

Vysoká škola ekonomická v Praze
nám. Winstona Churchilla 4, 130 67 Praha 3

Admission Procedure Regulation for the Academic Year 2026/27

General Provisions

Dean's Directive of the Faculty of Business Administration of the Prague University of Economics and Business, in accordance with the granted accreditations pursuant to Act No. 111/1998 Coll., on Higher Education Institutions (as amended), under §§ 48–51, establishes the conditions for admission to studies at the Faculty of Business Administration of the Prague University of Economics and Business (hereinafter also referred to as FBA or the Faculty).

To provide better information about study opportunities at FBA, the Faculty organizes an Open Day, scheduled for 9 January 2026.

Admission Procedure Fees (990 CZK for programs taught in Czech and 50 EUR for programs taught in foreign languages) are non-refundable, even in the event that the applicant does not attend the entrance examination.

All documents related to the admission procedure are delivered by the Prague University of Economics and Business via the electronic information system InSIS.

The applicant shall submit all applications and filings to the University electronically through InSIS.

1. Bachelor's Degree Programmes

Programmes Offered:

Programme Name	Language of Instruction	Mode of Study	Expected Intake
Business Economics and Management (PE)	Czech	Full-time	500
Arts Management (AM)	Czech	Full-time	120
Business Administration (BBA)	English	Full-time	150
Economics of Markets and Organizations (EMO)	English	Full-time	30

Entrance Examination Dates:

PE and AM programmes: 11. - 12. 6. 2026

BBA and EMO programmes:

- 1st intake 1. 3 - 21. 3. 2026,
- 2nd intake 1. 5. -21. 5. 2026,
- 3rd intake 11. 6. - 30. 6. 2026.

Programme BBA (only for Double Degree with TDTU)

- 16. 11. – 20. 11. 2026

Application Deadlines:

PE and AM programmes: 30. 4. 2026

BBA and EMO programmes:

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- 1st intake 28. 2. 2026,
- 2nd intake 30. 4. 2026,
- 3rd intake 10. 6. 2026.

Programme BBA (only for Double Degree with TDTU)

- 13. 11. 2026

Admission Requirements

The legal requirement for admission to a bachelor's degree program is completion of secondary education with a school-leaving examination (maturita). Another prerequisite is knowledge of English at the level of secondary education.

An additional condition for admission to a bachelor's program taught in Czech language is demonstrating the ability to understand written and spoken Czech, which is proven by successfully passing the school-leaving examination in Czech or Slovak.

If the applicant holds citizenship other than that of the Czech Republic or Slovakia and has not passed the school-leaving examination in Czech or Slovak, this requirement can be fulfilled by successfully passing an entrance test in Czech, organized by the Department of English Language at Prague University of Economics and Business. Successful completion of the entrance test means achieving at least 60% of the points.

The applicant must register for the test independently, and based on this registration, they will receive an invitation to the test at the email address provided in the application for study. The test is subject to a fee (the payment is not included in the admission procedure fee). More information about the test and the registration process can be found at <https://kaj.vse.cz/>.

Applicants will be admitted to the Bachelor's degree program in **Business Economics and Management** based on the results of the entrance examination, which consists of a mathematics test and a test in one foreign language (British English, French, German, or Spanish), provided that the selected language is neither the applicant's native language nor an official language of the country of which the applicant is a citizen.

For applicants to the **Arts Management** program, the entrance examination consists of three separate tests: an English test, a test assessing basic logical reasoning skills, and a test evaluating knowledge in the field of culture.

The final requirement is enrolment in the program, which is carried out via an electronic confirmation form in the InSIS system within the deadline set by the faculty.

For all applicants to the **Business Administration** and **Economics of Markets and Organizations** programs, the entrance examination consists of an essay on a selected topic in the fields of economics, marketing, business, or related areas, written in English and ranging from 1,000 to 1,200 words (excluding data sources and references), an oral defence and interview based on the essay, and a motivational video in English with a maximum length of three minutes.

