

Pilsen, 28 May 2026

Ref. No.: ZCU 039219/2026

Regulation No. 4DV/2026 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 2026/2027 – 2nd Round

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

1. 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:

Application deadline	from 1 June 2026 to 31 July 2026
Deadline for payment of the administrative fee for the admission procedure	by 31 July 2026
Deadline for uploading documents according to Article 3 (except for the scan of the school leaving certificate a language certificates)	by 31 July 2026
Entrance examination date	The entrance examination deadline is set for the period from 11 August to 18 August 2026.
Deadline for uploading documents for the evaluation of a foreign secondary education for the purposes of admission to FEK (pursuant to Article 6a)	by 31 July 2026
Deadline for uploading documents (school leaving certificate, language certificates) according to Article 6	by 31 July 2026
Deadline for verification of admission requirements	31 August 2026
Enrolment of applicants admitted to the 1st year of study (see Article 11)	17 September 2026
Application and uploading of documents	https://eprihlaska.zcu.cz/?pc_lang=en
Continuous monitoring of application status	https://eprihlaska.zcu.cz/?pc_lang=en
Email address for questions concerning the admission procedure	studymdt@fek.zcu.cz
Delivery of documents related to the admission procedure (see Article 12)	The faculty delivers documents related to the admission procedure via electronic information system.

2. Please note that successful applicants admitted to study who are subject to a visa requirement must obtain a visa for the period of enrolment, i.e. for September 2026.

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 by **31 July 2026**.
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 (except for 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 (except for 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 scanned document proving Czech or German language proficiency at least at level A2 of the Common European Framework of Reference for Languages, with the exception mentioned in Article 6(3);
 - e) a structured professional CV in English;
 - f) 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 **must be uploaded onto UWB's E-Application System** (https://eprihlaska.zcu.cz/?pc_lang=en) by **31 July 2026**. 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, also 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 required to adhere to 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 the payment of the administrative fee in the amount of 750 CZK for application for a study program. Applicants can pay this amount by bank transfer or card payment (via the eprihlaska.zcu.cz payment gateway).

2. The payment details are generated for applicants when submitting their electronic application.

Total fee:	750 CZK
Payment method:	via payment card or bank transfer
Bank:	KB Plzeň-město
Account:	4811530257/0100 (IBAN: CZ81 0100 0000 0048 1153 0257, BIC (SWIFT): KOMBCZPP)
Variable symbol:	5175 0001 26
Specific symbol:	This will be assigned to the applicant after filling out the online application form
3. The fee must be paid by July 31, 2026. If the applicant does not pay the fee within the specified period, it is assumed that they have withdrawn their application. This concludes the admission process.

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 ϕ is the applicant's average grade in the penultimate year of secondary school study. Grades for behavior are not counted in the average. The calculation of the arithmetic mean (ϕ) 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 also 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 based on the course of the entrance examination. This part will take the form of a structured interview, during which the commission will focus on the applicant's academic aptitude for studying the program, their previous school, and extracurricular activities in relation to the program's profile, as well as the applicant's motivation for studying 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 11 to 18 August 2026. An alternative date for applicants who, for serious reasons (e.g. health), are unable to accept the regular date will take place from 19 to 25 August 2026.
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 a bachelor's degree program is completion of secondary education with a school-leaving examination (Section 48(1) of Act No. 111/1998 Coll.). A **scan of the secondary school leaving examination certificate or confirmation of completion of secondary education with a secondary school leaving examination** (if in a foreign language (other than Slovak or English), an officially certified translation into Czech or English must be attached) must be uploaded by the applicant to the **E-Application system of the University of West Bohemia** (<https://eprihlaska.zcu.cz>) by **31 July 2026**. If an applicant finds that the secondary school will not provide them with proof of secondary education, including a secondary school leaving examination, by 31 July 2026, they must notify the faculty without undue delay. In such a case, it is possible, at the applicant's request, to exceptionally extend the deadline for fulfilling this obligation.

If the applicant does not possess the relevant document on the date of verification of the fulfilment of the admission requirements, he/she is obliged to deliver a paper copy of the document in person to the Study Department of the Faculty no later than 14 September 2026.

2. The 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. Another condition for admission is knowledge of the Czech or German language **at least at level A2** of the Common European Framework of Reference for Languages. **Knowledge of one of the languages is sufficient.** The requirement to prove knowledge of the Czech language is also considered to be fulfilled by proof of knowledge of the Slovak language at the same or higher level. Applicants must upload this document to the E-Application system of the University of West Bohemia (https://eprihlaska.zcu.cz/?pc_lang=en) by 31 July 2026.

If the applicant does not possess the relevant document on the date of verification of the fulfilment of the admission requirements, he/she is obliged to deliver a paper copy of the document in person to the Study Department of the Faculty no later than 14 September 2026.

