursuant to Act no. 111/1998 Coll. concerning universities (the Act), BUT Statutes, and FBM Statutes, applicants are admitted to study by an admissions procedure.
- (2) Applicants may obtain information on admissions and degree programmes at www.vutbr.cz or www.fbm.vutbr.cz. For further information on admissions and requirements for study at FBM, they may participate in the Open Days taking place on 21st January and 2022 (online) and on 25th February 2022 on the Faculty premises at Kolejní 2906/4.

Article 2

Degree Programmes Offered

- 1) The following degree programmes and study fields will be offered in the academic year 2022/2023:
 - a) **Business Economics *full-time*** bachelor programme;
 - b) **Managerial Informatics *full-time*** bachelor programme;
 - c) **Process Management *full-time*** bachelor programme;
 - d) **Accounting and Taxes *full-time*** bachelor programme;
 - e) **Entrepreneurship and Small Business Development *full-time*** bachelor programme taught in English;

- f) **International Economics and Trade** *full-time* follow-up Master programme;
 - g) **Strategic Company Development** *full-time and combined* follow-up master programme.
 - h) **Information Management** *full-time and combined* follow-up master programme;
 - i) **Accounting and Financial Management** *full-time and combined* follow-up master programme;
 - j) **International Business and Management** *full-time* follow-up master programme taught in English.
- 2) The standard length of study is three years for bachelor and two years for follow-up master programmes.
 - 3) Students of the bachelor programmes taught in Czech are required to have English language skills as taught at a secondary school. Students of the follow-up master programmes taught in Czech are required to have English language fluency at the B1 level of the Common European Framework of Reference for Languages.
 - 4) The Dean has the right not to offer a degree programme, if the number of students enrolled for the programme is not sufficiently high.

Article 3 Dates of Entry Exams

- (1) Written entry exams for bachelor programmes taught in Czech will take place on 20th and 21st May 2022. A written entry exam for master programmes will take place on 25th June 2022. Entry exams for the Entrepreneurship and Small Business Development programme will take place on 26th, 27th, and 28th May 2022.
- (2) By 31st August 2022, the Dean will decide about the dates of additional entry exams to be announced and published on the FBM official notice board.
- (3) If the Dean decides to announce a second round of admissions pursuant to Article 18 Paragraph 1, an entry exam will take place on 25th August 2022.

Article 4 Numbers of Students Admitted

- (1) A maximum of 320 students will be admitted to the Accounting and Taxes bachelor programme, a maximum of 320 students to the Business Economics bachelor programme, a maximum of 320 students to the Process Management bachelor programme, a maximum of 320 students to the Managerial Informatics bachelor programme, and a maximum of 60 students will be admitted to the Entrepreneurship and Small Business and Development bachelor programme.
- (2) A maximum of 320 students will be admitted to the Company Strategic Development follow-up master programme, a maximum of 320 students will be admitted to the Accounting and Financial Management follow-up master programme, a maximum of 320 students will be admitted to the Information Management follow-up master programme, a maximum of 320 students will be admitted to the International Economics and Business follow-up master programme, and a maximum of 120 students will be admitted to the International Business and Management follow-up master programme.

- (3) The minimal number of students enrolled for a bachelor programme taught in Czech to be offered is 60. The minimal number of students enrolled for a full-time follow-up master programme accredited in Czech to be opened is 30, for a combined study-mode, this number is 30 as well.
- (4) The Dean will decide about the final number of students to be admitted.

