


RP No. 14/2022	<b>Internal Regulation of the Institute of Technology and Business in České Budějovice</b>				
<b>RECTOR'S PROVISION No. 14/2022 ON ANNOUNCEMENT OF ADMISSION PROCEDURE FOR FOLLOW-UP MASTER STUDY PROGRAMMES TAUGHT IN ENGLISH LANGUAGE FOR THE ACADEMIC YEAR 2023/2024</b>					
<b>Date of issue:</b>	31/10/2022	<b>In force as of:</b>	1 /11/2022	<b>In force until:</b>	31/8/2023
<b>File number:</b>	VŠTE005987/2022	<b>Pages:</b>	3	<b>Attachments:</b>	0
<b>Information on changes:</b>		-			
<b>Repealed regulation:</b>	-				
<b>Superior regulations:</b>	VSTE Statute				
<b>Related regulations:</b>	-				
<b>Subordinate regulations:</b>	-				
<b>Distribution list:</b>	VSTE academic staff, potential applicants				
					
<b>Prepared by:</b>	Head of the Department of Foreign Relations	<b>Guarantor:</b>	Director of Study Administration and Lifelong Learning		
<b>Signature:</b>	Ing. Anna Hoblíková v. r.	<b>Signature:</b>	Ing. Kristýna Ludwigová v. r.		
<b>Formally verified by:</b>	Assigned by the Management of Legal Department	<b>Approved by:</b>	Vice-rector		
<b>Signature:</b>	Ing. Denisa Plecítá v. r.	<b>Signature:</b>	Ing. Zuzana Rowland, MBA, PhD. v. r.		

**RECTOR'S PROVISION No. 14/2022**  
**ON ANNOUNCEMENT OF ADMISSION PROCEDURE FOR FOLLOW-UP MASTER STUDY**  
**PROGRAMMES TAUGHT IN ENGLISH LANGUAGE**  
**FOR THE ACADEMIC YEAR 2023/2024**

**SECTION 1**  
**GENERAL PROVISIONS**

- (1) The Institute of Technology and Business in České Budějovice (hereinafter referred to as "VSTE") announces the admission procedure for the academic year 2023/2024 for the following study programmes:

**Business Administration**

Form of study:	full-time, part-time
Length of study:	2 years
Type of study:	Master's
Fee:	35 000 CZK/semester 1 347 EUR/semester

**Logistics**

Form of study:	full-time, part-time
Length of study:	2 years
Type of study:	Master's
Fee:	35 000 CZK/semester 1 347 EUR/semester

**SECTION 2**

**CONDITIONS FOR CONDITIONAL ADMISSION FOR STUDY PROGRAMME**

- (1) Submitting a duly filled electronic application form in the period between 1 November 2022 and 30 April 2023.
- (2) Payment of € 35 by credit card or as application fee. Payment instruction (UniCredit Bank, account number: 2111158563/2700), no later than on 30 April 2023, payment reference number is 666 and the number of application form (e.g. 66672642).
- Payment details:
- IBAN: CZ68 2700 0000 0021 1115 8563      SWIFT: BACXCZPPXXX
- (3) Achieving secondary education terminated by school leaving examination and subsequent submission of verified copy of school leaving certificate and certificate on recognizing foreign secondary education (nostrification) in accordance with Act No. 561/2004 Coll. no later than on the day of registration for the study at VSTE.

- (4) Participation in the entrance examination on January 16, 2023, on March 13, 2023 and on May 2, 2023. Examinations will take the form of on-line interview via Microsoft Teams, Skype or Zoom.

### **SECTION 3**

#### **FEE FOR STUDY IN FOREIGN LANGUAGE**

- (1) Fee for study in a foreign language will be levied on the day of acceptance for the study at the amount of 35 000 CZK/semester (approx. 1 347 €/semestr).

### **SECTION 4**

#### **EVALUATION OF ADMISSION PROCEDURE**

- (1) The lists of accepted and non-accepted applicants (by the number of their electronic application forms) will be placed on the VSTE Noticeboard no later than on 15 June 2023. The lists will also be available on [www.vstecb.cz](http://www.vstecb.cz). The decision on acceptance will be sent to each applicant in writing no later than 30 June 2023.
- (2) Applicants who will not fulfil the conditions for admission for the study programme in line with Section 2 of this Provision, and with unfulfilled obligations in relation to VSTE will not be included in the evaluation. An accepted applicant will become a student on the day of the registration for the study.

### **SECTION 5**

#### **PROCEDURE IN CASE OF NON-ATTENDANCE**

- (1) If an accepted applicant cannot begin to study for non-specified reasons, they are obliged to announce it by e-mail to the VSTE Study Department no later than on 15 August 2023.

### **SECTION 6**

#### **NOSTRIFICATION**

- (1) If the applicant completed their studies at a foreign university in an accredited study programme corresponding to a Bachelor's Study programme at VSTE, the applicant is entitled to apply for recognition of foreign university education.
- (2) The application form to recognize foreign university education must be submitted no later than 30 June 2023. The application form shall include the following:
- a) Application for recognition of foreign university education,
  - b) Certified copy of a Diploma or other certificate on completed foreign university education,
  - c) Certified copy of a Diploma Supplement or original or certified copy of extract of school grades.

- (3) If the abovementioned documents are not written in Czech or English language, according to the Act No. 36/1967 Col. on court experts and interpreters the applicant shall submit a certified translation into Czech language.
- (4) Payment for processing the application for foreign university education recognition is 160 €.
- (5) If the VSTE rector finds significant differences between the study programmes, the application will not be approved. The applicant is not entitled to be given a refund of the fee for processing the application for recognizing foreign university education.

**SECTION 7**  
**EFFECTIVENESS**

- (1) This Rector`s provision will come into force on November 1, 2022.

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