

## Terms and Conditions of Admission to FEA's Doctoral Degree Programmes in the academic year 2020/2021

Masaryk University's Faculty of Economics and Administration (referred as „FEA“), respecting the stipulations in chapters 48, 49 and 50 of the Act no. 111/1998 on higher education as amended, sets the following terms and conditions of admission to Doctoral Degree Programme (referred as „DDP“).

### DDP Admission Procedures

FEA doctoral degree programmes entrance examinations take place twice a year:

- At the end of spring semester (studies to begin in the autumn semester of the following academic year).
- At the end of autumn semester (studies to begin in the spring semester of the current academic year).

The entrance tests are done in the on-site mode. International applicants who may enter and/or stay in the Czech Republic territory under visa requirement obligation or who cannot sit for the exam for this or another significant reason may apply for sitting for the entrance examination in a distant mode (i.e. based on written documents assessment – see item 1).

The decision of applicant acceptance/rejection is under Faculty Dean's responsibility made on the basis of examination/doctoral board's recommendation. A doctoral board does/does not recommend the applicant for acceptance upon the review of the below specified documents and entrance examination result.

### 1. Application for Studies: Requirements

The application for DDP studies shall be submitted in electronic form<sup>1</sup>. The applicants shall complete the electronic application with the following additional documents<sup>2</sup>:

- Structured curriculum vitae (list of publication activity recommended),
- Documents proving qualification,
- Dissertation project (determined individually for each programme in 2.3 – 2.8).

If the foreign applicant is unable to sit for the entrance examination in person for serious reasons, the following shall be presented together with the Application Form for studies and above mentioned additional documents:

- an application for an entrance examination held in a distant mode.

#### 1.1 Specification of Higher Education Qualification Documents

In case the applicant is a graduate from Masaryk University, the following shall be submitted:

- a Master's degree diploma copy.

In case the applicant is the holder of a university degree diploma issued in the Czech or Slovak Republics and the applicant is not a Masaryk University graduate, the following shall be submitted:

- an authentic Master's degree diploma copy.

In case the applicant is the holder of a university degree diploma issued in Hungary, Germany, Poland or Slovenia, the following shall be submitted:

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<sup>1</sup> on the website <http://is.muni.cz/application/?lang=en>

<sup>2</sup> The applicant can submit all the documents electronically into the application or in printed form personally at the Office for Research, Development, Quality and Qualifications, at the FEA registry or send by post to the address:  
Office Research, Development, Quality and Qualifications  
Faculty of Economics and Administration, Masaryk University  
Lipová 41a, 602 00 Brno, Czech Republic

- the Qualification Certificate issued by RMU Office for Studies; the applicant shall apply the RMU Office for Studies for the Qualification Certificate<sup>3</sup>.

In case the applicant is the holder of a university degree diploma issued in a country other than those mentioned above, the following shall be presented:

- a Recognition Certificate of Foreign University Qualification issued by any Czech public higher education institution and an authentic copy of Foreign Higher Education Recognition Letter<sup>4</sup>.

Given the aforementioned documents are unavailable for the applicant at the time of application submitting, those may be presented subsequently but not later than on the date of his/her enrolment in studies. Previous education is verified either by nostrification or in the regime of § 48 par. 1 and par. 3 of Act No. 111/1998 Coll., On Higher Education Institutions, as amended. The verification must be carried out by the date of enrollment for study set by the faculty.

## **1.2 Specification of Documents Required for the Case of an Entrance Examination Held in a Distance Mode**

If a DDP studies applicant comes from a visa requiring country and is unable to sit for the entrance examination in person for this or another serious reason, the applicant may apply for the entrance examination in distance mode and shall present the following documents.

International applicants for studies accredited in the Czech language shall present the following documents to the electronic application:

- Czech language instructor's statement of applicant's language proficiency (if the applicant has not taken a Czech language course, asks the Czech language instructor for verification and the statement),
- Recommendation letters by two teachers of applicant's home university (in English),
- Structured curriculum vitae in the Czech language,
- A motivation letter in Czech,
- A dissertation project in Czech,
- A document to certify passing an English test – see part 2. 1.