The admission process is conducted remotely using teleconferencing. A successful applicant must achieve at least 50% in each graded component of the admission process (essay and interview) on a scale of 0–100 points. Admission decisions are based on the ranking of successful applicants and the program's capacity. Each applicant may submit only one application to a given study program within a single academic year.

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Waiver of the Entrance Examination

The Dean may waive the requirement to take the entrance examination for applicants to the Business Economics and Management and Arts Management programs who have submitted an application for bachelor's studies at the Faculty of Business Administration and have met at least one of the following conditions:

1. Applicants who studied at a secondary school in the Czech or Slovak Republic and who, in 2026, will take the school-leaving examination (maturita) in Czech or Slovak as part of their secondary education may be admitted to the Business Economics and Management program based on their secondary school grades in Czech/Slovak, Mathematics, and English. Such applicants must submit, by April 30, 2026, an electronically signed list of the specified grades from the last semester of their final year, along with all report cards from the previous three years of study, signed by the school principal. A template for completion is available in the InSIS system. The average of the submitted grades in the specified subjects will be calculated and will serve as the admission criterion. The entrance examination may be waived for no more than a number of students equal to 50% of the anticipated number of applicants admitted to the program.
2. Applicants who achieved at least 70% of the points in each part of the mock entrance examination organized by the Prague University of Economics and Business for applicants to bachelor's studies in 2026, in a single sitting.
3. Applicants who have placed among the top positions in a significant competition at the international or national level within the past four years or have engaged in activities of notable merit. Both the competitions and the activities of notable merit must align with the graduate profile of the program to which the applicant is applying. Such requests are assessed individually by the Dean.

All documents required for the waiver of the entrance examination must be submitted no later than April 30, 2026. In the case of a waiver, enrolment in the program requires confirmation of the electronic return form in the InSIS system by June 9, 2026, and submission of the school-leaving certificate no later than June 24, 2026.

If the entrance examination is not waived, the applicant will be invited to the regular entrance examination date, and the deadline for confirming the electronic return form and submitting the school-leaving certificate is set for June 24, 2026.

Further detailed information about the admission process can be found on the faculty's website (<https://fph.vse.cz/>).

Method of Verifying the Admission Requirements

Applicants must provide proof of secondary education completion, as indicated by a school-leaving examination, by submitting an officially certified copy of the school-leaving certificate no later than the final deadline for confirming the electronic return form.

An applicant who has obtained secondary education abroad by completing a secondary education program at a foreign secondary school, an international secondary school, a European school operating under the Convention defining the Statute of the European Schools, or at a school authorized by the Ministry under the Education Act to fulfil compulsory schooling, must provide an officially certified copy of the foreign certificate of secondary education, its official

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translation into Czech or English, and confirmation from the relevant foreign secondary school or other competent foreign authority stating that graduates of the secondary education program at that school are eligible to apply for admission to a bachelor's degree program in the respective foreign country.

The Faculty of Business Administration also requires the submission of a document confirming the general recognition of equivalence or validity of a foreign certificate of secondary education completion in the Czech Republic (nostrification). The process of recognition of a foreign qualification is initiated by the faculty to which the applicant has duly submitted an application. When submitting the request, the applicant is required to pay the prescribed fee. If the fee is not paid, the process of recognizing a foreign qualification will not be conducted. If the applicant submits multiple applications for study, the request for recognition of a foreign qualification is processed only once, and the result of the assessment is valid for all study programs of the same type to which the applicant applies. Payment of the fee and submission of the required documents must be completed well in advance of the enrolment deadline or the deadline set by the faculty for providing proof of previous education. Further information is available at <https://www.vse.cz>.

Decision on Admission

Admission will be determined based on the entrance examination ranking of applicants who have met the admission requirements, arranged in order of total points achieved. Based on this ranking, the number of applicants admitted will correspond to the state's financial policy toward the higher education sector and the faculty's capacity at the Prague University of Economics and Business.

Applicants will be enrolled in the program if they confirm their electronic enrolment form (e-návratka) within the deadline set by the Dean. For the year 2026, this deadline is June 24, 2026.

