REGULATION No. 1/2026 on the Admission Procedure for Study at the Faculty of Economics, Prague University of Economics and Business

Article 1
General Provisions

1. This Regulation sets out the conditions of the admission procedure and the conditions for admission to bachelor's, follow-up master's and doctoral programmes at the Faculty of Economics, Prague University of Economics and Business (hereinafter "NF VŠE"), unless another regulation or measure of the Dean of NF VŠE provides otherwise.
2. Current information on the admission procedure is published by NF VŠE on its website.
3. The minimum number of points required for admission to individual study programmes will be announced by the Dean of NF VŠE on the Faculty's website.

PART ONE
BACHELOR'S STUDY PROGRAMME

I. Bachelor's Study Programme in the Czech Language

Article 2
Application for Study and Method of Submission

1. Applications for study are submitted electronically at http://prihlasky.vse.cz.
2. Applicants are required to submit their electronic application no later than the date specified in the academic year schedule of NF VŠE.
3. The decisive date of submission of an electronic application is the date on which the application is submitted in the study information system of the Prague University of Economics and Business (hereinafter "VŠE").
4. Applicants are considered to be duly registered once they have submitted a complete electronic application and the prescribed fee for activities related to the admission procedure has been correctly credited to the university's specified bank account.
5. Applicants may submit only one application. A maximum of three programmes may be listed in the application. Listing a second or third programme is not mandatory. The order of the programmes is binding and cannot be changed subsequently.

Article 3
Fee for Activities Related to the Admission Procedure

1. The amount of the fee for activities related to the admission procedure valid for the given academic year is set by the Rector of VŠE.
2. Fees can only be paid by bank transfer. Applicants will receive the variable symbol and the bank account number by email at the address provided in their application.
3. The fee for activities related to the admission procedure is non-refundable.

Article 4
Entrance Examination and Possibilities for its Waiver

1. The entrance examination takes the form of the SCIO National Comparative Examinations test – General Study Aptitude (OSP). The test may be taken multiple times; the best result achieved is taken into account. Test results from the last three years preceding the submission of the application are accepted. For the purposes of the admission procedure, the SCIO test result will be converted as follows:
   a) the analytical section with a coefficient of 0.7
   b) the verbal section with a coefficient of 0.3.

   The total number of points an applicant achieves in the admission procedure under this paragraph is the sum of the points obtained on the basis of the applicant's best SCIO test result after conversion

using the above coefficients and the points awarded as a bonus under paragraph 2 of this Article. The maximum number of points an applicant can achieve, excluding the bonus, is 100 points.

2. Applicants may receive an additional 10 points as a bonus. These will be awarded upon presentation of a foreign language certificate for one of the state or internationally recognised foreign language examinations at level B2 or higher (see the Common European Framework of Reference of the Council of Europe – Recommendation No. R (82) 18 of the Committee of Ministers to Member States of the Council of Europe). Certificates in the Czech language are not recognised. State and internationally recognised language examinations will only be taken into account for applicants for whom the language in question is a foreign language, not their native language. The state examination must be taken at an accredited language school in the Czech Republic authorised to hold state examinations. To be awarded the bonus, applicants must submit an officially certified copy of the certificate to the NF VŠE Study Department. No other form (e.g. a confirmation of having taken a language examination) will be accepted for the purposes of the bonus.
3. Registration for the OSP test and payment of the associated costs are the responsibility of the applicant.
4. Applicants must give SCIO their consent to forward their test results to NF VŠE. Without this consent, completion of the entrance examination cannot be recognised.
5. The SCIO OSP test in Slovak (VŠP) may be taken as a full substitute for the OSP test.
6. The Dean of NF VŠE will waive the requirement to take the entrance examination for applicants who
    a) achieved an average grade of up to 1.50 (inclusive) in all compulsory subjects[1] on the mid-year and final report cards of the penultimate year and the mid-year report card of the final year of secondary school in the Czech Republic or Slovakia;
    b) were placed in the top 10 (inclusive) in the "Competition for the NF VŠE Dean's Award for the Best Secondary School Paper in Economics";
    c) were placed among the top places in the national round of the Secondary School Professional Activity competition (SOČ), in the national rounds of student subject Olympiads or in other competitions whose focus corresponds to that of the study programme. Such requests are assessed by the Dean individually.

