Vysoká škola ekonomická v Praze
Fakulta podnikohospodářská

Admission Procedure Regulation for the Academic Year 2027/28

§ 1
General Provisions

1. This Decree of the Dean of the Faculty of Business Administration of the Prague University of Economics and Business, in accordance with the accreditations granted pursuant to Sections 48–51 of Act No. 111/1998 Coll., on Higher Education Institutions, as amended, establishes the conditions for admission to study at the Faculty of Business Administration of the Prague University of Economics and Business (hereinafter also "FBA" or the "Faculty").
2. To provide better information about study opportunities at FBA, the Faculty organises an Open Day on 8 January 2027.
3. Admission procedure fees (CZK 1,050 for programmes taught in Czech and EUR 100 for programmes taught in foreign languages) are non-refundable, including where an applicant does not attend the entrance examination.
4. VŠE delivers all documents in admission proceedings through the InSIS electronic information system.
5. Applicants make all submissions to VŠE electronically through InSIS.

Bachelor's Degree Programmes

§ 2
Degree Programmes Offered

Programme name	Language of instruction	Mode of study	Předpokládaný počet přijímaných
Business Economics and Management (PE)	Czech	Full-time	500
Arts management (AM)	Czech	Full-time	120
Business Administration (BBA)	English	Full-time	200
Economics of Markets and Organizations (EMO)	English	Full-time	30

§ 3
Entrance Examination Dates and Application Deadlines

1. Entrance examination dates

For PE and AM programmes: 10–11 June 2027
For BBA and EMO programmes:

- 1st intake: 1 – 26 March 2027,
- 2nd intake: 1 – 28 May 2027,
- 3rd intake: 11 – 30 June 2027.

BBA programme (only for the Double Degree with TDTU)

- 15 – 19 November 2027

2. Application deadline

For PE and AM programmes: 30 April 2027

For BBA and EMO programmes:

- 1st intake: 28 February 2027,
- 2nd intake: 30 April 2027,
- 3rd intake: 10 June 2027.

BBA programme (only for the Double Degree with TDTU)

- 12 November 2027

§ 4
Admission Requirements

1. The statutory requirement for admission to bachelor's degree studies is completion of secondary education with a school-leaving examination; a further prerequisite is knowledge of English at secondary-school level.
2. A further condition for admission to a bachelor's programme taught in Czech is demonstration of the ability to understand written and spoken Czech by successfully passing a school-leaving examination in Czech or Slovak. Applicants who are not citizens of the Czech or Slovak Republic and have not taken a school-leaving examination in Czech or Slovak may instead pass an entrance test in Czech organised by the VŠE Department of English Language. Passing requires at least 60% of the points. Applicants must register separately for this test and will receive an invitation at the email address given in their application. The test is subject to a separate fee, not included in the admission fee. Further information and registration instructions are available at https://kaj.vse.cz/.
3. Applicants to the bachelor's programme Business Economics and Management shall be admitted on the basis of an entrance examination consisting of a mathematics test and a test in one foreign language (British English, French, German or Spanish, provided it is not their native/mother tongue or an official language of the state of which they are nationals).
4. For applicants to Arts Management, the entrance examination consists of three separate tests: English, fundamentals of logical reasoning, and knowledge of culture.
5. Enrolment in studies by means of the electronic confirmation of acceptance (e-return slip) in InSIS within the deadline set by the Faculty is mandatory.
6. For all applicants to Business Administration and Economics of Markets and Organizations, the entrance examination consists of an essay in English on a selected topic in economics, marketing, entrepreneurship or a similar field, of 1,000–1,200 words (excluding data and literature sources); an oral defence and interview concerning the essay; and a motivational video in English of no more than three minutes. The admission procedure is conducted remotely by teleconference. A successful applicant must obtain at least 50% in each assessed component (essay and interview) on a scale of 0–100 points. Admission is determined by the ranking of successful applicants and programme capacity. Each applicant may submit only one application to a given degree programme in an academic year.

