

UNIVERSITY OF ECONOMICS, PRAGUE
W. Churchill Sq. 4, 130 67 Prague 3

**Information on the Procedure of Admission to Studies
in the Doctoral Degree Programmes at the University of Economics, Prague**

- I. Branches of Study
- II. Admission requirements for foreign students
- III. Admission procedure
- IV. Admission fees
- V. Entrance examination requirements
- VI. Evaluation of the entrance examination

I. Branches of Study

The programmes of doctoral study at the University of Economics, Prague, may be taken in the following branches:

Faculty	Study programme	Branch
Faculty of Finance and Accounting	Finance and Accounting	1. Finance 2. Accounting and Corporate Financial Management
Faculty of International Relations	International Economic Relations	1. International Economic Relations 2. Commercial and International Economic Law 3. International Political Relations
	Political Sciences	1. Political Sciences
Faculty of Business Administration	Economics and Management	1. Business Economics and Management
	Economic Theory	1. Economics
Faculty of Informatics and Statistics	Applied Informatics	1. Applied Informatics
	Quantitative Methods in Economics	1. Econometrics and Operational Research 2. Statistics
Faculty of Economics	Economic Policy and Administration	1. Economic Theory 2. Economic Policy 3. Economic and Political History of the 20 th Century
Faculty of Management	Economics and Management	1. Management

All applicants have to choose the topics for doctoral thesis from the list of topics
(see: <http://ozs.vse.cz/english/postgraduate-programmes/phd/>)

The standard length of study is three or four academic years, depending on the study programme.
Maximum time allowed is five years.

The relevant governing legislation: Act No. 111/1998 Coll. amended and consolidated, and 137/2016 Coll.

II. Admission requirements for foreign students

Admission to a Doctoral Study Programme is conditional upon the proper completion of studies in any branch of Bachelor's and Master's Study Programme. The Master's Diploma must be recognized in the Czech Republic (see **Information for Applicants on the Recognition of Higher Education and Qualifications Acquired Abroad:** http://www.vse.cz/english/recognition_of_previous_studies.php).

Admission to study is also conditional upon:

- successfully submitting an application with appendix including all the necessary enclosures,
- paying the admission fee,
- passing the entrance examination.

The final decision concerning the admission of an applicant rests with the dean of the faculty of the respective Doctoral Programme with due consideration given to success in the entrance examination, as well as the teaching capacity of the faculty. If an applicant has not been admitted only because of the insufficient teaching capacity at the faculty, the examination results remain valid for one year following the date on which the examination was taken.

Students wishing to study in a programme in a language other than Czech (“**Foreign language programme**”) must pay a tuition fee. This fee is € 5000 per year. If foreign students study in a combined mode of study (distance form) they come for consultations at a time agreed with their supervisors, but are not obliged to attend lectures and seminars daily. Nevertheless, they must come to sit the exams. Students can study, sit examinations, as well as write and defend their doctoral thesis, in a foreign language. The standard length of study is 3 or 4 years, depending on the study programme.

Students in the study programmes in Czech (“**the Czech language programme**”) do not pay fees. If they study in an on-site mode of study (present form) they can be granted a scholarship during the period that does not exceed the standard length of study. The dean of the faculty will set the amount to be awarded for the scholarship. Students can apply for residential accommodation (subject to the capacity of the dormitories). For more information see:

<http://suz.vse.cz/eng/>

Also, those students who have been granted a scholarship by the Czech government do not pay fees and can receive residential accommodation.

III. Admission procedure

The admission procedure begins upon receipt of the application for admission to study submitted by an applicant in electronic form.

Appendix to the Application Form is submitted together with an enclosure in written form.

The enclosure consists of the following documents:

- a) a short curriculum vitae
- b) a document certifying the level of the applicant's academic attainment or a certified copy of a diploma and diploma supplement. Applicants whose previous studies were undertaken abroad need diploma recognition (see information above) that must be submitted by the date of the release of the admission decision
- c) list of publications with a short annotation and, possibly, an expert's reference attached (not required by the Faculty of Finance and Accounting and the Faculty of Business Administration)
- d) applicant's intended thesis of their doctoral dissertation according to the requirements of a relevant faculty as follows:

Faculty	Requirements
Faculty of Finance and Accounting	A research project proposal on financial or accountancy topic to the extent of about 5 A4 pages (10 pages maximum). One part of the essay must contain object and structure of the dissertation, including a thorough list of literature. The applicants are recommended to consult the focus of the scientific essay and dissertation with senior lecturers or professors teaching the relevant subjects. Applicant is obliged to send all above mentioned enclosures to study coordinator for doctoral study by email.