If all admitted applicants do not exercise their right to enrol, the vacant places may be offered to applicants who express interest in additional admission by submitting an appeal against the decision of non-admission. In such cases, the criteria will be the ranking based on the total number of points obtained, fulfilment of admission requirements, and submission of an appeal against the decision of non-admission.

Application for Admission

Applications for admission must be submitted exclusively in electronic form via the website <https://prihlasky.vse.cz>. After submitting the application, the applicant will receive (at the email address provided in the application) the account number and variable symbol required for payment of the fee associated with the admission procedure. A QR code may also be used for payment.

The application fee may be paid by card no later than the next working day following the final deadline for submission of applications, using the link provided in the application registration system. No other methods of payment are accepted. Fees for multiple applications cannot be combined into a single payment.

An applicant is considered duly registered once the electronic application has been fully completed and the prescribed amount has been correctly credited to the designated university account.

It is possible to submit applications for all bachelor's degree programmes offered by the Faculty of Business Administration; however, it is not permitted to select an alternative programme due to differences in entrance examinations. The Faculty does not exclude the possibility that, in the case of multiple applications, entrance examination dates may coincide.

Fees for the admission procedure are strictly non-refundable.

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Format and General Content of the Examination, Evaluation Criteria

The entrance examination for programmes taught in Czech is conducted in the form of separate, consecutive tests held in the computer classrooms of the Prague University of Economics and Business. The mathematics test, the cultural knowledge test, the logical reasoning test, and the language test each last 45 minutes.

The general content of the mathematics and language tests corresponds to the level of the state grammar school leaving examination. The cultural knowledge test is designed to demonstrate the applicant's interest in the chosen programme. The logical reasoning test assesses the applicant's ability to relate given conditions to possible contexts, interpret tables and graphs, work with percentages, and solve tasks involving unknown variables. In-depth knowledge of mathematics is not required for these tasks.

The evaluation criterion is the correctness of the answers.

2. Subsequent Master's Degree Programmes

Programmes Offered:

Programme Name	Language of Instruction	Mode of Study	Expected Intake
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

Entrance Examination Dates:

MNG, MU, and AM programmes: 17. 6. 2026 a 21. 1. 2027

MIMG and SUM programmes:

- 1st intake 5. 3. - 28. 3. 2026,
- 2nd intake 5. 5. -21. 5. 2026.

IG programme:

- 1st intake 5. 3 - 21. 3. 2026,
- 2nd intake 5. 5. -15. 5. 2026.

Application Deadlines:

MNG, MU, and AM programmes: for admission in the winter semester 30. 4. 2026, for admission in the summer semester 30. 11. 2026.

MIMG, SUM and IG programmes:

- 1st intake 28. 2. 2026,
- 2nd intake 30. 4. 2026.

Admission Requirements and Method of Admission Verification

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The applicant demonstrates completion of at least a bachelor's degree by submitting an officially certified copy of their university diploma, or, if the diploma has not yet been issued, by providing confirmation of graduation from the study department of the university attended.

Where an applicant applies for admission to study and has obtained a foreign higher education qualification by completing a programme at a foreign higher education institution, the applicant shall demonstrate compliance with the requirement of having attained at least a Bachelor's degree by one of the methods stipulated in § 48 of the Higher Education Act (a decision on general recognition of foreign qualification, or a certificate of foreign education deemed equivalent under international treaties), or by means of the recognition of the foreign qualification conducted by the Prague University of Economics and Business.

The assessment procedure shall be initiated by the faculty to which the applicant has duly submitted an application for admission. Upon submission of the request, the applicant is required to pay the prescribed fee; failure to remit the fee shall result in the assessment of the foreign qualification not being carried out.

If an applicant submits multiple applications for study, the request for recognition of foreign qualification shall be processed only once, and the outcome of the assessment shall be valid for all study programmes of the same type to which the applicant has applied. Payment of the fee and submission of the required documents must be completed sufficiently in advance of the enrolment date, or by the deadline set by the faculty for providing proof of prior education.

An additional condition for admission to a subsequent Master's degree programme is the successful completion of an entrance examination, the content of which varies according to the specific programme. A fundamental prerequisite for enrolment in a subsequent Master's programme is at least a passive knowledge of the English language (including for programmes taught in Czech).

