



Vysoká škola finanční a správní, a.s.

Decision of the Rector

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Approved by:	Bohuslava Šenkýřová, the Rector
Copies to:	VŠFS students and employees

Admission Procedure for Bachelor's, Follow-Up Master's and Doctoral Study

1. Admission requirements - VŠFS bachelor's study programme for the academic year 2024/2025

The general admission requirements are: achieving secondary school education and obtaining a secondary school-leaving certificate, submitting an authorized copy of the secondary school-leaving certificate or the recognized foreign secondary school-leaving certificate (nostrification), taking the admission procedure.

Additional requirements for applicants from children's homes or foster families: fulfilling general admission requirements and submission of a covering letter.

Additional requirements for disabled applicants:

fulfilling the general admission requirements and submitting a covering letter, a medical report, including a photocopy of the certificate for especially severely disabled people or for especially severely disabled people in need of an assistant

Admission Procedure: The admission procedure is initiated by submitting an application for study. Applicants are invited to attend a meeting with the representatives of VŠFS at which they are provided with basic information on the university and on the study.

The applicants for study in the Czech language can take a voluntary written Czech test based on which it is possible to identify any of their problematic areas. The applicants for a daily form of study take a compulsory graded English language test. The applicants who intend to take the combined form of study of Marketing Communication have to take a graded English language test.

The applicants for study in the Czech language who have not achieved any primary education of a school registered in the Register of Schools and School Institutions, nor have they achieved any secondary education completed with a school leaving certificate of a school registered in the Register of Schools and School Institutions, have to take compulsory admission Czech language test (based on these tests, they are, or are not, assigned to take a



course of Czech in the 1st or 2nd year). The obligation to take the test may be abandoned if the applicant successfully completed at least one study course Czech Language for Foreigners in previous studies at VSFS or successfully passed the exam from Czech organized by the Institute for Language and Preparatory Studies, of the minimal level CCE - B2. The certificates should not be older than 5 years.

The applicants for study in the English language have to take a compulsory entrance English language test. The obligation to take the test may be abandoned if the applicant successfully passed the following tests: FCE and higher, TOEFL (iBT min. 64), IELTS (min. 5.5), iTEPAcademic (min. 3.5), PTE Academic (min. 4.3), B2 Business Vantage. The certificates must not be older than five years.

Applicants who cannot take part in the admission procedure in person will participate in an oral admission procedure on Skype, Microsoft Teams, IPEX communicator. An assigned VŠFS representative will lead an interview with the applicant especially focused on these questions:

- Why the applicant has chosen to study in the Czech Republic
- How the applicant got to know about the university
- Why the applicant has chosen our university
- What the applicant expects from the study
- Which subjects from the study plan the applicant finds interesting
- What the applicant knows about accommodation possibilities in the Czech Republic
- Why the applicant is choosing the study in the Czech or English language
- Where the applicant gained language skills

A university representative will subsequently make an arrangement with the applicant about passing a test or providing a language certificate. If an applicant cannot come to sit for the test in person, he/she will choose the possibility to sit for the test online and will arrange for a specific date. The university will prepare the test for the agreed date.

Disabled students applying for a scholarship study programme shall take:

- a knowledge-based test focused on the selected study programme
- a psychological SPIDO test
- a motivation interview with the representatives of VŠFS (and with the Metropolitan Authority of Prague 10 in case of the applicants from children's and foster-care homes)

Dates of the admission procedure:

- Submission of the application form: from January 1, 2024 till August 31, 2024.
- The admission procedure is held continuously (applicants will obtain a specific date in the e-mail invitation). If the date of a joint entrance interview does not suit to the applicant, he/she can agree on another individual date.



Termination of the admission procedure: The admission procedure terminates by obtaining the decision on admission and by signing the contract, or by obtaining the decision on non-admission. **The applicant may appeal against the admission or non-admission. The appeal is filed with the VŠFS Rector no later than 30 days from the announcement of such a decision.** The admission procedure is held until the maximal number of students is admitted. In case of an insufficient capacity in a particular study programme, the admission procedure may be extended by signing up extra dates until October 2024. If a particular study programme has not a sufficient number of students, it can be closed down. In that case the relevant applicants are offered to study a selected replacement study programme.

Fees:

- Administration fee for the admission procedure, payable upon application: CZK 500.

2. Admission requirements - VŠFS follow-up master's study programme for the academic year 2024/2025

General admission requirements: completion of an university accredited bachelor's study programme supported by a certified copy of the university diploma and its supplement, or the recognized foreign university diploma (nostrification), completion of the admission procedure.