§ 5
Waiver of the Entrance Examination

1. The Dean shall waive the entrance examination for applicants to Business Economics and Management and Arts Management who have applied for bachelor's studies at FBA and meet at least one of the following conditions:

a) Applicants who attended secondary school in the Czech or Slovak Republic and take a school-leaving examination in Czech or Slovak in 2027 may be admitted to Business Economics and Management on the basis of their secondary-school grades in Czech/Slovak, mathematics and English. By 30 April 2027 they must therefore submit a list of the specified grades, electronically signed by a school representative, from the mid-year report of the final secondary-school year and all reports from the preceding three years. The form is available in InSIS. An average of the submitted subject grades will be calculated as the admission criterion. The examination may be waived for no more than 50% of the expected number of admitted applicants.
b) They obtained at least 75% of the points in each part of the VŠE mock entrance examinations for bachelor's applicants in 2027, at one examination sitting.
c) Within the last four years, they achieved a leading position in a significant international or national competition or undertook noteworthy activities. Both the competitions and noteworthy activities must correspond to the graduate profile of the programme applied for. The Dean assesses such requests individually.

2. All documents supporting a waiver must be submitted by 30 April 2027. Where the examination is waived, enrolment requires confirmation of the e-return slip by 8 June 2027 and submission of the school-leaving certificate by 23 June 2027.
3. Where the examination is not waived, the applicant is invited to the regular entrance examination; the deadline for confirming the e-return slip and submitting the school-leaving certificate is 23 June 2027.
4. Further details of the admission procedure are available on the Faculty website (https://fba.vse.cz/).

§ 6
Verification of Admission Requirements

1. Applicants demonstrate completion of secondary education with a school-leaving examination by submitting an officially certified copy of their school-leaving certificate no later than the final regular deadline for confirming the e-return slip. Applicants who completed foreign secondary education at a foreign secondary school, international secondary school, European School operating under the Convention defining the Statute of the European Schools, or a school authorised by the Ministry under the Education Act to provide compulsory schooling, demonstrate this requirement by submitting an officially certified copy of their foreign secondary-education certificate, an official Czech or English translation, and confirmation from the relevant foreign school or competent foreign authority that graduates of that secondary-school programme are entitled to apply for admission to a bachelor's degree programme in that country.
2. FBA requires evidence of general recognition of the equivalence or validity of a foreign secondary-education qualification in the Czech Republic (nostrification). Assessment of foreign education is initiated by the Faculty to which the applicant has duly applied. The applicant must pay the prescribed fee when submitting the request; otherwise the assessment will not be carried out.
3. If an applicant submits multiple applications, foreign education is assessed only once and the result applies to all degree programmes of the same type for which the applicant applies. The fee must be paid and required documents submitted sufficiently before enrolment or the Faculty deadline for proof of previous education. Further information: https://www.vse.cz.

§ 7
Admission Decision

1. Fulfilment of the entrance-examination requirement (a mathematics test and a foreign-language test) is verified by assessment of those tests. The requirement is fulfilled if the applicant obtains at least 50% of the points in each test.
2. Admission on the basis of the entrance examination is determined by the ranking of applicants meeting the admission requirements, according to the total points obtained in the two prescribed tests. Applicants exceeding the total-point threshold set by the Dean shall be admitted, taking into account state funding policy for higher education and the capacities of the Faculty and the Prague University of Economics and Business.
3. Applicants who confirm the e-return slip by the deadline set by the Dean shall then be enrolled. For 2027 this deadline is 23 June 2027.
4. If not all admitted applicants exercise their right to enrol (§ 51 of Act No. 111/1998 Coll.), applicants may be admitted to the resulting vacancies if they express interest in additional admission by appealing against a non-admission decision. The criteria shall be the ranking by total points, fulfilment of admission requirements and submission of an appeal against non-admission.