Applicants shall prove their knowledge of the Czech language in one of the following ways:

- scan of the certificate of completion of the internationally certified Czech language exam for foreigners "CCE" (Czech Language Certificate Exam), proving knowledge of the Czech language at least at **level A2** of the Common European Framework of Reference for Languages. Information about the CCE international certified exam in Czech for foreigners is available here: <https://ujop.cuni.cz/UJOPEN-70.html?ujopcmsid=12:czech-language-certificate-exam-cce>;
- scan of a certificate of completion of a Czech language exam for foreigners proving knowledge of the Czech language at least at **level A2** of the Common European Framework of Reference for Languages, administered by a language school authorized to conduct state language exams and registered in the register of schools

and educational institutions (<https://rejstriky.msmt.cz/rejskol/>) or a Czech public or state university;

- scan of your secondary school leaving examination certificate certifying that you have passed the Czech language exam;
- scan of proof of active acquisition of at least 60 credits (typically a study record, diploma, diploma supplement) in a study program conducted in the Czech language at a university that is authorized to provide education in the Czech Republic.

Applicants shall demonstrate their knowledge of German in one of the following ways:

- scan of your secondary school leaving examination certificate certifying that you have passed the German language exam;
 - scan of a certificate of completion of a certified German language exam at a minimum level of A2: Goethe-Zertifikat A2 (Goethe Institut), DSD I (Stufe 1), ÖSD Zertifikat A2 (ZA2), telc German A2, TestDaF, DSH, State Language Exam in German
 - scan of proof of active acquisition of at least 60 credits (typically a study record, diploma, diploma supplement) in a study program conducted in German at a university that is authorized to provide education in the European Union and Switzerland.
4. If the applicant is studying in the study program to which they are applying and this obstacle does not cease to exist by 31 August 2026, at the latest, the admission procedure will be terminated.
 5. In accordance with Section 49(3)(a) of the Higher Education Act, applicants studying the Digital Technology and Management program offered by OTH Amberg-Weiden meet the admission requirements if they have been nominated by OTH Amberg -Weiden for study within the Double Degree program, submit an application for study, and provide proof of secondary education with a school-leaving examination and documents proving the required language skills in accordance with Article 6(2) and (3).
 6. 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) by 31 July 2026** unless an international treaty to which the Czech Republic is bound provides otherwise. The applicant may also use the procedure under Article 6a.

If the applicant does not possess the relevant document on the date of verification of the fulfilment of the admission requirements, he/she is obliged to deliver a paper copy of the document in person to the Study Department of the Faculty no later than 14 September 2026.

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

For the purposes of assessing foreign secondary education, applicants must upload the following documents to the E-Application system of the University of West Bohemia (https://eprihlaska.zcu.cz/?pc_lang=en) and deliver them following address: Západočeská univerzita v Plzni, Fakulta ekonomická, Studijní oddělení, Hradební 22, 350 02 Cheb, Czech Republic) by **31 August 2026**:

- 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 to this regulation, which is available in both Czech and English and does not require translation into Czech, is suitable 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 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 projected number of applicants for admission to degree programs is specified in the Regulation No. 8DV/2025.

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

1. All documents relating to the admission procedure are available within the E-Application system of the University of West Bohemia (https://eprihlaska.zcu.cz/?pc_lang=en). Applicants are required to monitor this information.

Article 10 – Information about accommodation

1. The faculty has beds available for full-time students in accommodation facilities in the faculty building in Cheb, within the capacity limits of the university.

Article 11 – Enrolment in studies

1. The enrollment of applicants accepted for study takes place on dates set by the faculty. Excuses are only possible for serious reasons, which must be documented. Information about the enrollment date will be delivered via the electronic information system. **The expected date for enrollment is 17 September 2026.**

Article 12 – Delivery of documents

1. The faculty delivers documents related to the admission procedure via electronic information system.

Article 13 - 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

Address for delivering documents according to Article 6a:

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

Ing. Mgr. Jan Pokorný, Ph.D.
Head of AS FEK ZČU

prof. Ing. Emil Vacík, 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

Příloha č. 1 – Seznam dokladů, kterými je možné doložit znalost anglického jazyka

- 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).

- Proof of successful completion of the International Baccalaureate (IB) Diploma Programme (DP) in English.
- SAT (reading and writing section) – min. 500
- 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)
- Duolingo English Test – min. 100
- 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



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

<input type="checkbox"/> bakalářském studijním programu/ A bachelor's study program	<input type="checkbox"/> navazujícím magisterském studijním programu/ A master's study program	<input type="checkbox"/> doktorském studijním programu/ A doctoral study program
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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