Article 5

Admission eligibility criteria

- 1) The following are the eligibility criteria of admission to bachelor programmes:
 - a) Successful completion of a secondary-school study as evidenced by a secondary-school-leaving certificate.
 - b) Passing an entry exam with a grade of "succeeded" (Article 7) and achieving a position in the ranking of applicants based on the entry exam score that is not greater than the number of applicants FBM can admit, or meeting the entry-exam-waiver eligibility criteria by Article 12.
- 2) The following are the eligibility criteria of admission to master degree programmes
 - a) Successful completion of a bachelor or master degree programme as evidenced by a diploma along with a diploma supplement or certificate of passing a state final exam.
 - b) For degree programmes taught in Czech, passing the entry exam with a grade of "succeeded" (Article 7) and achieving a position in the ranking of applicants based on the entry exam score that is not greater than the number of applicants that FBM can admit, or meeting the entry-exam-waiver eligibility criteria by Article 12.
 - c) For degree programmes taught in English, the documents required by Article 10 being assessed as "succeeded" and achieving a position in the ranking of applicants based on the entry-exam score that is not greater than the number of applicants that FBM can admit.
- 3) In addition to criteria under Paragraph (1) or (2), Item (a) and (b) or Paragraph (5), required is also the ability to understand both written and spoken Czech. Alternatively, this ability can be proved by:
 - a) passing a Czech or Slovak language exam as part of the school-leaving certificate (maturita);
 - b) proving a Czech Republic or Slovak Republic citizenship;
 - c) passing a basic state exam in Czech or passing a Czech exam at a language school in the Czech Republic accredited for state exams of at least level B1 of the Common European Framework of Reference for Languages;
 - d) submitting a certificate of passing a Certified Czech exam for foreigners of at least level B1 (CCE-B1) at the Institute for Language and Preparatory Study, Charles University;
 - e) by completing a bachelor or master programme in Czech or Slovak.
- 4) An applicant meeting criterion (b) of paragraph (1) or criterion (b) or (c) of Paragraph (2) will be notified of meeting the necessary admission eligibility criteria and informed on the enrolment dates. After the fulfilment is verified of criterion (a) of paragraph (1) or (2), as well as of paragraph (3) for programmes taught in Czech, the applicant will receive a certificate of admission. An admitted applicant will submit the required documents on enrolment.

- 5) Applicants who have attained previous education at a university abroad may be admitted to the study of a degree programme (pursuant to Article 30 of the BUT Statutes) if they meet the following criteria:
 - a) they have completed the study required by the Act as evidenced by a document pursuant to Section 48 Subsection 4 or 5 of the Act;
 - b) they have met admission criteria identical with those for the domestic applicants.

Article 6

Form and Content of Entry Exam

- (1) The entry exam for all degree programmes taught in Czech (entry exam) takes the form of a written test, with the exception of applicants eligible for an entry-exam waiver pursuant to Article 12. The entry exam will consist of a single part – **Academic Prerequisites Test**. The test is conceived as a multiple-choice type with the applicant choosing one answer from those offered of which only one is correct. The Academic Prerequisites Test lasts 45 minutes consisting of 25 questions with five alternative answers to each question for bachelor programmes and 4 alternative answers for master programmes. Four points are scored for each correct choice, no point for the none-choice, and a negative point for the wrong choice. The maximum number of points scored is 100.
- (2) The Academic Prerequisites Test for bachelor degree programmes should check on an applicant's ability to solve tasks of a mathematical and logical nature, knowledge of the basics of informatics, and knowledge related to the specialisation of the relevant degree programme – in particular economics, geography, business, finance, geopolitical issues, and a general overview.
- (3) The Academic Prerequisites Test for the follow-up master programmes should check on an applicant's knowledge gained in the preceding study related to the degree programme in question – basics of engineering mathematics, informatics, microeconomics, macroeconomics, finance, marketing, management, accountancy, taxation, and legislation as well as knowledge of geopolitics, business, and finance.

Article 7

Grading of an entry exam to programmes taught in Czech

- (1) An applicant will receive a grade of "succeeded" if he or she has scored at least 30 points in the Academic Prerequisites Test. In all other cases, an applicant will receive a grade of "failed."
- (2) Exceptionally, the Dean may grant an applicant a waiver from the above criterion. The Dean will set the minimum total score for each degree programme.

