



## FACULTY OF INTERNATIONAL RELATIONS

<http://fir.vse.cz/>

### Contact:

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### Admissions at our websites:

<https://ibb.vse.cz/why-to-join-us/>

<https://ids.vse.cz/bachelor-program/>

### Bachelor's degree programmes taught in English for the academic year 2019/2020

Study Programme	Standard Length of Study	Anticipated Number of Admitted Students	Mode of Study
International Business	3 years	75	face-to-face
International and Diplomatic Studies	3 years	25	face-to-face

# #firvse

### Conditions of acceptance

A legal condition for admission to study in a bachelor's study programme is to complete secondary education with a high school leaving exam („maturitní zkouška“). In addition, admission to a bachelor's study programme is based on the admission exam, consisting of a **written essay, assessment of aptitude for study**, and an **assessment of English language skills**. Only such candidates who meet the point limit declared by the Dean for the total point count, and who obtain at least 50% of points from the essay and, at the same time, at least 50% of points from the motivation letter, will be admitted.

### Form and framework content of the admission exam, criteria for its evaluation

The written exam essay (in English, on a given topic, 1,200 words) verifies the ability to deal with an essay topic and the knowledge of English in writing. The essay can reach a maximum of 150 points.

The assessment of aptitude for study is based on the provided motivation letter. The candidate can get a maximum of 50 points. Knowledge of spoken English is assessed by a Skype or an in-person interview. Up to 50 points can be reached. Only those candidates who receive at least 50% of points from the essay and at least 50% of points from the letter of motivation will be invited to the in-person or via Skype interview.

### Verification method of conditions of acceptance

Completion of secondary education is proved by presenting a **notarized copy of a secondary school leaving certificate**. Applicants who gained secondary education by completing a **secondary education programme at a foreign secondary education institution**, an international secondary education institution, a European secondary education institution in compliance with the Convention defining the Statute of the European Schools, or at a school which is allowed by the Czech Ministry to provide compulsory education in compliance with the Education Act, must present a notarized copy of their secondary school leaving certificate, its notarized translation into Czech or English language, and confirmation of the particular foreign secondary school or another foreign body that a participant in the secondary education programme of the given foreign secondary school is, in the specific foreign country, entitled to attend a bachelor's degree programme. Admitted applicants will be provided further instructions for assessment of the previous education, including a possible payment for the assessment.

A document proving general recognition of the equivalence or validity of a foreign document concerning receiving secondary education in the Czech Republic (nostrification clause) is required only when the Faculty of International Relations expresses doubts about sufficient level, scope, or content of the previous foreign education of an applicant, and the applicant will be asked to present the nostrification clause.

The latest date to prove that all of the above conditions are met is the date of the registration into the studies. The Dean may, on the basis of a written request which is received, at the latest, on the day of registration into the studies, set an individual registration date for those applicants who take the high school leaving exam („maturitní zkouška“) in September and for those waiting for the nostrification. An individual registration deadline may be no later than September 13, 2019.

### Decision on admission

Admission will be determined by the order of the candidates who have met the admission conditions, and by their total points from all required exams/tests, which will be organized by order. According to this order, such number of applicants, whose total points exceed the limit of the total points set by the Dean, will be accepted. The number of accepted applicants is also determined by the state's financial policy towards universities, by the capacity of the faculty and the University of Economics, Prague. In the event that

the applicants who have been admitted do not use their right to enroll into studies (Section 51 of Act No. 111/1998 Coll.), candidates who show interest in the additional admission by filing an appeal against the non-acceptance decision can be admitted to these vacancies. In this case, the criteria will be the order of the total points earned, fulfillment of the conditions of admission and the appeal against the non-acceptance decision.

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#### **Application for study**

Applications for study are submitted in electronic form at <http://prihlasky.vse.cz> (English version at <https://insis.vse.cz/prihlaska/?lang=en>)

The assigned username and password must be carefully stored - it is used for communication with the faculty until the time of enrollment.

Once the application has been filled in, the applicant will receive (to their e-mail address they provide) instructions about the account number and variable symbol that they need to use to pay the fee for the admission procedure; the 50 EUR fee can be paid according to these instructions, or directly in the e-application system via a credit card. An application is considered as filed when it is filled in properly and the application fee in the required amount, according to the emailed instructions, is paid and properly received at the university's respective account.

#### **Formal requirements of the application**

One or two applications for bachelor's study taught in English may be submitted at the faculty. Only one study programme can be chosen per application. The application must be sent electronically (via InSIS) and by post, or sent by a self-signed scan. A curriculum vitae, a copy of a passport or other identity card, a digital photo, and proof of payment of an application fee should be sent along with the application, if the payment was not made directly via InSIS (university's Integrated Study Information System).

<b>Application Deadline:</b>	April 30th, 2019
<b>Exam Date:</b>	May 2019
<b>Enrollment of Admitted Applicants into the Study:</b>	September 2019

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PLEASE FOLLOW THE FACULTY'S WEBSITE FOR UPDATES  
<http://fir.vse.cz/>

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**WE LOOK FORWARD TO MEETING YOU AT THE ENTRANCE EXAMS TO THE FACULTY OF  
INTERNATIONAL RELATIONS**

doc. Ing. Josef Taušer, Ph.D., by his own hand  
Dean