§ 8
Application for Admission

1. Applications are submitted exclusively electronically at https://prihlasky.vse.cz.
2. After submitting the application, applicants receive at the email address provided an account number and variable symbol for payment of the admission procedure fee. Payment by QR code is also possible. The application fee may be paid by card through the application registration system no later than the next working day after the final application deadline. Other payment methods are not permitted. Fees for multiple applications may not be combined into a single payment.
3. An applicant is considered to have applied only when the electronic application is fully completed and the entire prescribed fee has been duly credited to the designated university account.
4. Applicants may apply to all bachelor's degree programmes at the Faculty of Business Administration (but cannot select an alternative programme because entrance examinations differ). The Faculty does not rule out overlapping examination dates where multiple applications are submitted.
5. Admission procedure fees are non-refundable under all circumstances.

§ 9
Form and General Content of the Examination and Assessment Criteria

1. For programmes taught in Czech, the entrance examination consists of separate tests taken consecutively in VŠE computer classrooms.
2. The mathematics test, cultural knowledge test, logical reasoning test and language test each last 45 minutes. The general scope of mathematics and language examinations corresponds to the school-leaving examination level at a state grammar school.
3. The cultural knowledge test is intended to demonstrate interest in the chosen programme.
4. The logical reasoning test examines the ability to identify possible relationships between given conditions, interpret tables and graphs, work with percentages and solve problems involving unknown quantities. Advanced mathematical knowledge is not required. Answers are assessed for correctness.

MASTER'S DEGREE PROGRAMMES

§ 10
Degree Programmes Offered

Programme name	Language of instruction	Mode of study	Expected number admitted
Management (MNG, MIMG)	Czech/English	Full-time	400 / 50
Arts management (AM)	Czech	Full-time	100
International Management (IG)	English	Full-time	55
Sustainability Management (MU, SUM)	Czech/English	Full-time	30 / 25
Organizational Psychology (MOP)	English	Full-time	50

§ 11
Entrance Examination Dates and Application Deadlines

1. Entrance examination dates

For MNG, MU and AM programmes: 16 June 2027 and 19 January 2028
For MIMG, SUM and MOP programmes:

- 1st intake: 5 – 28 March 2027,
- 2nd intake: 5 – 21 May 2027.

For the IG programme:

- 1st intake: 5 – 21 March 2027,
- 2nd intake: 5 – 14 May 2027.

2. Application deadline

For MNG, MU and AM: admission for the winter semester, 30 April 2027; admission for the summer semester, 30 November 2027.
For MIMG, SUM, MOP and IG programmes:

- 1st intake: 28 February 2027,
- 2nd intake: 30 April 2027.

§ 12
Admission Requirements and Their Verification

1. Applicants demonstrate completion of at least a bachelor's degree by submitting an officially certified copy of their university diploma or, if not yet issued, a certificate of completion from the student affairs office of the university attended.
2. Applicants who completed higher education abroad at a foreign university demonstrate at least bachelor's-level education by one of the means provided in Section 48 of the Higher Education Act (a decision on general recognition of foreign education, evidence of foreign education recognised as equivalent under international treaties) or by assessment of foreign education by VŠE.
3. Assessment of foreign education is initiated by the Faculty to which the applicant has duly applied.
4. The applicant must pay the prescribed fee upon submitting the request; otherwise the assessment will not be carried out. Where multiple applications are submitted, foreign education is assessed only once and the result applies to all degree programmes of the same type. Payment and required documents must be submitted sufficiently before enrolment or the Faculty deadline for proving previous education.