Faculty of International Relations	A research project proposal of about five A4 pages in Czech or Slovak (in English, for foreigners applying for a programme in English language). The topic must be presented in the theoretical framework of the chosen programme and branch. Students must specify the aim of the dissertation, structure and its benefit for the branch. The list of literature studied in the appropriate topic must be enclosed. The applicants have to consult the focus of the scientific essay and dissertation with senior lecturers or professors teaching in the relevant branch. The professor's name must be submitted.
Faculty of Business Administration	A research project proposal of approx. 5 pages in Czech and approx. 5 pages in English (in English only for foreigners applying for a programme in English language). The proposal contains a description of international scientific knowledge concerning the given topic that raises an interesting research question, answer to which would be considered as a contribution. The proposal also contains the aim of the dissertation and proposed methods for its accomplishment. The list of main academic articles from leading international journals that the intended scientific essay is based on must be enclosed. The applicants are obliged to consult the focus of the scientific essay and dissertation with a potential thesis supervisor and must receive a confirmation from the supervisor that he/she is willing to supervise such dissertation thesis.
Faculty of Informatics and Statistics	<p>1. For the branch Applied Informatics: a research project proposal, with length approx. 5 pages in English which conforms to the following structure:</p> <ul style="list-style-type: none"> - definition of the field, - topical theoretical and practical questions related to the chosen field, with the reference to literature (see the next point) - a list of the relevant literature, including a list of institutions and researchers working in the chosen field if needed, - the applicant's own skills in the field (Master's thesis, publications, practice), - definition of the thesis' objectives, - a concept of methods used in achieving the objectives. <p>It is necessary to gain a supervisor's approval of supervision.</p> <p>2. For the branches Econometrics and Operational Research and Statistics: submission of an intended research project proposal (1-2 pages in English).</p>
Faculty of Economics	A research project proposal (1 page in English).
Faculty of Management	A research project proposal (4-6 A4 pages) and a list of literature studied related to the issue. The applicant must indicate the supervisor's name in the application form.

Electronic Application Form and Appendix to the Application Form can be found on the webpage:

- <http://insis.vse.cz/prihlaska/?lang=en>

Application deadline: May 15th 2018.

At the Faculty of Business Administration and the Faculty of Economics, there are also the second rounds of entry exams in January 2019; in this case, the deadline for applications is December 14th 2018.

Appendix with the enclosure must be sent to the address:

*University of Economics, Prague
nám. W. Churchilla 4, 130 67 Praha 3
Faculty of.....*

Name of a faculty and name of the faculty coordinator can be found in the Doctoral Study Brochure on the website <http://ozs.vse.cz/english/vse-degree-programmes/phd/>

IV. Admission fees

The admission fee is 50 €. An applicant will receive the account number and variable symbol needed for the payment to the email address noted in their application.

NB: The admission fee is to be remitted by postal order or bank transfer only. The applicant assumes full responsibility for paying all bank charges associated with the payment.

The admission fee is not refunded in the event of the applicant not sitting the exams. The admission fee is also not refunded if recognition of diploma is rejected.

If all the requested papers are provided in order, and in good time, and the admission fee is paid, the applicant will receive a letter of invitation to come to sit the exams.

The entrance examinations take place at the end of June or on an alternative (2nd) date in September, respectively. At the Faculty of Economics, there will be the entrance exams also in January. At the Faculty of Business Administration, the alternative entrance exams date does not take place in September, but in January 2019. Detailed information will be given in a letter of invitation.

V. Entrance examination requirements

Information is provided by the doctoral study coordinators at the appropriate faculties.

Entrance examinations take place at the address given in the invitations that will be sent to applicants. Immediately before an applicant takes the examination, they will have to:

- prove their identity and nationality (by an identity card or a passport)
- submit any other documents as are stated in the invitation to sit the entrance examination

The entrance examination is to be taken in:

- 1) the major specialization
- 2) foreign languages.