Additional requirements for disabled students applying for a scholarship: fulfilling the general admission requirements and submitting a covering letter, a medical report, including a photocopy of a certificate for especially severely disabled people or for especially severely disabled people in need of an assistant

Admission Procedure: The admission procedure is initiated by submitting an application for study. Applicants are invited to attend an informative meeting with the representatives of VŠFS at which they are provided with basic information on the university and on the study.

The applicants for study in the Czech language can take a voluntary written Czech test based on which it is possible to identify any of their problematic areas.

The applicants for study in the Czech language who have not achieved any primary education at a school registered in the Register of Schools and School Institutions, nor have they achieved any secondary education completed with a school leaving certificate at a school registered in the Register of Schools and School Institutions, nor they are graduates of a bachelor's study programme taught in Czech, have to take compulsory admission Czech language test (based on the results of the tests, they are, or are not, assigned a compulsory course of the Czech language in the 1st and 2nd year). The obligation to take the test may be abandoned if the applicant successfully completed at least one study course Czech Language for Foreigners in previous studies at VŠFS or successfully passed the Czech language test organized by the Institute



for Language and Preparatory Studies, of the minimal level CCE - B2. The certificate should not be older than 5 years.

The applicants for study in the English language have to take a compulsory entrance English language test. The obligation to take the test may be abandoned if the applicant successfully passed the following tests: FCE and higher, TOEFL (iBT min. 64), IELTS (min. 5.5), iTEP Academic (min. 3.5), PTE Academic (min. 4.3), B2 Business Vantage. The certificates must not be older than five years.

Applicants who cannot take part in the admission procedure in person will participate in an oral admission procedure on Skype, Microsoft Teams, IPEX communicator. An assigned VŠFS representative will lead an interview with the applicant especially focused on these questions:

- Why the applicant has chosen to study in the Czech Republic
- How the applicant got to know about the university
- Why the applicant has chosen our university
- What the applicant expects from the study
- Which subjects from the study plan the applicant finds interesting
- What the applicant knows about accommodation possibilities in the Czech Republic
- Why the applicant is choosing the study in the Czech or English language
- Where the applicant gained language skills

A university representative will subsequently make an arrangement with the applicant about passing a test or providing a language certificate. If an applicant cannot come to sit for the test in person, he/she will choose the possibility to sit for the test online and will arrange for a specific date. The university will prepare the test for the agreed date.

Disabled students applying for a scholarship study programme shall take:

- a knowledge-based test focused on the selected study programme
- a psychological SPIDO test
- a motivational interview held with the representatives of VŠFS.

Dates of the admission procedure:

- Submission of the application form: from January 1, 2024 till August 31, 2024
- Dates of the admission procedure: The admission procedure is held continuously (applicants will obtain a specific date in an e-mail invitation). If the date of a joint entrance interview does not suit to an applicant, he/she may agree on another individual date.

Termination of the admission procedure: The admission procedure terminates by obtaining the decision on admission and by signing the contract, or by obtaining the decision on non-admission. **The applicant may appeal against the decision on admission or non-admission. The appeal is filed with the VŠFS Rector no later than 30 days from the announcement of the decision.** The admission procedure is held until the planned maximal number of students is admitted. If the



capacity of a particular study programme is not filled up, the admission procedure may be extended by announcing extra dates until October 2024. If the particular study programme has not a sufficient number of students, it may be closed down. In that case, the relevant applicants are offered to study a selected replacement study programme.

Fees:

- Administration fee for the admission procedure, payable upon application: CZK 500.

3. Admission Requirements for the applicants who completed a study programme, or its part, of a university or high vocational school in the Czech Republic

VŠFS recognizes the subjects studied at another university or high vocational school that are relevant to those studied at VŠFS with respect to their contents. Based on this recognition, VŠFS enables a student of another university or high vocational school to be admitted (transferred) to a higher year, if the relevant study programme has a free capacity. The application for recognition of subjects and the application for study in a higher year may be submitted at any time in the course of the whole academic year. Based on the decision on recognition of subjects, the applicant is flexibly placed in the appropriate semester of the given study year. Admission to a higher year/semester usually requires an individual study plan.

