

## Admission procedure for academic year of 2017/2018

Study programme: **Economics and Management B 6208**

Degree programme: ***Finance and Management 6208 R***

Study programme type: Bachelor's study programme

Study form: full-time studies

Language of instructions: English

Standard length of studies: 3 years

Deadline for submitting of study applications:

1<sup>st</sup> round: **2<sup>nd</sup> May 2017**

2<sup>nd</sup> round: **20<sup>th</sup> July 2017**

3<sup>rd</sup> round: **18<sup>st</sup> August 2017**

Date of entrance examination:

1<sup>st</sup> round: **7<sup>th</sup> June 2017**

2<sup>nd</sup> round: **8<sup>th</sup> August 2017**

3<sup>rd</sup> round: **5<sup>th</sup> September 2017**

The entrance examination for Finance and Management degree programme will not be conducted at any other than the given date.

### The entrance examination requirements are as follows:

1. Submission of an e-application via [www.vspj.cz](http://www.vspj.cz) and the payment of the fee of 450 CZK for the entrance examination by the date of the application submission deadline. Further payment instructions are to be found among the notes supplied with the e-application. The applications which will not be submitted by the given date and those which will not be submitted in the given manner will not be accepted in the list of the study applicants. Should the applicant not sit the entrance examination, the administrative fee is non-refundable.
2. Completed leaving examination from secondary school. Accepted applicants from the Czech Republic and the Slovak Republic will substantiate it with **a notarized photocopy of the secondary school graduation certificate**, which will be submitted at the date of the general registration procedures. Accepted applicants from countries other than

the Czech Republic and the Slovak Republic will substantiate it with **a document from Czech school authorities to prove that your previous secondary school certificate is recognized in the Czech Republic** (so called nostrifikace) which will be submitted at the date of the general registration procedures. In case the applicant does not submit either of the above mentioned documents, he/she cannot be enrolled in studies.

3. Proving of qualification for studies at the entrance examination. The entrance examination is composed of 2 obligatory parts – the written and oral ones. The examination can be sat in either of the two following ways:

- a) **Participation in person** in the building of the College of Polytechnics Jihlava, Tolstého 15, at the above mentioned dates.

The written examination consists of 2 tests (general study prerequisite knowledge, English language). The test in general study prerequisite knowledge is made up of 20 questions with six variant answers, where only one is correct; the seventh variant answer is the option of *I do not know/I will not answer*. The test in the English language is made up of 50 answers with three variant answers, where only one is correct. In both tests (general study prerequisite knowledge, English language) the correct answer is evaluated with 1 point, the answer of *I do not know/I will not answer* with no point and an incorrect answer will be subtracted 0.5 point; i.e. maximum points gained in both tests can be 70. The total time limit for taking both tests is 90 minutes.

The oral part of the examination includes a brief, maximum 10-minute-long motivation interview conducted in English. Every applicant will be specified the time of the interview via e-mail.

The scale, depth and level of the knowledge required in tests are grounded on the subject matter taught at secondary schools finished with a leaving examination. Example entrance examination tests are available at [www.vspj.cz](http://www.vspj.cz) – zájemci o studium – ukázky testů.

- b) **Remote participation**

The written part of the examination is elaboration of an essay on a given topic. Students will send the essay on one of the topics listed below to [marketa.stejskalova@vspj.cz](mailto:marketa.stejskalova@vspj.cz) on **25<sup>th</sup> May 2017** at the latest (for the 1<sup>st</sup> round), on **31<sup>th</sup> July 2017** (for the 2<sup>nd</sup> round) and on **25<sup>th</sup> August 2017** (for the 3<sup>rd</sup> round). The essay has to be written in English in the scope of 1,300 – 2,000 words in MS Word format. The student has to avoid plagiarism and translations from other sources. In case of proved plagiarism, the student will be excluded from the entrance examination process.

Essay topics:

- My plans for the future with respect to applicability in practice (including the area of employment/business).

- The biggest financial problems which a selected country stands up to.
- Examples of good and bad managerial decisions in companies.
- The description of a finished book with an economic focus.

The oral part of the examination includes a brief, maximum 10-minute-long motivation interview held in English, conducted via Skype on the day of the entrance examination. Every applicant will be sent the exact date and time via e-mail.

4. Decision on admission to studies and on the fee related to the study in a foreign language

The student will be informed on the decision on admission to studies within a week after sitting the entrance examination at the latest. The criterion which proves his/her study qualification is achieving such a number of points in the entrance examination which enters the applicant on the list of the expected number of accepted students so that the amount of students enrolled in the degree programme will be maximum 30. The point system of the anonymous entrance examination evaluates the results of entrance examination tests and interview.

The students admitted to studies have to pay the fee for the studies in English of EUR 1,700 for the first academic year by the registration day at the latest. The instructions on how to pay are available among the notes supplied to the e-application. In case of not paying the tuition, the student will not be registered to studies.

Further information is available at the secretary office of the Department of Economic Studies, phone number +420 567 141 199 or e-mail address [marketa.stejskalova@vspj.cz](mailto:marketa.stejskalova@vspj.cz).