


OR no. 7/2024	Internal standard of the Institute of Technology and Business in České Budějovice				
RECTOR'S MEASURE no. 7/2024 TO DECLARATION II. ADMISSION ROUND FOR SUBSEQUENT MASTER'S STUDY PROGRAMS TAUGHT IN ENGLISH FOR THE ACADEMIC YEAR 2024/2025					
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TO DECLARATION II. ADMISSION ROUND FOR SUBSEQUENT MASTER'S
TAUGHT IN ENGLISH
FOR THE ACADEMIC YEAR 2024/2025

Article 1
General conditions

- (1) Institute of Technology and Business in České Budějovice (hereinafter referred to as "VŠTE") announces the admission procedure for the following study programs in the academic year 2024/2025:

Business Administration

Form of study:	full-time
Duration of study:	2 years
Type of study:	master's degree
Fee:	35,000 CZK/semester EUR 1,346/semester

Logistics

Form of study:	full-time
Duration of study:	2 years
Type of study:	master's degree
Fee:	35,000 CZK/semester EUR 1,346/semester

Article 2

Conditions for admission to the study program

- (1) (1) Submission of a properly filled-out electronic application within the period from February 1, 2024, to March 31, 2024. The electronic application is considered complete only after the submission of all required documents according to the following paragraphs of this article, payment of the administrative fee and confirmation of the application.
- (2) Payment of the administrative fee in the amount of €34 / CZK 870 is possible by payment card or transfer order (UniCredit Bank, account no.: **2111158563/2700**) or via QR code from the e-application, no later than 31/03/2024, as the variable symbol is "666" and the applicant's application number (e.g., 66672642).

Payment details:

Address: Okružní 517/10, České Budějovice 37001, Czechia

IBAN: CZ68 2700 0000 0021 1115 8563 SWIFT: BACXCZPPXXX, in EUR

IBAN: CZ74 2700 0000 0013 8804 4601 SWIFT: BACXCZPP, in USD

- (3) Documenting the passport scan (personal data including photo) no later than on the day of submitting the study application.

- (4) Documenting a certified copy of a diploma from at least a bachelor's degree program, including a certificate of recognition of foreign higher education and qualifications (nostrification) in accordance with Act No. 111/1998 Coll. at the latest on the day of application submission.
- (5) Participation in the entrance exam for Business Administration program on dates 07/02/2024, 06/03/2024, 04/04/2024. Or participation in the entrance exam for Logistics program on the dates 07/02/2024, 06/03/2024, 04/04/2024. The exam will take place in the form of an online interview via MS TEAMS, Skype or ZOOM. VŠTE reserves the right to determine other dates for the entrance exam depending on the number of applicants.

Article 3

Other specific conditions for admission to a specific study program

- (1) To the subsequent master's study of the study program:
 - a) **Business Administration**
 - graduates of a three-year bachelor's degree program in economics or a related field, or graduates of another master's or doctoral degree program, can apply.
 - b) **Logistics**
 - graduates of the bachelor's study program Technology and Transport Management, or other bachelor's study programs, or graduates of another master's or doctoral study program can apply.

Article 4

Conditions for admission with an entrance exam

- (1) Success for admission means obtaining at least 40 points out of a possible 100 points in the entrance exam.
- (2) The literature is given by annotations of accredited subjects of bachelor's programs at VŠTE. The literature will be posted on the Official Board and on the school's website from 01/02/2024 to 31/03/2024.
- (3) Evaluation commissions for entrance exams have three members. The composition of the commission is determined by the directors of the respective Institutes from VŠTE academic staff.
- (4) If the applicant cannot take the entrance exams for serious reasons, he is obliged to apologize by sending an email to itb-international@mail.vstecb.cz within 5 working days, while:
 - a) If he does not apologize, or if his apology is not accepted, he will not fulfil the basic condition for admission to study.
 - b) If the excuse is accepted, the applicant is notified of an alternative date for the entrance exam.

Article 5

Fee for studies in a foreign language

- (1) The fee for studying in a foreign language will be calculated on the day of admission to the study in the total amount of 35,000 CZK/semester (approx. 1,346 €/semester).

Article 6

Evaluation of the admission procedure

- (1) The order of applicants will be determined according to the results of the admission procedure according to Article 4.
- (2) An applicant who does not meet the conditions for admission to the study program according to Article 2 of this measure, and who does not have settled obligations towards VŠTE, will not be included in the evaluation.
- (3) An applicant who meets the conditions for admission becomes a student on the day of enrolment.
- (4) The applicant will be informed about the result of the entrance examination via the e-application for studies.
- (5) Accepted applicants will be invited to register via e-application or email.
- (5) The decision on the admission procedure will be issued by 30.4.2024.

Article 7

Procedure in case of non-attendance for studies

- (1) If, for reasons not specified further, the accepted applicant is unable to start the studies, he is obliged to notify this fact no later than 20 August 2024, by e-mail to itb-international@mail.vstecb.cz.

Article 8

Nostrification

- (1) If the applicant has properly completed his or her bachelor's studies at a foreign university or college in an accredited study program identical to the bachelor's study program at VŠTE, the applicant may submit an application for recognition of foreign higher education.
- (2) The application for recognition of foreign higher education must be submitted before the application submission. The application must contain the following documents:
 - a) application for recognition of foreign university education,
 - b) an officially certified copy of a diploma or other document of duly completed foreign higher education,
 - c) an officially certified copy of the diploma supplement (Diploma Supplement) or an original or an officially certified copy of the transcript of grades.
- (3) If the above-mentioned documents are not in Czech or English, the applicant must, according to Act 36/1967 Coll. about experts and interpreters, attach an officially certified translation into the Czech language.
- (4) The fee for processing the application for recognition of foreign higher education is CZK 3,000 (or according to the current exchange rate, it can be paid in €).

- (5) If the rector of VŠTE finds that there are significant differences between the study programs, he will not grant the request for recognition of foreign higher education. The applicant is not entitled to a refund of the fee for processing the application for recognition of foreign higher education.

Article 9
Efficiency

- (1) This rector's measure takes effect on 01.02.2024.

doc. Ing. Vojtěch Stehel, MBA, PhD.
rector