Article 8

Admissions to degree programmes taught in Czech

- (1) Admissions for an applicant will be opened by the applicant submitting an application for study that meets the requisites listed in Article 13.
- (2) Within 14 days prior to the date of an entry exam, the applicants (this does not apply to applicants for study of bachelor programmes and applicants for study of follow-up

master programmes who have been granted an entry-exam waiver pursuant to Article 12) will receive an invitation via the BUT Information System informing them about the date and venue of the entry exam, a possible substitute date, and instructions on the entry exam organisation. The information about the date and venue of the entry exam will also be published in an online application.

- (3) If, for serious emergency reasons, an applicant cannot take an entry exam on the announced date, he or she may ask the Dean for a substitute exam date. The time schedule and technical conditions permitting, the Dean may grant such a request.
- (4) Applicants for study of bachelor programmes who have been granted an entry-exam waiver pursuant to Article 12 will be notified accordingly by 6th May 2022 through the BUT IS. Applicants for the study of master programmes who have been granted an entry-exam waiver pursuant to Article 12 will be notified accordingly by 10th June 2022 through the BUT IS.

Article 9

Admissions to the Entrepreneurship and Small Business Development bachelor programme

- (1) First, an applicant will submit an application for study meeting the requisites listed by Article 13. The application must be accompanied by a letter of motivation in a pdf-file attached to the online-application. If the applicant fails to do so, a basic condition has not been met and the admissions will be terminated.
- (2) The entry exam is oral in the form of a group interview in English before an exam board. The expected size of the group is 3 to 7 applicants. 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. The expected length of the interview is 90 - 180 minutes.
- (3) No later than 14 days prior to the entrance exam, via the BUT information system, the applicants will receive an invitation informing them on the date and venue of the exam and the way it is organized. Information on the date and venue of the entrance exam will also be published in an online-application.
- (4) Following a recommendation by the exam board, the Dean will decide about admission (Article 17). The recommendation by the exam board is based on the assessment of the letter of motivation and the oral exam. A maximum of 20 points may be obtained for the letter of motivation (Article 9 Paragraph 1), a maximum of 80 points for the oral exam. The maximum number of points obtained is 100. The applicant will receive a final grade of "succeeded" if he or she has obtained at least 10 points for the letter of motivation, (Article 9, Paragraph 1), plus at least 20 points for the oral exam. Otherwise, the applicant will be given a grade of "failed."
- (5) A condition necessary for admission is a completed secondary education as attested by a school-leaving certificate (maturita) in the sense of Article 5 Paragraph 1 Item a).

Article 10

Admissions to the International Business and Management follow-up master programme

- (1) First, an applicant will submit an application for study meeting the requisites required by Article 13. 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 (Article 17). 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;
 - 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) A condition necessary for admission is the successful completion of a bachelor or master programme in the sense of Article 5 Paragraph 2 Item a).

Article 11

Applicant ranking criteria applicable to admission to study

- (1) With the exception of applicants to whom Article 12 applies, the only criterion applicable to admission to study is the total number of points obtained for the entry exam for programmes taught in Czech (Article 6) and for the Entrepreneurship and Small Business Development bachelor programme (Article 9) or the assessment of the documents submitted for the International Business and Management master programme (Article 10). The ranking of applicants relevant to the admission to study will be given by the below rules:
 - (a) applicants admitted based on an entry-exam waiver granted by the Dean will occupy the first positions in the ranking;
 - (b) other applicants are ranked in descending order by the total number of points obtained for the entry exam or, in the case of applicants for the International Business and Management follow-up master programme, by the number of points obtained for the assessment of the documents submitted;
 - (c) a separate ranking is made for each degree programme and study mode.