5. A further admission requirement for follow-up master's programmes is passing an entrance examination, which varies by programme. At least passive knowledge of English is a basic prerequisite for master's studies (including programmes taught in Czech).
6. The entrance examination for Management (taught in Czech) is a subject-specific test covering basic areas of management and economics. Topics and reading lists are available on the Faculty website. Applicants pass if they obtain at least 50% of the points.
7. Admission requirements for the follow-up master's programme Sustainability Management (taught in Czech)
   a) Preparation of an essay on sustainability in the broad sense, or a topic within ESG, and uploading it to InSIS by 30 April 2027 (30 November 2027 for studies beginning in the summer semester). The essay must be 2,500–3,000 words.
   b) Submission of a structured CV of no more than two A4 pages and a link to a motivational video of no more than three minutes by 30 April 2027.
   c) Passing an entrance examination consisting of an interview and defence of the essay submitted under point 7. a). Only applicants obtaining at least 50% in each component pass.
8. The Arts Management entrance examination has two rounds. In the first round (by 30 April 2027 / 30 November 2027), applicants submit a three-minute motivational video; in the second round (16 June 2027 / 19 January 2028), they attend an oral interview on "Current Challenges of the Cultural Environment in the Czech Republic". After the first round, no more than 10% of the highest-rated applicants may be admitted; the lowest-rated 10% do not proceed to the second round.
9. Admission requirements for Management (taught in English), MIMG, Master in Sustainability Management (SUM) and Master in Organizational Psychology (MOP):
   a) English language proficiency must be demonstrated by one of the following certificates:
      - TOEFL iBT ≥ 90,
      - IELTS ≥ 6.5 (both modules, IELTS General Training and IELTS Academic, are accepted),
      - CPE grade A, B or C,
      - CAE grade A or B,
      - BEC Higher grade A or B,
      - A bachelor's diploma from a programme taught entirely in English, subject to the following restriction: the entire programme must have been completed in an English-speaking country, at a CEMS member school, or at a school accredited by EQUIS/AACSB.
      - For Master in Sustainability Management and Master in Organizational Psychology, the language certificate may, where necessary, be replaced by a language examination conducted as part of admissions.
      - Submission of a language certificate (or completion of the language examination for SUM and MOP) is mandatory for participation in the admission procedure.
   b) For MIMG:
      - Preparation of a 2,500–3,000-word essay on topics reflecting the knowledge of bachelor's students in Business Economics – BBA (strategic analysis, marketing, management and corporate finance).
      - Submission of a structured CV in English of no more than two A4 pages and a motivational video in English of no more than three minutes.
      - Passing an entrance examination consisting of an interview and defence of the submitted essay.
   c) For SUM:

- Preparation of a 2,500–3,000-word essay in English on sustainability in the broad sense, or a topic within ESG.
- Submission of a structured CV in English of no more than two A4 pages and a motivational video in English of no more than three minutes.
- Passing an entrance examination consisting of an interview and defence of the submitted essay.

d) For MOP:
- Preparation of a 2,500–3,000-word essay in English on organisational psychology in the broad sense.
- Submission of a structured CV in English of no more than two A4 pages and a motivational video in English of no more than three minutes.
- Passing an entrance examination consisting of an interview and defence of the submitted essay.

e) All supporting documents for the entrance examination must be submitted no later than the final application deadline.

f) The admission procedure is conducted remotely by teleconference.

g) Only applicants obtaining at least 50% in each component of the entrance examination (essay and interview) pass. Each applicant may submit only one application to a given programme per academic year.

10. The entrance examination for International Management (IG) has three rounds.
In the first round, applicants must submit the following documents (all required documents are submitted electronically through InSIS):

a) Completion of the following courses or their equivalents, with the indicated recommended number of credits:
- Management or Strategy (3 ECTS),
- Marketing (3 ECTS),
- Accounting (3 ECTS),
- Economics (6 ECTS),
- Mathematics (6 ECTS) or Statistics (6 ECTS).