The entrance examination for the **Management** programme (taught in Czech) consists of a subject-specific test. The subject encompasses the fundamental areas of management and economics. The topics and recommended literature are available on the faculty's website.

Conditions for Admission to the Subsequent Master's Degree Programme in **Sustainability Management** (taught in Czech)

1. Preparation of an essay on topics related to sustainability in the broad sense, or a topic within areas falling under ESG, and its submission via InSIS by 30 April 2026. The essay must be between 2,500 and 3,000 words in length.
2. Submission of a structured curriculum vitae, not exceeding two A4 pages, together with a link to a motivational video of no more than three minutes in duration, by 30 April 2026.
3. Successful completion of the entrance examination, which consists of an interview and a defence of the submitted essay referred to in point 1. The examination shall be deemed passed only if the applicant achieves at least 50% of the total possible points.

The entrance examination for the **Arts Management** programme is conducted in two rounds. In the first round (by 30 April 2026), applicants shall submit a motivational video of three minutes in length. In the second round (17 June 2026), applicants shall take part in an oral interview on the topic *"Current Challenges in the Cultural Environment in the Czech Republic"*. After the first round, a maximum of 10% of the highest-ranked applicants may be admitted directly, while 10% of the lowest-ranked applicants shall not proceed to the second round.

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Conditions for Admission to the **Management Programme (taught in English) – MIMG** and **Master in Sustainability Management – SUM**:

1. **Knowledge of the English language** – proficiency must be demonstrated by one of the following certificates:

- TOEFL iBT ≥ 90,
- IELTS ≥ 6,5 (both modules accepted: IELTS General Training and IELTS Academic),
- CPE with a result of A, B, or C
- CAE with a result of A or B
- BEC Higher with a result of A or B,
- A Bachelor's degree from a fully English-taught field/programme, subject to the following condition: the entire study must have taken place in an English-speaking country or at an institution that is a member of the CEMS alliance, or at an institution accredited by EQUIS/AACSB.
- In the case of the Master in Sustainability Management programme, the language certificate may, if necessary, be replaced by a language examination conducted as part of the admission process.

Submission of a language certificate (or completion of the language examination within the SUM programme) is a mandatory condition for participation in the admission procedure.

2. a) For the **MIMG** programme:

- Preparation of an essay on topics reflecting the knowledge expected of students at the Bachelor's level in the Business Economics – BBA programme (areas: strategic analysis, marketing, management, corporate finance), with a length of 2,500–3,000 words.
- Submission of a structured curriculum vitae in English, not exceeding two A4 pages, and a motivational video in English of no more than three minutes in duration.
- Successful completion of the entrance examination in the form of an interview and defence of the submitted essay.

b) For the **SUM** programme:

- Preparation of an essay in English on topics related to sustainability in the broad sense, or a topic within areas falling under ESG, with a length of 2,500–3,000 words.
- Submission of a structured curriculum vitae in English, not exceeding two A4 pages, and a motivational video in English of no more than three minutes in duration.
- Successful completion of the entrance examination in the form of an interview and defence of the submitted essay.

All materials required for the entrance examination must be submitted no later than the final day for applications. The admission procedure is conducted remotely using teleconferencing.

The examination shall be deemed passed only if the applicant achieves at least 50% of the points in each part of the entrance examination (essay and interview). Each applicant may submit only one application for a given study programme within a single academic year.

The entrance examination for the **International Management (IG)** programme is conducted in three rounds.

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1. **In the first round of the admission procedure**, applicants must submit the following documents (all required documents shall be provided electronically via InSIS):

a) Completion of the following courses, or their equivalents, with the 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) Proof of English language proficiency exclusively by one of the following certificates:

- TOEFL iBT ≥ 100
- IELTS ≥ 7 (both modules accepted: IELTS General Training and IELTS Academic)
- CPE with a result of A, B, or C
- CAE with a result of A or B
- BEC Higher with a result of A or B
- A-level GCSE issued in Singapore
- TOEFL iBT Special Home Edition test ≥ 100 , with a minimum of 20 points in each section; *MyBestScore* is not accepted
- TOEFL ITP® Plus for China Solution ≥ 627 , with Listening 64, Structure and Written 64, Reading 63
- A Bachelor's degree from a fully English-taught field/programme, subject to the following condition: the entire study must have taken place in an English-speaking country or at an institution that is a member of the CEMS alliance, or at an institution accredited by EQUIS/AACSB.