Applicants for studies accredited in the English/German language shall present the following documents:

- Recommendation letters by two teachers of home university in English,
- Structured curriculum vitae in the English language,
- A motivation letter in English,
- A dissertation project in English
- A document to certify passing an English test – see part 2. 1.

In case of application for a doctoral degree programme accredited in the German language those of the applicants whose first language is different from German shall present a certificate of passing a German language test in the form of an authentic copy of an acknowledged international certificate of passing the test at the minimum level of C1.

## **2. DDP Entrance Examination**

Entrance examinations to the doctoral degree programmes held by FEA consist of the following:

- A special test that checks applicant's knowledge (requirements are determined for each programme).
- A special discussion that checks applicant's creative research abilities and his/her motivation for DDP studies (based on the presented documents as requested for each programme).
- An English language test that checks applicant's ability and level of English proficiency including basic economics terminology knowledge; if the applicant presents a certificate of passing the English test as specified in 2.1 of this Document the test may be considered passed by the applicant on the basis of the presented certificate.

The committee appointed for each of PhD programmes by the Dean of the Faculty based on the proposal made by the head of doctoral board shall consist of three or more members.

<sup>3</sup> see <https://www.muni.cz/en/admissions/recognition/bilateral>

<sup>4</sup> see <http://www.muni.cz/study/recognition/general?lang=en>

Entrance examination parts have got the following weights:

- special test 20 %,
- special discussion 70 %,
- English test 10 %.

## **2.1 English Language Test**

The English language entrance test takes a written form lasting 45 minutes. Applicants are tasked to produce a reflection essay on the defined issue of approximately 300-350 words. The text may be evaluated with 0 –10 points while the lower threshold of passing the English test is 5 points. The produced text shall be evaluated by the appointed personnel of MU Language Centre.

### **2.1.1 Entrance English Test Acknowledgement: Terms and Conditions**

The applicants may apply for crediting the entrance examination if they meet below mentioned conditions.

#### **2.1.1.1 In case the applicant is a graduate from FEA MU**

- If the applicant is a graduate from FEA MU Bachelor or a five-year Master degree studies, the English language examination shall be credited on the basis of successful completion of the course BPJ\_JI4A (no documents are required).
- If the applicant is a graduate from FEA MU Master degree studies accredited in Czech language and he is not a graduate from FEA MU Bachelor degree studies, the English language examination shall be credited on basis of
  - a) an authentic copy of an acknowledged international certificate that proves passing an English test at the minimum level of C1
  - or
  - b) an authentic copy of diploma supplement or a certificate of attending a language course at least of C1 level during the Bachelor degree studies issued by the Office for Studies of the appropriate higher education university prescribed study literature of the subject and the form and content of the examination confirmed by the Office for Studies of the relevant university)
- If the applicant is a graduate from FEA MU Master degree studies accredited in English language, the English language examination shall be credited on basis of Master's diploma (no documents are required).

#### **2.1.1.2 In case the applicant is not a graduate from FEA MU**

- If the applicant is a graduate from Master degree studies accredited in English language, the English language examination shall be credited on the basis of an authentic copy of diploma issued by the Office for Studies of the appropriate university.
- If the applicant is a graduate from Master degree studies accredited in other language, the English language examination shall be credited on the basis of:
  - a) an authentic copy of a diploma or a certificate of attending a language course at least of C1 level issued by the Office for Studies of the appropriate higher education institution or a unit of it; in addition to the above mentioned documents, it is necessary to present course/subject syllabus, reading required for the course/subject and the examination form and content confirmed by the Office for Studies of the appropriate higher education institution or a unit of it,
  - or
  - b) an authentic copy of an acknowledged international certificate that proves passing an English test at the minimum level of C1.

## **2.2 Examination of language competence of foreign countries applicants (apart from Slovakian applicants) applying for DDP accredited in Czech language**

The foreign applicants (apart from Slovakian applicants) applying for DDP accredited in Czech language has to prove his competence in Czech language. The competence is testing during the special discussion.

### 2.3 DDP Entrance Examination in Economics and Ekonomie

The entrance exam takes a written and an oral form.

