

Pilsen, 27 November 2024

Ref. No.: ZCU 027727/2024

## **Regulation No. 12DV/2024 of the Dean of the Faculty of Economics, University of West Bohemia**

### **Admission to study in the bachelor's study program Management and Digital Technology at the Faculty of Economics of the University of West Bohemia for the academic year 2025/2026**

According to §48 and the following Act No. 111/1998 Coll., on Higher Education Institutions and on amendments and supplements to other acts

#### **Article 1 – Admission procedure deadlines**

- The Dean of the Faculty of Economics at University of West Bohemia (hereinafter as UWB or ZČU) establishes the following deadlines in connection with the admission procedure:

<b>Open Days</b>	<b>27 January 2025 - Cheb 28 January 2025 – Pilsen</b>
<b>Deadline for submitting an application for studies</b>	<b>from 9 December 2024 to 30 April 2025</b>
<b>Deadline for payment of the administrative fee for the admission procedure</b>	<b>by 30 April 2025</b>
<b>Deadline for uploading documents according to Article 3 (except for the scan of the school leaving certificate)</b>	<b>by 30 April 2025</b>
<b>Entrance examination date</b>	The entrance examination deadline is set for the period from 21 May to 30 May 2025.
<b>Termín pro zaslání dokumentů k Posouzení zahraničního středoškolského vzdělání pro účely přijímacího řízení na FEK (dle čl. 6a)</b>	<b>by 9 June 2025</b>
<b>Deadline for uploading a scan of the school leaving certificate according to Article 6</b>	<b>by 9 June 2025</b>
<b>Deadline for verification of admission requirements</b>	<b>16 June 2025</b>
<b>Enrolment of applicants admitted to the 1st year of study</b>	On the dates announced by the Faculty, tentatively in the week of 23 June 2025.
<b>Application and uploading of documents</b>	<a href="https://eprihlaska.zcu.cz/?pc_lang=en">https://eprihlaska.zcu.cz/?pc_lang=en</a>
<b>Continuous monitoring of application status</b>	<a href="https://eprihlaska.zcu.cz/?pc_lang=en">https://eprihlaska.zcu.cz/?pc_lang=en</a>
<b>Email address for questions concerning the admission procedure</b>	<a href="mailto:studymdt@fek.zcu.cz">studymdt@fek.zcu.cz</a>

## Article 2 - Study program

1. The Faculty of Economics at UWB (hereinafter as FEK) carries out the instruction of the Management and Digital Technology bachelor's study program with a standard 4-year period of study in full-time form in Cheb with the opportunity to study within the Double Degree study plan in cooperation with OTH Amberg-Weiden:

## Article 3 - Study application

1. Applicants are to fill out study applications in **electronic form** at [https://eprihlaska.zcu.cz/?pc\\_lang=en](https://eprihlaska.zcu.cz/?pc_lang=en) by **30 April 2025**.
2. The applicant is required to attach the following documents:
  - a) **scans of catalog sheets or report cards from the penultimate year of secondary school**; we prefer catalog sheet. Report cards in a foreign language (with the exception of Slovak and English) must be accompanied by a **legally certified** translation into Czech or English;
  - b) a scanned document proving attainment of full secondary or full secondary-vocational education (Section 48(1) of Act No. 111/1998 Coll.) , if in a foreign language (with the exception of Slovak and English) it must be accompanied by a **legally certified** translation into Czech or English;
  - c) a scanned document proving English language proficiency at least at level B2 of the Common European Framework of Reference for Languages;
  - d) a structured professional CV in English;
  - e) a brief justification of your application for study in English (a motivational letter for studying the bachelor's degree program in Management and Digital Technology – applicants are advised to mention their previous activities in relation to this program).

All of the aforementioned documents (except of the document in letter b), school leaving exam) **must be uploaded onto UWB's E-Application System** ([https://eprihlaska.zcu.cz/?pc\\_lang=en](https://eprihlaska.zcu.cz/?pc_lang=en)) by **30 April 2025**. All files must be uploaded in pdf format (Portable Document Format). Failure to comply with the obligations specified in this paragraph will expose the applicant to the risk of failing the admission procedure.