Admission requirements

- fulfilling general requirements of the admission procedure, see point 1 for a bachelor's study programme, or point 2 for a follow-up master's study programme
- applying for recognition of subjects (published on www.vsfs.cz), which involves the following obligatory appendices:
 - an original or certified copy of the statement of subjects completed at the previous school
 - a certified copy of the secondary school-leaving certificate, in case of a bachelor's study, or recognition of foreign studies (nostrification),
 - a certified copy of the bachelor's diploma and its supplement, in case of a follow-up master's study, or recognition of foreign studies (nostrification),
 - a certified copy of the diploma and school leaving certificate of a high vocational school in case of a bachelor's study,
 - a certificate of payment administrative fees: the admission fee, the fee for recognition of subjects and the fee for the development of the individual study plan,
 - a filled-in table of the subjects completed at another university or high vocational school and of the relevant equivalent subjects of VŠFS which are required by the student to be recognized (this table is an inseparable part of the application),



- curriculums of the study programmes completed at the previous school which are to be recognized.

4. Admission requirements - VSFS doctoral study programme for the academic year 2024/2025

General admission requirements: completion of a university accredited master's or follow-up master's study programme supported by submitting a certified copy of the university diploma and its supplement, or the recognized foreign university diploma (nostrification). Admission to study is conditioned by taking successfully the admission procedure.

Applying to study:

- An application to study can be found on www.vsfs.cz.
- The applicant shall submit, together with the application, the following 7 separate and numbered appendices:
 1. a brief professional CV which includes other education, foreign educational exchanges and study stays, the CV has to be signed,
 2. certificates on the completed university master's or the follow-up master's study programme - a certified copy of a university diploma, final assessment or the diploma supplement. The applicant who does not have the above-mentioned certificates by the deadline for the submission shall send them immediately after he/she obtains them, no later than three days before registering for the study. The applicants studying abroad shall submit their recognized diploma and its supplement for the process of nostrification (unless specified in a different way in the international agreement).
 3. A topic of the diploma dissertation and its brief thesis in the extent of two pages.
 4. A list of own published professional works or a statement that the applicant has not published anything yet.
 5. A professional essay focused on the topic of the future dissertation (not the draft of the dissertation), including the reference literature to the extent of approx. five A4 pages (line spacing 1, font size 12).
 6. A draft of the structure of the intended dissertation, including the list of home and foreign literature focused on this topic (1-2 pages total).
 7. A document on the payment of the admission procedure administration fee.

All the documents required for the admission procedure shall be submitted by the applicant in a printed and electronic form.

Applicants for the doctoral study should state in their application one of the suggested dissertation topics and the tutor who offers the topic. Before they submit their application, they should discuss the specialisation of their dissertation with the selected tutor, as well as they should discuss appendix No. 5 of the application form.

The admission procedure is held in the Czech language. In case of a doctoral study program in English, the admission procedure is held in the English language. Dissertation topics and names of tutors will be published on www.vsfs.cz by February 28, 2024.



Fee for the admission procedure: 1000 CZK at the moment of the submission of the application (cashless payment through a postal order type A to the account of VŠFS, or a payment in cash at the submission of the application - until the commencement of the procedure).

Closing date for the delivery of applications: June 30, 2024. The Rector may grant an exception related to the date for the submission of an application.

Dates of entrance exams: The applicant will be invited through an e-mail to the entrance exam which will take place in September 2024.

The admission commission exam consists of 2 parts:

- 1) The professional part which is held in the form of discussion over the professional essay which is a part of the application.
- 2) The English language exam (in exceptional cases, an exam in another foreign language different from English) consists of reading a technical text of general economic nature (15 - 20 lines), summarizing the contents, translating into Czech, discussing the specialization of the applicant and his/her study plans. The student's communication skills are expected to be of at least level B2 of the CEFR and they should know the general economic terminology.

The entrance exam verifying the applicant's proficiency level in another foreign language is determined by the focus of the dissertation. The applicant will send the application with his/her justification to the Vice-Rector of Research and Development.

Assessment of entrance exams:

- Each part of the entrance exam is assessed by using the following marks: 1- excellent, 2 - very good, 3 - good, 4 - failed.
- If the applicant receives the mark 4 – failed from any part of the exam, then he/she failed the whole exam.
- The committee will count the average mark from both parts of the entrance exam for those applicants who succeeded and then it will recommend or will not recommend their admission.
- The Rector will decide on the admission or non-admission to study based on the calculated average, potential recommendation, specialization, the tutor's and school's (the likely number of admitted students) capacity in the given study programme and field.
- The written decision on admission or non-admission to the doctoral study will be sent to the applicant no later than 14 days from the date of the entrance exam (or substitutional exam). Admitted applicants will receive instructions about the registration and commencement of their study.
- The applicant may appeal against the decision on admission or non-admission. The appeal is filed with the VŠFS Rector no later than 30 days from the announcement of the decision.

Bohuslava Šenkýřová
The Rector