Submission of a language certificate is a mandatory condition for participation in the admission procedure.

c) Applicants shall also submit:

- A structured curriculum vitae in English (maximum length: two A4 pages),
- A motivational video in English of no more than three minutes in duration,
- English language certificates (as specified above),
- Any verifiable evidence of proficiency in another world language,
- A record of previous academic results,
- A Bachelor's diploma, if already available,
- Verifiable documents confirming the work experience stated in the curriculum vitae (e.g., copy of contract, reference letter),
- Any additional relevant supporting materials (e.g., GMAT, certificates, etc.)

In the second round, the following criteria are assessed: international experience, completed work placements relevant to the programme of study, extracurricular activities, motivation for study, and academic performance during the Bachelor's programme. Each criterion may be awarded between 0 and 10 points according to the following scale:

- Criterion met below average: 0 points
- Criterion met at an average level: 5 points

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- Criterion met above average: 10 points

The maximum number of points obtainable in the first round is 50. A maximum of 80 top-ranked applicants will proceed to the second round.

2. In **the second round** of the admission procedure, the applicant's aptitude for managerial work in an internationally oriented company is assessed through an online Assessment Centre. Applicants are evaluated based on individual and team presentations, case study solutions, and an analytical test. Particular attention is given to intrinsic motivation, willingness to take risks, stress tolerance, responsibility, flexibility, self-confidence, assertiveness, and communication skills.
3. The **third round** of the admission procedure consists of the successful completion of a Bachelor's degree programme. If capacity permits, an additional selection process (second intake) will be organised for applicants who submitted their application by 30 April 2026. These applicants shall be subject to the same selection criteria as those who applied in the first term, i.e., by 28 February.

Each applicant may submit only one application for a given study programme within a single academic year.

Waiver of the Entrance Examination

The Dean may grant a waiver of the requirement to sit the entrance examination in the following cases:

- Graduates of the Bachelor's degree programme at the Faculty of Business Administration who have applied for admission to a subsequent Master's degree programme of the same field (the subsequent Master's programme in Arts Management corresponds to the Bachelor's programme in Arts Management; the subsequent Master's programme in Management taught in Czech corresponds to the Bachelor's programme in Business Economics and Management) for the immediately following academic year and have completed their Bachelor's studies by 31 August 2026 within a maximum of eight semesters;
- Graduates of a Bachelor's degree programme in the academic year 2025/26 who have applied for admission to the subsequent Master's programme in Management, have completed their Bachelor's studies by 31 August 2026, and achieved at least 70% of the points in the "mock entrance examinations" organised by the Faculty of Business Administration for applicants to subsequent Master's programmes in 2026;
- Graduates of a Bachelor's degree programme who have applied for admission to the subsequent Master's programme in Management, have completed their Bachelor's studies with distinction, and have submitted evidence of their results by 15 June 2026; such applications shall be assessed individually by the Dean;
- Graduates of a Bachelor's degree programme who have applied for admission to the subsequent Master's programme in Management, Sustainability Management, or Arts Management and who, within the last three years, have achieved a leading position in a significant competition at the international or national level, or have engaged in activities of notable merit; such applications shall be assessed individually by the Dean. The deadline for submission of supporting documents is 30 April 2026. Both the competitions and the activities of notable merit must be consistent with the graduate profile of the programme to which the applicant is applying.

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All supporting documents for a waiver of the entrance examination must be submitted no later than 30 April 2026 (or by 15 June 2026 in the case of evidence of graduation with distinction). Where the entrance examination is waived, confirmation of the electronic enrolment form must be completed by 15 June 2026 as a condition for enrolment. Where the entrance examination is not waived, the applicant shall be invited to the regular entrance examination date, and the deadline for confirmation of the electronic enrolment form shall be 1 July 2026. Further detailed information on the admission procedure is available on the faculty's website (<https://fph.vse.cz/>).