3. After properly submitting an application and paying the admission procedure fee, the applicant will be invited to take the entrance examination, the exact date of which will be announced. The entrance examination will take place online. The invitation to the entrance examination will be delivered electronically to the email address provided in the application form.
4. The Faculty reserves the right to require the applicant to provide proof of the information stated in the application form or to correct and/or complete it. The applicant is obliged to respect the deadlines set by the Faculty when correcting, completing or providing proof of the information provided in the application form.

## Article 4 - Administrative fee for the admission procedure

1. A necessary prerequisite for the acceptance and registration of an application is payment of the administrative fee in the amount of 600 CZK. To pay this amount, the applicant will carry out a bank transfer from his/her bank account, make a payment by card (via the payment gateway of the eprihlaska.zcu.cz system) or a payment in cash at the counter of Komerční banka. Postal orders cannot be used for payment.

2. The account number and other details for paying the fee are generated for the applicant when submitting the online application.
  - Total fee: 600 CZK
  - Payment method: via payment card, bank transfer or deposit to UWB's bank account
  - Bank: KB Plzeň-město
  - Account: 4811530257/0100
  - Variable symbol: 5175 0001 25
  - Specific symbol: This will be assigned to the applicant after filling out the online application form
3. If the administrative fee for the admission procedure is not paid upon submitting the application, the applicant will be notified of this fact via the contact email provided in the application form. If the application fee is not paid, the admission procedure will be suspended.

### **Article 5 - Entrance examination and assessment**

1. The entrance examination consists of two parts.
2. The first part is an evaluation of the student's grade point average from secondary school.
 

Points for the first part (SFP) are allocated to the applicant according to the following formula:  $SFP = (5 - \phi) \times 10$ , where  $\phi$  is the applicant's average grade in the penultimate year of study at secondary school. Grades for behavior are not counted into the average. The calculation of the arithmetic mean ( $\phi$ ) is carried out with an accuracy of up to two decimal places. The maximum point score for this part is 40.
3. The minimum number of points that an applicant must obtain in the first part is 25 points.
4. If the applicant does not obtain at least 25 points or more in the first part, he/she is deemed to have failed in fulfilling one of the conditions for admission and will not proceed to the second part of the entrance examination.
5. If the applicant obtains at least 25 points in the first part, he/she will continue to the second part of the entrance examination, to which he/she will be invited electronically via contact e-mail. The second part of the entrance examination consists of an oral interview. It will take place online using one of the common online call systems. A link to it will be included in the invitation letter. The applicant must have a microphone and a webcam. The interview will be conducted in English.

Points for the second part (SSP) are allocated by the admissions board on the basis of the course of the entrance examination. This part will take the form of a structured interview in which the commission will focus on the applicant's academic aptitude for studying the program, the applicant's previous school and extra-curricular activities in relation to the profile of the study program and the applicant's motivation to study the program. The interview will also make use of the information contained in the documents submitted under Article 3.

The maximum score for this section is 80.

6. The second part of the entrance examination (oral interview) will take place from 21 to 30 May 2025. An alternative date for applicants who, for serious reasons (e.g. health), are unable to accept the regular date will take place from 2 to 6 June 2025.
7. The total number of an applicant's points (TS) is the sum of the points for the first part of the entrance examination (SFP) and the points for the second part of the entrance examination (SSP). The maximum total number of points is 120.

8. Applicants will be ranked in order of total points (TS) from the best (highest scoring applicant) and admitted in that order until the expected number of applicants is reached (see Article 8).
9. The minimum total number of points (TS) that an applicant must obtain for admission according to paragraph 7 is 60 points.

#### **Article 6 - Conditions for admission to study**

1. The condition for admission to study in the bachelor's degree program is the attainment of a complete secondary education with a graduation (matriculation) examination (Section 48(1) of Act No.111/1998 Coll.). This document (if in a foreign language (with the exception of Slovak and English) it must be accompanied by a **legally certified** translation into Czech or English) **must be uploaded onto UWB's E-Application System ([https://eprihlaska.zcu.cz/?pc\\_lang=en](https://eprihlaska.zcu.cz/?pc_lang=en)) by 9 June 2025.**
2. Another condition for admission is having at **least a B2 level of English** in the Common European Framework of Reference for Languages. See Annex 1 for an indicative list of documents that can be used to prove English language proficiency.
3. An applicant who has graduated from a secondary school abroad is obliged to **upload a scan of a document of recognition of foreign secondary education in the Czech Republic (nostrification) in UWB's E-Application system ([https://eprihlaska.zcu.cz/?pc\\_lang=en](https://eprihlaska.zcu.cz/?pc_lang=en)) by 9 June 2025** unless an international treaty to which the Czech Republic is bound provides otherwise. The applicant may also use the procedure under Article 6a.