Article 5
Evaluation of the Entrance Examination and Conditions for Admission to Study

1. Applicants may be admitted to a bachelor's study programme in the Czech language only on the basis of a completed entrance examination, unless this examination has been waived for them.
2. Applicants who have taken the entrance examination may be admitted if they have achieved the minimum number of points in the test set by the Dean. The admission of applicants is decided by their ranking based on the points obtained.
3. The number of applicants admitted will be such as permitted by the state's financial policy towards the higher education sector and by the capacity of the Faculty and of the Prague University of Economics and Business.
4. Applicants can find out the number of points they achieved in the entrance examination in the VŠE study information system.
5. If the capacity of a programme is not filled by successful applicants who listed it as their first choice in their application and met the admission requirements, applicants who listed it as their second choice and met the admission requirements will be admitted to that programme. Similarly, if the capacity of a programme is not filled by successful applicants who listed it as their first or second choice, applicants who listed it as their third choice and met the admission requirements will be admitted to that programme.
6. If not all admitted applicants exercise their right to enrol, applicants who express interest in additional admission by filing an appeal against the decision of non-admission may be admitted to the places thus vacated. In this case, the criteria will be the ranking by the total number of points obtained, fulfilment of the admission requirements and the filing of an appeal against the decision of non-admission.

[1] Compulsory subjects are all subjects that are not marked as optional on the report card. They therefore include compulsory subjects and compulsory elective subjects.

Article 6
Enrolment

1. Applicants for whom the Dean has waived the entrance examination may exercise their right to enrol (Section 51 of Act No. 111/1998 Coll.) within the deadline set by the Dean.
2. Upon notification of the decision on admission, the applicant acquires the right to enrol. Applicants are enrolled only after expressing their consent to enrolment, i.e. by confirming the e-Návratka (electronic enrolment confirmation) in the VŠE information system.
3. Enrolment takes place electronically only.
4. Applicants prove that they meet the statutory requirement of having completed full secondary general or full secondary vocational education by submitting an officially certified copy of their maturita (secondary school leaving) certificate in accordance with the instructions published on the NF VŠE website. An applicant who has obtained foreign secondary education by completing a secondary education programme at a foreign secondary school, an international secondary school, a European School operating under the Convention defining the Statute of the European Schools, or a school at which the Ministry has permitted compulsory school attendance under the Education Act, proves that they meet the requirement of secondary education completed with a maturita examination in one of the ways set out in Section 48 of the Higher Education Act (a decision on general recognition of foreign education, the European Baccalaureate, the International Baccalaureate, a document on foreign education that is equivalent under international treaties) or by an assessment of the foreign education carried out by VŠE.
5. If not all admitted applicants exercise their right to enrol (Section 51 of Act No. 111/1998 Coll.), applicants who express interest in additional admission by filing an appeal against the decision of non-admission may be admitted to the places thus vacated.

Article 7
Appeal Against Non-Admission

1. Applicants have the right to request a review of the decision of the Dean of NF VŠE. The appeal is submitted to the Rector of VŠE through the Dean of NF VŠE who issued the decision, within 15 days of the date of notification of the decision.
2. The applicant will be notified of the outcome of the proceedings by a letter from the Dean of NF VŠE or the Rector of VŠE, as applicable.

II. Bachelor's Study Programme in English

Article 8
Admission Procedure

1. The bachelor's study programme in English is a fee-paying programme. The amount of the tuition fee valid for the given academic year is set by the Rector of VŠE.
2. The provisions of Articles 2 and 3 of this Regulation apply analogously to the submission of applications and the payment of the fee for activities related to the admission procedure.
3. An applicant may be admitted to the bachelor's study programme in English if they
   a) pass the entrance examination,
   b) provide proof of having completed full secondary general or full secondary vocational education in accordance with the admission requirements published on the NF VŠE website.
4. The entrance examination in English consists of three parts:
   a) submission of a CV,
   b) submission of a motivational video,
   c) a remote subject-focused admission interview.

   Applicants can achieve a maximum of 100 points.
5. Applicants prove that they have completed full secondary general or full secondary vocational education by submitting an officially certified copy of their maturita (secondary school leaving) certificate. An applicant who has obtained foreign secondary education by completing a secondary education programme at a foreign secondary school, an international secondary school, a European

School operating under the Convention defining the Statute of the European Schools, or a school at which the Ministry has permitted compulsory school attendance under the Education Act, proves that they meet the requirement of secondary education completed with a maturita examination in one of the ways set out in Section 48 of the Higher Education Act (a decision on general recognition of foreign education, the European Baccalaureate, the International Baccalaureate, a document on foreign education that is equivalent under international treaties) or by an assessment of the foreign education carried out by VŠE. Applicants prove that they have attained the required level of education under Article 8(3)(b) in accordance with the instructions published on the NF VŠE website.

