

Dean's Decree No. 1D/2024

on the requirements of admission to study for the academic year 2024/2025

The Dean of the Faculty of Arts of the University of West Bohemia in Pilsen announces the admission procedure for the academic year 2024/2025 according to Section 48 et seq. of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts, to the following study programme:

Study programme	Form of study	Length of study	Applicants/Accepted 2023/2024	
BACHELOR STUDY PROGRAMME (IN THE CZECH LANGUAGE):				
Foreign Languages for Business – specialisation English - French	Full-time	3	27/16	
Foreign Languages for Business – specialisation English - Russian	Full-time	3	91/49	
Foreign Languages for Business - specialisation English - German	Full-time	3	85/64	

Application deadline and payment of the administrative fee for the admission procedure:

Applications can only be submitted electronically at <http://eprihlaska.zcu.cz>

The deadline for applications is **30 April 2024**.

The fee for each application is **CZK 500,-** due no later than **30 April 2024**.

When the application is submitted, the details for the payment of the admission fee are automatically generated. Each application is assigned a unique variable and specific symbol. If the fee is not paid within the specified deadline, the admission procedure will be terminated.

Entrance examinations will take place in the week of **10-14 June 2024**.

The alternate dates for the entrance examinations will take place in the week of **17-21 June 2024**.

Invitations to the entrance examination:

The Faculty sends invitations to the entrance examination only electronically to the applicant's e-mail. The date, venue and other relevant information will be published on the Faculty's website no later than three weeks before the date of the entrance examination.

Admission requirements:

The Dean reserves the right to announce supplementary admissions to selected study programmes. The information on the announcement of the supplementary admission procedure and the deadlines for application will be published on the website of the Faculty of Arts no later than 1 May 2024.

Admission to Bachelor studies is conditional on secondary school education completed with a school-leaving examination and successful completion of the entrance examination. Applicants must provide proof of successful completion of the school-leaving examination by uploading an officially certified copy of the school-leaving certificate into the e-application form by **19 June 2024**.

An applicant will pass the entrance examination if his/her ranking number based on the score obtained in the entrance examination is lower than or equal to the number of applicants who are to be admitted to the programme. The number of admissions in the first and the supplementary round shall be determined by the Admissions Board at its first meeting. The entrance examination for all Bachelor degree programmes shall take the form of a written test or an oral examination. If the number of applicants is less than or equal to the number of applicants who can be admitted to a given study programme, the Dean, in agreement with the Head of Department and the guarantor of the study programme, may decide to admit all applicants who have fulfilled the legal requirement without holding an entrance examination.

Completing secondary education abroad:

If you have completed secondary school abroad, you must:

- Meet the conditions for the assessment of foreign education for the purposes of the admission procedure in accordance with Rector's Directive No. 34R/2017

https://inis.zcu.cz/fcgi/verso.fpl/dload/23857/34R-2017-D4-UZ-Postup_pri_uznavani_zahranicniho_vzdelani_a_kvalifikace.pdf

and the Decree of the Dean of the Faculty of Arts No. 3/2022

<https://www.ff.zcu.cz/rest/cmisis/document/workspace://SpacesStore/81dbf6ec-44d9-4797-9e84-ed78683e52ee;1.0/content>

and provide the documents prescribed therein; or

- submit the original or an officially certified copy of the nostrification (validation of foreign education) or an equivalent form resulting from the concluded and valid international treaties of the Czech Republic on mutual recognition of secondary education.

Study programme Foreign Languages for Business:

Specialisation

- **English – French**
- **English – Russian**
- **English – German**

The entrance exam takes the form of written tests in both languages of the chosen specialisation, i.e. English (level B2+ according to SERRJ) and either French (level B1+ according to SERRJ), Russian (level A2+ according to SERRJ), or German (level B2+ according to SERRJ). The tests verify, in the form of multiple-choice questions, the lexical and grammatical knowledge and skills in the foreign languages concerned and test an overview of the culture, history and geography of the respective language areas.

This Decree shall enter into force and effect on the date of entry into force of the Decision on the extension of the validity of the accreditation of the study programme Foreign Languages for Business in the proceedings conducted by the National Accreditation Bureau for Higher Education under No. 229/2022.

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Dean of the Faculty of Arts, UWB