Article 12

Entry exam waiver admission

- 1) The Dean will grant an entry exam waiver applying to all bachelor programmes taught in Czech to an applicant who has passed the Czech General Academic Prerequisites (GAP) test or its Slovak equivalent, General Study Prerequisites (GSP) as part of the National Comparative Exam project organised by www.scio.cz s.r.o. and achieved a total percentile equal to or higher than 60 in a National Comparative Exam held on 11th December 2021, 4th February 2022, 5th March 2022, and 2nd April 2022. The test dates, sample tests, and application criteria can be found at <http://www.scio.cz/nsz>. Considered will be the best result achieved in the GAP or GSP test on any of the dates, 11th December 2021, 4th February 2022, and 5th March 2022, and 2nd April 2022. No results achieved on other dates will be accepted. Having achieved the required percentile, an applicant will prove this to the Faculty by a certificate issued by www.scio.cz s.r.o. sending its original or an officially authorised copy by 29th April 2022 (or with the date of the postal stamp being 29th April 2022) to the Faculty Study department along with an application for a waiver of the entry exam. Applicants meeting the above criteria will receive a written notification of having met the admission eligibility criteria (Article 5, Paragraph (4)). Applicants who fail to submit the application and certificate by the above deadline, cannot be granted a waiver of the entrance exam.
- 2) The Dean will grant an entry-exam waiver for the Managerial Informatics 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 mathematics and they received one of the two best grades in mathematics in the mid-year report of the last year and in the end-of-year reports of the three preceding years, and
 - 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-year report.

An applicant must submit the documents certified by the relevant secondary school in the above cases no later than on 31st March 2022 (or with a post stamp proving the despatch no later than on 31st March 2022) to the Faculty Study Department in person or by a registered letter using the form to be downloaded from the FBM website in the For Applicants and is available in the online application. Applicants who fail to submit the above document by the deadline cannot be granted an entry-exam waiver. Applicants who have met all the above criteria will be notified in writing on the meeting of being eligible for admittance (Article 5, Paragraph (4)).

- 3) The Dean will grant an entry-exam waiver for the Process Management 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 mathematics and they received one of the two best grades in mathematics 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-year report;

- 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 manufacturing-technology-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-year report.

An applicant must submit the documents certified by the relevant secondary school in the above cases no later than on 31st March 2022 (or with a post stamp proving the despatch no later than on 31st March 2022) to the Faculty Study Department in person or by a registered letter using the form to be downloaded from the FBM website in the For Applicants section and is available in the online application. Applicants who fail to submit the above document by the deadline cannot be granted an entry-exam waiver. Applicants who have met all the above criteria will be notified in writing on being eligible for admittance (Article 5, Paragraph (4)).

- 4) The Dean will grant an entry-exam waiver for the follow-up master programmes to applicants who participated in the Business Point competition held by the Faculty in the academic year 2021/2022 if the team of which a participant was a member ended up among the best three ones. The applicant must submit an application to study for the academic year 2022/2023 by Article 13 and send a request for being waived the entrance exam in a registered letter by 31st March 2022 (or with a post stamp proving the despatch no later than on 31st March 2022) to the Faculty Study Department or deliver such a request in person.
- 5) The Dean will grant an entry-exam waiver for the follow-up master programmes 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 2022/2023 is 1.90 A document evidencing the average grade will be provided by the FBM Study Department.

Article 13

Study applications

- (1) An applicant for a bachelor programme will submit a separate study application for each programme selected. An applicant applying for more than one programme taught in Czech will only have to take one entry exam.
- (2) An applicant for a master programme will submit a separate study application for each degree programme and study mode (combined or full-time). An applicant for several degree programmes taught in Czech will only take one entry exam.
- (3) Applications for all degree programmes must be submitted by **31st March 2022**. They must be submitted online via the BUT information system – an online application can

be found at www.vutbr.cz or www.fbm.vutbr.cz. An online application will only be registered after payment of an administration fee of 700 CZK or, for applications from abroad, € 28. The method of payment of an administration fee is given by instructions to online applications. If an applicant fails to pay this fee, he or she will be considered not meeting a basic condition for admission.