b) English language proficiency demonstrated exclusively by the following certificates:
- TOEFL iBT ≥ 100,
- IELTS ≥ 7 (both modules, i.e. IELTS Online Test 7.0 and IELTS Academic, are accepted),
- CPE grade A, B or C,
- CAE grade A or B,
- BEC Higher grade A or B,
- A-level GCSE issued in Singapore,
- TOEFL iBT Special Home Edition ≥ 100, with at least 20 points in each section; MyBestScore is not accepted,
- A bachelor's diploma from a programme taught entirely in English, provided that the entire programme was completed in an English-speaking country, at a CEMS member school or at an EQUIS/AACSB-accredited school.
- Submission of a language certificate is mandatory for participation in the admission procedure.

c) Applicants must also submit:
- a structured CV in English (maximum two A4 pages),

- a motivational video in English (maximum three minutes),
- English language certificates (see above),
- any verifiable evidence of proficiency in another world language,
- a transcript of academic results to date,
- a bachelor's diploma, if already available,
- documentary evidence of work experience listed in the CV (contract copy, reference letter, etc.),
- and any additional relevant supporting materials (GMAT, certificates, etc.).

The following criteria are assessed in the first round: international experience, practical experience relevant to the programme, extracurricular activities, motivation to study and academic performance during bachelor's studies. Each criterion is worth 0–10 points as follows:

- criterion met below average: 0 points,
- criterion met at an average level: 5 points,
- criterion met above average: 10 points.

The maximum score from the first round is 50 points. No more than the 80 highest-ranked applicants advance to the second round.

In the second round, suitability for a managerial position in an internationally oriented company is assessed through an online Assessment Centre. Applicants are assessed through individual and team presentations, case-study solutions and an analytical test. Particular attention is paid to intrinsic motivation, willingness to take risks, stress tolerance, responsibility, flexibility, self-confidence, assertiveness and communication skills.

The third round consists of duly completing a bachelor's degree programme. Subject to sufficient capacity, another selection procedure (second intake) will be held for applicants who submitted applications by 30 April 2027. The same selection requirements apply as to applicants in the first intake, who applied by 28 February.

Each applicant may submit only one application to a given degree programme per academic year.

§ 13
Waiver of the Entrance Examination

1. The Dean shall waive the entrance examination for:
   a) graduates of bachelor's studies at the Faculty of Business Administration who apply to the corresponding follow-up master's programme (the Arts Management master's programme corresponds to the Arts Management bachelor's programme; the Management master's programme taught in Czech corresponds to the Business Economics and Management bachelor's programme) for the immediately following academic year, and who completed their bachelor's studies by 31 August 2027 (or 6 February 2028 for summer-semester entry) within a maximum of eight semesters;
   b) graduates of bachelor's studies in academic year 2026/27 (2027/28 for summer-semester entry) who applied to the follow-up master's Management programme, completed their bachelor's studies by 31 August 2027 (or 6 February 2028 for summer-semester entry), and obtained at least 70% of the points in the FBA mock entrance examination for master's applicants in 2027;
   c) graduates of bachelor's studies applying to the follow-up master's programmes Management, Sustainability Management or Arts Management who, within the last three years, achieved a leading position in a significant international or national competition or undertook noteworthy activities; the Dean assesses these requests individually. The deadlines for submitting documents are 30 April 2027 and 30 November 2027. The competitions and noteworthy activities must correspond to the graduate profile of the programme applied for.

2. All supporting documents for an examination waiver must be submitted by 30 April 2027 or 30 November 2027, as applicable.
3. Where the examination is waived, enrolment requires confirmation of the e-return slip by 14 June 2027 or 17 January 2028.
4. Where the examination is not waived, the applicant is invited to the regular examination and the e-return slip must be confirmed by 1 July 2027 or 22 January 2028.
5. Further details are available on the Faculty website (https://fba.vse.cz/).