Article 9
Evaluation of the Entrance Examination and Conditions for Admission to Study

1. Applicants may be admitted to the bachelor's study programme in English only on the basis of a completed entrance examination.
2. The admission of applicants is decided by a points score based on the results of the individual parts of the entrance examination, with the CV weighted at 35%, the motivational video at 25% and the remote subject-focused admission interview at 40%.
3. Applicants can find out the number of points they achieved in the entrance examination in the VŠE study information system.

Article 10

Enrolment and appeals against non-admission are governed by the provisions of Articles 6 and 7 of this Regulation.

PART TWO
FOLLOW-UP MASTER'S STUDY PROGRAMME

I. Follow-up Master's Study Programme in the Czech Language

Article 11
Application for Study and Method of Submission

1. Applications for study in a follow-up master's study programme at NF VŠE are submitted electronically at http://prihlasky.vse.cz.
2. Applicants are required to submit their electronic application no later than the date specified in the academic year schedule of NF VŠE. The decisive date of submission is the date on which the application is submitted in the VŠE study information system.
3. Applicants are considered to be duly registered once they have submitted a complete electronic application and the prescribed fee for activities related to the admission procedure has been correctly credited to the university's specified bank account.

Article 12
Fee for Activities Related to the Admission Procedure

1. The amount of the fee for activities related to the admission procedure valid for the given academic year is set by the Rector of VŠE.
2. Fees can only be paid by bank transfer. Applicants will receive the variable symbol and the bank account number by email at the address provided in their application.
3. The fee for activities related to the admission procedure is non-refundable.

Article 13
Admission Requirements and Method of Their Evaluation

1. To be admitted to a follow-up master's study programme taught in the Czech language at NF VŠE, applicants must meet the following requirements:
    a) take an admission test of subject knowledge,
    b) have completed education in a bachelor's study programme.

2. Applicants prove that they have attained the required level of education under Article 13(1)(b) in accordance with the instructions published on the NF VŠE website.
3. The requirement under Article 13(1)(a) does not apply to applicants who are graduates of an NF VŠE bachelor's study programme and have never previously been students of an NF VŠE follow-up master's programme that they did not complete.
4. NF VŠE does not make access to specific follow-up master's programmes at NF VŠE conditional on the completion of prescribed bachelor's programmes. It is the responsibility of each applicant to make up for any missing knowledge resulting from differences between the study programme they completed and the programme to which they are applying.
5. The ranking of applicants admitted to study programmes taught in the Czech language is determined by the score achieved in the admission test. Applicants can obtain a maximum of 100 points. According to the ranking thus compiled, the applicants admitted will be those who exceed the total points threshold set by the Dean depending on the state's financial policy towards the higher education sector and on the capacity of the Faculty and of VŠE.
6. Applicants can find out the number of points they achieved in the entrance examination in the VŠE study information system.
7. If some applicants admitted to a given study programme do not enrol, the Dean may supplement the number of admitted applicants with applicants who were not admitted by the original decision owing to the set number of applicants to be admitted or the set points threshold, in the order in which they were ranked in the original admission procedure.

II. Follow-up Master's Study Programme in English

Article 14
Application for Study and Fee for Activities Related to the Admission Procedure

The provisions of Articles 11 and 12 of this Regulation apply analogously to the submission of applications and the payment of the fee for activities related to the admission procedure.

Article 15
Admission Procedure

1. The follow-up master's study programme in English is a fee-paying programme. The amount of the tuition fee valid for the given academic year is set by the Rector of VŠE.
2. An applicant may be admitted to the follow-up master's study programme in English if they:
   a) pass the entrance examination,
   b) provide proof of having completed education in a bachelor's study programme.
3. The entrance examination consists of three parts:
   a) submission of a CV,
   b) submission of a motivational video,
   c) a remote subject-focused admission interview.