#### **Article 6a - Evaluation of a foreign secondary education for the purposes of the admission procedure at FEK**

For the purposes of evaluating a foreign secondary education, the applicant will send the following documents **by 9 June 2025** to the following address: Západočeská univerzita v Plzni, Fakulta ekonomická, Studijní oddělení, Hradební 22, 350 02 Cheb, Czech Republic or to [mdt@service.zcu.cz](mailto:mdt@service.zcu.cz):

- a) **A foreign document confirming foreign secondary education** received by the applicant by completing his/her studies in a secondary-school study program at a foreign secondary school. This document will be submitted in the original language along with a legally certified translation into Czech or English. If the document does not state whether he/she is authorized to be admitted to study in the given type of study program, the applicant will also submit the following:
    - b) **Confirmation from a relevant foreign authority** that clearly states that the applicant in the given foreign country is authorized to apply for study in the given type of study program. The form listed below as Annex 2 of this regulation, which is in Czech and English and does not have to be translated into Czech, is suitable to be used for this confirmation.
1. The Faculty can request additional information on the content, extent and length of foreign secondary-school study.
  2. The Faculty will subsequently assess the applicant's foreign secondary education.
  3. If there are justified doubts as to the sufficient level, extent or content of the applicant's previous foreign education, the Faculty will call upon the applicant to verify his/her foreign secondary education by submitting a document of general recognition in the Czech Republic of the equivalence or validity of the foreign document of completed secondary education (nostrification), acquired according to 561/2004 Coll., on pre-school, basic,

secondary, tertiary professional and other education, or according to earlier legal regulations, and provide him/her with a reasonable period of time in which to do so.

4. The fee for procedures related to assessing the fulfilment of the condition for admission to study according to Section 48 (7) of the Act (assessment of previous foreign education for the purposes of the admission procedure) is set at 500 CZK. Payment details will be communicated to the applicant via email and they will also be displayed in the E-Application system of ZČU.

#### **Article 7 – Admission of applicants with foreign citizenship**

1. Applicants for study with citizenship of a state other than the Czech Republic are admitted to study under the same conditions and in the same terms as applicants with citizenship of the Czech Republic.

#### **Article 8 – Estimated number of applicants**

1. The expected number of applicants for the academic year 2025/2026 is 40.
2. The Faculty reserves the right to carry out a second round of the admission procedure. If a second round is declared, a relevant notification will be published on the Faculty's official notice board by 30 June 2025 at the latest.

#### **Article 9 – Information on the course and outcome of the admission procedure**

1. Applicants can follow information concerning the course of their admission procedure in the E-Application System ([https://eprihlaska.zcu.cz/?pc\\_lang=en](https://eprihlaska.zcu.cz/?pc_lang=en)).

#### **Article 10 – Enrolment in studies**

1. Enrolment of applicants admitted to study takes place on the dates set by the Faculty. **Personal attendance is required for enrolment.** Excuses are possible only for serious reasons, which must be documented. Information about the enrolment dates will be published on <https://mdt.zcu.cz> and applicants will be informed by e-mail. The tentative enrolment date is in the week of 23 June 2025.

#### **Article 11 - Contacts for applicants**

1. Information for applicants: <https://mdt.zcu.cz>  
Student Admissions Officer: Kateřina Pirošíková  
Phone: +420 377 63 3511  
E-mail: [studymdt@fek.zcu.cz](mailto:studymdt@fek.zcu.cz)

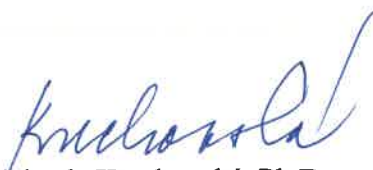
#### **Address for delivering documents according to Article 6a:**

Západočeská univerzita v Plzni  
Fakulta ekonomická  
Studijní oddělení  
Hradební 22  
350 02 Cheb  
Czech Republic

Pilsen, 27 November 2024



Ing. Pavlína Hejduková, Ph.D.  
Head of AS FEK ZČU



doc. Ing. Michaela Krechovská, Ph.D.  
Dean of FEK ZČU

Attachment 1

List of documents that can be used to prove knowledge of the English language

Attachment 2

Potvrzení o úrovni dosaženého zahraničního vzdělání / Confirmation of the level of attained foreign education