§ 14
Admission Decision

1. Admission on the basis of the entrance examination is determined by the ranking of applicants meeting the admission requirements, based on the total points from the prescribed test(s). Applicants exceeding the threshold set by the Dean shall be admitted, taking account of state funding policy for higher education and the capacities of the Faculty and the Prague University of Economics and Business.
2. Admission to International Management requires payment of a non-refundable tuition deposit (blocking fee) of EUR 1,500 or the equivalent in CZK by 30 April for the first intake or 31 May for the second intake. Admission to Master in Management and Master in Sustainability Management requires a non-refundable tuition deposit (blocking fee) of EUR 600 or the equivalent in CZK by 30 April for the first intake or 31 May for the second intake.
3. Applicants confirming the e-return slip by the deadline set by the Dean shall be enrolled. This deadline is 1 July 2027. Enrolment takes place through the e-return slip in InSIS.

§ 15
Application for Admission

1. Applications are submitted exclusively electronically at https://prihlasky.vse.cz.
2. After submitting the application, applicants receive at the email address provided an account number and variable symbol for payment of the admission procedure fee. A QR code may be used. Payment by card through the application registration system is possible no later than the next working day after the final application deadline. No other payment methods are permitted.
3. Fees for multiple applications may not be combined into a single payment.
4. An applicant is considered to have applied only once the electronic application is fully completed and the entire prescribed fee has been duly credited to the designated university account.
5. Applicants may apply to all master's programmes at the Faculty of Business Administration (but may not select an alternative programme because entrance examinations differ). Examination dates may overlap where multiple applications are submitted.
6. Admission procedure fees are non-refundable under all circumstances.

DOCTORAL DEGREE PROGRAMMES

§ 16
Degree Programmes Offered

Programme name	Language of instruction	Mode of study
Management and Managerial Economics	Czech/English	Full-time/Combined

§ 17
Entrance Examination Dates and Application Deadlines

1. Entrance examination date

15 June 2027; alternative date: 14 September 2027

2. Application period

From 1 April 2027 to 31 May 2027

§ 18
Admission Requirements

1. Requirements for Management and Managerial Economics taught in Czech:
   a) Together with the electronic application, applicants shall send to the Faculty:
   - an application supplement and Declaration of Previous Studies;
   - a research proposal for the intended doctoral dissertation, approximately five pages in English;
   - a brief professional CV, including a list of the applicant's published academic works, if any;
   - proof of completed higher education (officially certified copy of the diploma and final transcript/certificate; applicants studying abroad must provide an officially certified copy of diploma nostrification);
   - the name of the proposed supervisor who has agreed to supervise the dissertation.

   b) Successful completion of the entrance examination requires:
   - passing an oral examination in the form of an academic discussion in English of the research proposal for the intended doctoral dissertation. The applicant demonstrates subject knowledge relevant to the dissertation and must be able to defend the quality of the proposed research;
   - a foreign national, except applicants from the Slovak Republic, who will study a Czech-taught programme shall also take part of the professional oral examination in Czech.
2. Requirements for Management and Managerial Economics taught in English:
   a) Together with the electronic application, applicants shall send to the Faculty:
   - an application supplement and Declaration of Previous Studies;
   - a research proposal for the intended doctoral dissertation, approximately five pages in English;
   - a brief professional CV, including a list of the applicant's published academic works, if any;
   - proof of completed higher education (officially certified copy of the diploma and final transcript/certificate; applicants studying abroad must provide an officially certified copy of diploma nostrification);

- the name of the proposed supervisor who has agreed to supervise the dissertation.

b) Successful completion of the entrance examination requires passing an oral examination consisting of an academic discussion of the research proposal for the intended doctoral dissertation. The applicant demonstrates knowledge of the field relevant to the dissertation and must be able to defend the quality of the proposed research. The discussion is held in English.

3. Further details of the admission procedure are available on the Faculty website (https://fph.vse.cz/).

prof. Ing. Jiří Hnilica, Ph.D.
Dean of the Faculty of Business Administration

Approved by the Academic Senate of the Faculty of Business Administration on 12 October 2026

prof. Ing. et Ing. Ondřej Machek, MBA, Ph.D.
Chair of the Academic Senate