1) The major specialization subjects' examination takes the form of a discourse on the issues related to the study programme which the applicant intends to study. The assessment of the applicant's performance takes account of the applicant's interest in the field of study, their acquaintance with the issues in that study programme, as well as their general level of knowledge. The discourse presupposes knowledge on the level required for the master's comprehensive final examination in the major specialisation at the University of Economics, Prague. Information on the examination as well as the list of literature expected to have been studied can be obtained from the doctoral studies coordinators at the relevant faculty.

2) The foreign language examination

General information

- 1) Reading of a general economics text (15 to 20 lines), summary of the text (in some cases students have to pass a written test)
- 2) Discourse on an issue related to the applicant's major specialization and their intention concerning the studies pursued.
- 3) Time limit: about 30 minutes each.

Special requirements

Faculty	Requirements
Faculty of Finance and Accounting	<p>Applicants intending to study in the foreign language programme must pass the English entrance exam (sitting foreign language exam other than English is authorised by the dean of the faculty who can give permission on the grounds of a written request; it is necessary to apply at least two weeks in advance).</p> <p>The Czech language proficiency of foreign applicants for the study programmes held in Czech will be examined during the major specialization subjects' examination.</p> <p>In justified cases it is possible to request sitting the entrance exam via Skype; in this case it is necessary to apply to the study coordinator in advance.</p>
Faculty of International Relations	<p>All applicants must pass the English entrance exam. Foreigners intending to study in the Czech programme must pass the English exam and written and oral Czech entrance exam.</p> <p>Exemptions in the choice of language examination in the entrance procedure are authorised by the dean of the faculty who can give permission on the grounds of a written request.</p>
Faculty of Business Administration	<p>Applicants do not take the English entrance exam; the interview about the dissertation proposal (oral exam) is however led in the English language. Foreigners (does not apply for Slovak applicants) intending to study in the Czech language programme must pass the interview that is led both in English and Czech. Such applicants must be fluent in Czech.</p>
Faculty of Informatics and Statistics	<p>The entrance interview about the major specialization is led in English. Foreigners going to study in the Czech language programme must pass in addition the written and oral entrance Czech exam.</p>
Faculty of Economics	<p>Faculty does not require any entrance exams in foreign languages. However the entrance interview about the major specialization is led in English. Foreigners intending to study in the Czech programme must also pass a written and oral Czech entrance exam (does not apply for Slovak applicants).</p>
Faculty of Management	<p>All applicants must pass English entrance exam.</p> <p>Students who have been granted scholarship by the Czech government and foreigners intending to study in the Czech programme must also pass the Czech entrance exam, in addition to the English exam (does not apply for Slovak applicants).</p> <p>Exemptions in the choice of language examination in the entrance procedure are authorised by the dean of the faculty who can give permission on the grounds of a written request.</p>

VI. Evaluation of the entrance examination

Each part of the entrance examination (the major specialization subjects' examination and the examinations in the foreign languages) is graded as follows: 1 - Excellent, 2 - Very good, 3 - Good, 4 – Fail, or students are assessed verbally.

If an applicant fails one of these examinations, they will fail the entrance examination as a whole. The examination board will record the grade plus a brief justification of the grade awarded.

Applicants are admitted to the Doctoral Study Programme on the basis of their entrance examinations results and the availability of suitable supervisors. The dean's decision will be mailed to each applicant in accordance with the Higher Education Act. Applicants entitled to be enrolled in studies will receive confirmation that they have been enrolled in studies including information about the start of their studies, branch, form of study and the department to which they will belong. The Dean of the faculty has the right to change the mode of study with regard to the need of the faculty. The applicant becomes a doctoral student on the day of their enrolment.

Entrance examination pass is valid for one year. If an applicant is not admitted only due to the lack of teaching capacity in the study programme, the following year they can apply for admission without sitting the entrance exam. In this case, confirmation of having passed the entrance exam must be attached to the application form.

Applicants who are not admitted may request a review of the decision. The request must be submitted to the body that has issued the resolution no later than 30 days from its receipt.

Final provisions

These conditions of admission procedure are valid for study in the doctoral study programmes for academic year 2018/2019.

In exceptional cases, the Dean reserves the right to extend the deadline for submission of applications. In this case the applicant will pass the entrance exam in an extraordinary term in September.

Concluding notes

In every administrative contact with the University of Economics, Prague, it is necessary to use the name of the University and the name of the relevant faculty. The applicant's name shall be followed by their contact address.

Prague, October 27, 2017

prof. Ing. Petr Musilek, Ph.D.
Vice-Rector for Science and Research
University of Economics, Prague