## **Attachment 1 – List of documents that can be used to prove knowledge of the English language**

- English language graduation (matriculation) exam taken at Czech secondary schools
- Proof of the active completion of at least 60 ECTS credits (typically a course of study, diploma supplement) in a study program that was carried out in English at a university in the European Union.
- State Language Examination – Basic; State Language Examination – General; State Language Examination – Special (Czech Republic)

*Note: With regard to the recognition of education from the Slovak Republic, Slovak state language examinations passed according to the Decree of the Ministry of Education of the Slovak Republic No.321/2008 Z.z. can be recognized in parallel: basic state language examination (B2), professional state language examination (C1), general state language examination (C1-C2), special state language examination (C2).*

- Examination of the Ministry of the Interior of the Czech Republic – min. B2
- Examination of the Ministry of Foreign Affairs of the Czech Republic - min. level 3
- Cambridge English Certificate with an overall score of at least 160
- Cambridge B2 First for Schools, also known as Cambridge English: First for Schools (FCE)
- Cambridge B2 First, also known as First Certificate in English (FCE)
- Cambridge B2 Business Vantage, also known as Cambridge English: Business Vantage (BEC Vantage)
- Cambridge C1 Advanced, also known as Cambridge English: Advanced (CAE)
- Cambridge C1 Business Higher, also known as Cambridge English: Business Higher (BEC Higher)
- Cambridge C2 Proficiency, also known as Cambridge English: Proficiency (CPE)
- IELTS Academic score min. 5.5
- IELTS General Training score min. 5.5
- ELSA – English Language Skills Assessment, min. B2
- JETSET ESOL International Qualifications, min. B2
- EFB - English for Business (Level 2, 3, 4)
- telc English B2, previously Certificate in English adVantage
- telc English B2 Business
- telc English B2 Technical
- telc English B2-C1 University
- telc English B2-C1 Business
- telc English C1
- telc English C2

- TOEIC® Listening and Reading Test: min. 785 + TOEIC® Speaking and Writing Test: min. 310 – both certificates must be submitted to demonstrate all language skills
- TOEFL Junior® Standard: min. 860 + TOEFL Junior® Speaking: min. 14 – both certificates must be submitted to demonstrate all language skills
- TOEFL iTP® Level 1: min. 543
- TOEFL® ITP Test Level 1 + Speaking (digital test): TOEFL iTP® Level 1: min. 543 + TOEFL ITP Speaking Test: min. 58
- TOEFL® Essentials™ (overall band score 1-12): min. 8
- TOEFL iBT®: min. 72
- Pearson Tests of English General (min. Level 3)
- LanguageCert International ESOL (Listening, Reading, Writing) – min. Communicator B2 + LanguageCert International ESOL Spoken Exam – min. Communicator B2 – both certificates must be presented to demonstrate all language skills
- LanguageCert SELT Listening, Reading, Writing & Speaking min. B2
- Examination according to NATO STANAG 6001 - min. level 3



Attachment 2



ZÁPADOČESKÁ  
UNIVERZITA  
V PLZNI

**Potvrzení o úrovni dosaženého zahraničního vzdělání**  
**Confirmation of the level of attained foreign education**

*Škola / univerzita / ministerstvo / zastupitelský úřad*  
*School / university / ministry / representative office*

**Působící ve státě/operating in the following country:**

**potvrzuje, že dosažené vzdělání, potvrzené dokumentem**  
**certifies that the attained education certified by the following document**

**opravňuje / allows**

*příjmení, jméno / surname, name*

*datum narození / birth date*

*trvalé bydliště / permanent residence*

**ucházet se o přijetí ke studiu v / to apply for study in**

**bakalářském studijním programu/**  
**A bachelor's study program**

**navazujícím magisterském studijním programu/**  
**A master's study program**

**doktorském studijním programu/**  
**A doctoral study program**

**v zemi původu zahraničního vzdělání/in the country of origin of the foreign education**

**Potvrzení je vydáno (*kým*) / The certificate is issued by (*whom*)**

*příjmení, jméno / surname, name*

*pozice / position*

.....  
**datum / date**

.....  
**podpis / signature**

.....  
**razítko / stamp**