- (4) The Dean may extend the study application submission deadline.
- (5) An administration fee is non-returnable pursuant to BUT Statutes, Annex 4, Article 2, Paragraph 3).
- (6) If an application has formal shortcomings, FBM will ask the applicant to correct or supplement the required data. If the applicant fails to do so by the set deadline, he or she will be considered not meeting a basic condition for admission.

Article 14

Information on the results of admissions to programmes taught in Czech and to the Entrepreneurship and Small Business Development bachelor programme

- (1) An applicant will be informed on the number of points obtained for the entry exam on the date of this exam (when the written and oral parts of the entry exam have been assessed according to the entry exam time schedule).
- (2) The number of points obtained for the entry exam will be published in the public part of the www.fbm.vutbr.cz site immediately after they are processed. These results will also be published on the FBM official notice board.
- (3) An applicant is entitled to inspect all the materials relevant for the applicant's admission on the date of the entry exam when learning about the number of points obtained. Next such materials may be inspected at the FBM study department:
 - (a) on 25th May 2022 by applicants for bachelor programmes taught in Czech;
 - (b) on 1st June 2022 by applicants for the Entrepreneurship and Small Business Development programme;
 - (c) on 29th June 2022 by applicants for follow-up master programmes.
- (4) A decision on non-admission will be sent by 15th July 2022. A decision on admission will be issued immediately after the fulfilment of all the admission eligibility criteria has been verified pursuant to Article 5.

Article 15

Information on the results of admissions to the International Business and Management follow-up master programme

- (1) The results on the admissions will be published at www.fbm.vutbr.cz or www.vutbr.cz and on the FBM official notice board.
- (2) An applicant is entitled to inspect all the materials relevant for his or her admission on 29th June 2022 at the FBM study department.
- (3) A decision on non-admission will be sent by 15th July 2022. A decision on admission will be issued immediately after the fulfilment of all the admission eligibility criteria has been verified pursuant to Article 5.

Article 16

Appeal

- (1) An applicant may appeal to the Dean within 30 days of receiving a notification. The Dean himself may change a contested decision if granting the appeal, otherwise the appeal will be forwarded to the BUT Rector for a final decision.

Article 17

Organisation of admissions

- (1) The chair of the admissions committee appointed by the Dean by 31st December 2021 will be responsible for organising the admissions. In accordance with the present Rules, by 29th April 2022, the Dean will appoint an admissions committee and chairs of exam committees to ensure the organisation of admissions and the processing of their results.
- (2) The chair of the admissions committee is obliged to draw up draft instructions for the entry exam to be approved by the Dean stipulating the competences and obligations and being binding on the exam committees. These instructions will also nominate members of the exam committees. Exam committees will consist of two members including a chair. An exam committee for the oral entry exam of the Entrepreneurship and Small Business Development programme may be extended by other members, which must be decided by the director of the Institute of Management by 29th April 2022, who is responsible to the Dean for the admissions to this programme. Instructions must be issued by 29th April 2022. The head of the study department will be responsible for the proper performance of the specific tasks to carry out the admissions. The head of the Information Systems section will be responsible for the data processing of the entry-exam results, technical support, and entry of the data into the university information system.

Article 18

Final provisions

- (1) In the event of the number of applicants admitted to a degree programme being smaller than the maximum preliminary number of applicants to be admitted, the Dean may announce a second round of admissions. Relevant instructions will be published at the FBM official notice board and website.
- (2) If the Dean announces a second round of admissions, the deadline for submitting applications will be **1st August 2022** pursuant to Article 13, and the date on which the materials relevant for the decision of admission or non-admission may be inspected at the FBM study department will be 31st August 2022 from 9 am to 11 am.
- (3) The present Rules come into effect on the date on which they are issued.

Brno dated 10th November 2021

doc. Ing. Vojtěch Bartoš, Ph.D.
Dean of the Faculty

Approved by the Faculty AS on: 9th November 2021

Ing. Jan Luhan, Ph.D., MSc.
Chair of the Faculty AS