   Applicants can achieve a maximum of 100 points.
4. Applicants prove that they have attained the required level of education under Article 15(2)(b) in accordance with the instructions published on the NF VŠE website.
5. The Dean of NF VŠE will waive the requirement to take the entrance examination for applicants who are graduates of an NF VŠE bachelor's study programme and have never previously been students of an NF VŠE follow-up master's programme that they did not complete.
6. NF VŠE does not make access to follow-up master's programmes at NF VŠE conditional on the completion of prescribed bachelor's programmes. It is the responsibility of each applicant to make up for any missing knowledge resulting from differences between the study programme they completed and the programme to which they are applying.

Article 16
Evaluation of the Entrance Examination and Conditions for Admission to Study

1. Applicants may be admitted to the follow-up master's study programme in English only on the basis of a completed entrance examination.
2. The admission of applicants is decided by a points score based on the results of the individual parts of the entrance examination, with the CV weighted at 25%, the motivational video at 25% and the remote subject-focused admission interview at 50%.
3. Applicants can find out the number of points they achieved in the entrance examination in the VŠE study information system.

Article 17

Enrolment and appeals against non-admission are governed by the provisions of Articles 6 and 7 of this Regulation.

PART THREE
DOCTORAL STUDY PROGRAMME

Article 18
Application for Study and Method of Submission

1. Applications for study in a doctoral study programme at NF VŠE are submitted electronically at http://prihlasky.vse.cz.
2. Applicants are required to submit their electronic application no later than the date specified in the academic year schedule of NF VŠE. The decisive date of submission is the date on which the application is submitted in the VŠE study information system.
3. Applicants are considered to be duly registered once they have submitted a complete electronic application and the prescribed fee for activities related to the admission procedure has been correctly credited to the university's specified bank account.

Article 19
Fee for Activities Related to the Admission Procedure

1. The amount of the fee for activities related to the admission procedure valid for the given academic year is set by the Rector of VŠE.
2. Fees can only be paid by bank transfer. Applicants will receive the variable symbol and the bank account number by email at the address provided in their application.
3. The fee for activities related to the admission procedure is non-refundable.

Article 20
Admission Requirements and Method of Their Evaluation

1. To be admitted to a doctoral study programme at NF VŠE, applicants must meet the following requirements:
    a) submit a doctoral thesis project in English,
    b) present the project in English before an expert committee; the subsequent discussion of the project may also be conducted in Czech,
    c) have completed education in a master's or follow-up master's study programme.
2. Applicants prove that they have attained the required level of education under Article 20(1)(c) in accordance with the instructions published on the NF VŠE website.
3. NF VŠE does not make access to doctoral programmes at NF VŠE conditional on the completion of prescribed follow-up master's or master's programmes. It is the responsibility of each applicant to make up for any missing knowledge resulting from differences between the study programme they completed and the programme to which they are applying.
4. The admission of an applicant is decided on the basis of the result achieved in the entrance examination, the applicant's research focus, the capacity of supervisors in the given study programme and the

financial capacity of the Faculty. Applicants can obtain a maximum of 100 points in the entrance examination.

5. Applicants can find out the number of points they achieved in the entrance examination in the VŠE study information system. The minimum number of points required for admission to individual study programmes will be announced by the Dean of NF VŠE on the Faculty's website.

Article 21

1. Doctoral study programmes can be studied in full-time or combined (part-time) form. Full-time students may apply for a monthly scholarship for the standard length of study (up to 4 years) in accordance with the conditions laid down in the VŠE Scholarship Regulations.
2. Enrolment and appeals against non-admission are governed by the provisions of Articles 6 and 7 of this Regulation.

PART FOUR
COMMON AND FINAL PROVISIONS

Article 22
Schedule and Numbers of Admitted Students

1. For each academic year, the Dean of NF VŠE sets the schedule and the expected numbers of applicants to be admitted to the study programmes. This information will be published on the NF VŠE website.
2. Detailed conditions of the admission procedure for the given academic year will be published on the NF VŠE website.

Article 23
Government Scholarship Holders

1. An applicant will be admitted to a study programme in English without an entrance examination if they hold a scholarship for students from developing countries under Government Resolution No. 77/2019 or subsequent government resolutions. Registration of the applicant with the Czech National Agency for International Education and Research (DZS) is also a necessary condition.

Article 24
Final Provisions

1. This Regulation is a Faculty-binding regulation within the meaning of Article 4(4) of the Statutes of NF VŠE.
2. Regulation No. 1/2025 on the Admission Procedure for Study at the Faculty of Economics, Prague University of Economics and Business, which entered into force and effect on 15 October 2025, is hereby repealed.
3. This Regulation shall enter into force and effect on 1 November 2026.