Decision on Admission

Admission shall be determined by the ranking of applicants who have met the admission requirements, based on the total number of points obtained in the individual parts of the entrance examination. Applicants will be admitted in accordance with this ranking up to the capacity limits of the Faculty of Business Administration at the Prague University of Economics and Business.

For admission to the International Management programme, payment of a non-refundable tuition deposit (*blocking fee*) of EUR 800 or its equivalent in CZK is required by 30 April for the *first intake* and 31 May for the *second intake*.

For admission to the Master in Management and Master in Sustainability Management programmes, payment of a non-refundable tuition deposit (*blocking fee*) of EUR 400 or its equivalent in CZK is required no later than 30 April for the *first intake* and 31 May for the *second intake*.

Applicants will be enrolled in the programme upon confirmation of the electronic enrolment form by the deadline set by the Dean. This deadline is 1 July 2026. Enrolment is conducted through the electronic enrolment form in the InSIS system.

Application for Admission

Applications for admission must be submitted exclusively in electronic form at <https://prihlasky.vse.cz>. After submitting the application, the applicant will receive (at the email address provided in the application) the account number and variable symbol to be used for payment of the fee for acts associated with the admission procedure. A QR code may be used for payment.

The application fee may be paid by card via the link in the application registration system, no later than the next working day following the final day for submission of applications. No other payment methods are permitted. Fees for multiple applications cannot be combined into a single payment.

An applicant is considered duly registered once the electronic application has been fully completed and the full prescribed amount has been correctly credited to the designated school account.

Applications may be submitted to all Bachelor's programmes offered by the Faculty of Business Administration; however, it is not possible to select an alternative programme due to differences in entrance examinations. The Faculty does not exclude the possibility that, in the case of multiple applications, entrance examination dates may coincide.

Fees for the admission procedure are non-refundable under any circumstances.

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3. Doctoral Degree Programme

Programme Offered:

Programme Title	Language of Instruction	Mode of Study
Management and Managerial Economics	Czech/English	Full-time/Combined

Entrance Examination Dates

16 June 2026 and 11 November 2026

Application Submission Periods

From 1 April 2026 to 31 May 2026 and from 15 September 2026 to 31 October 2026

Admission Requirements

Requirements for the programme Management and Managerial Economics taught in Czech:

Together with the electronic application, applicants shall submit to the faculty:

- An application supplement and a Declaration of Previous Studies
- A research proposal for the intended doctoral dissertation, approximately five pages in length, in English
- A brief academic curriculum vitae, optionally including a list of published scholarly works
- Proof of completed higher education (an officially certified copy of the diploma and final transcript; for studies completed abroad, an officially certified copy of the diploma's recognition certificate)

Successful completion of the entrance examination consists of:

- Passing an oral examination in the form of a scholarly discussion of the research proposal for the intended doctoral dissertation in English. During this discussion, the applicant must demonstrate knowledge of the field relevant to the dissertation topic and defend the quality of the proposed research plan
- A foreign national, except applicants from the Slovak Republic, who intends to study the programme in Czech shall also complete part of the oral examination in Czech

Requirements for the programme Management and Managerial Economics taught in English:

Together with the electronic application, applicants shall submit to the faculty:

- An application supplement and a Declaration of Previous Studies
- A research proposal for the intended doctoral dissertation, approximately five pages in length, in English
- A brief academic curriculum vitae, optionally including a list of published scholarly works
- Proof of completed higher education (an officially certified copy of the diploma and final transcript; for studies completed abroad, an officially certified copy of the diploma's recognition certificate)

Successful completion of the entrance examination consists of passing an oral examination in the form of a scholarly discussion of the research proposal for the intended doctoral dissertation. During this discussion, the

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applicant must demonstrate knowledge of the field relevant to the dissertation topic and defend the quality of the proposed research plan. The discussion shall be conducted in English.

Further detailed information on the admission procedure is available on the faculty's 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 6 November 2025

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