- The special test takes a written form and lasts 60 minutes. It checks the knowledge of microeconomics and macroeconomics in the extent required for the final state exam (hereinafter referred to as FSE)
    - max. 20 points, min. for acceptance 50 %.
  - The discussion is based on a dissertation project and presented by the applicant. The paper in the extent of 8–12 pages shall content the following:
    - information of diploma thesis topic and achieved conclusions,
    - applicant's motivation to the chosen dissertation thesis topic,
    - dissertation thesis' contribution as planned
    - max. 70 points, min. for acceptance 50 %.
  - An English test
    - max. 10 points, min. for acceptance 50 %.
- Total rating: max. points 100, min. to accept 60 %.

### 2.4 DDP Entrance Examination in Economic Policy and Hospodářská politika

The entrance exam takes a written and an oral form.

- The special test takes a written form and lasts 60 minutes. It checks the knowledge of general economic theory (with accent placed on macroeconomics) and of economic politics in FSE extent
    - Test: max. 10 points, min. for acceptance 50%
    - Essay: max. 10 points, min. for acceptance 50%.
  - The discussion is based on a dissertation project produced and presented by the applicant. The paper in the extent of 8–12 pages shall content the following:
    - applicant's motivation to the dissertation thesis topic as chosen,
    - situation of scientific knowledge in the appropriate issues,
    - the basic vision of dissertation thesis expected results and intended contribution
    - max. 70 points, min. for acceptance 50 %.
  - An English test
    - max. 10 points, min. for acceptance 50 %.
- Total rating: max. points 100, min. to accept 60 %.

### 2.5 DDP Entrance Examination in Public Economics and Veřejná ekonomie

- The special test takes an oral form. It checks the knowledge of economics, public economics and public funding.
  - The discussion shall relate to the dissertation project (in the extent of 8–12 pages) produced by the applicant to show applicant's interest in the dissertation thesis topic and the knowledge in the field related to the topic. The paper shall obligatory contain the basic summary of the current situation in knowledge, future dissertation thesis purpose specifications, and an outline of intended methods of solution
    - test + discussion: max. 90 points, min. for acceptance 60 %.
  - An English test
    - max. 10 points, min. for acceptance 50 %.
- Total rating: max. points 100, min. to accept 60 %.

### 2.6 DDP Entrance Examination in Business Economy and Management and Podniková ekonomika a management

The entrance exam takes a written and an oral form.

- The special test takes the form of an electronic test lasting 60 minutes. It is executed on the day of the entrance examination at the latest. It checks the knowledge of the business economy and management
  - max. 20 points, min. for acceptance 50 %.
- The discussion relates to the dissertation project in the extent of 8–12 pages produced by the applicant to demonstrate his/her interest in the dissertation thesis topic and the knowledge in the field related to the topic. The paper shall obligatory contain the basic summary of the current situation in knowledge, future dissertation thesis purpose specifications and an outline of intended methods of solution
  - max. 70 points, min. for acceptance 50 %.

- An English test
    - max. 10 points, min. for acceptance 50 %.
- Total rating: max. points 100, min. to accept 60 %.

## 2.7 DDP Entrance Examination in Finance and Finance (cz) and Finanzwesen

- The special test shall take an oral form. It checks the knowledge of finance in the extent as required for FSE.
  - The discussion shall relate to the dissertation project (in the extent of 8 –12 pages) produced by the applicant to show his/her interest in the dissertation thesis topic and the knowledge in the field related to the topic. The paper shall obligatory contain the basic summary of the current situation in knowledge, future dissertation thesis purpose specifications and an outline of intended methods of solution
    - test + discussion: max. 90 points, min. for acceptance 50 %.
  - An English test
    - max. 10 points, min. for acceptance 50 %.
- Total rating: max. points 100, min. to accept 60 %.

## 2.8 DDP Entrance Examination in Regional Economics and Regionální ekonomie

- The special test takes an oral form. It checks the knowledge of regional economics and regional development
    - max. 20 points, min. for acceptance 50 %.
  - The discussion shall relate to the dissertation project (in the extent of 8–12 pages) produced by the applicant to show applicant's interest in the dissertation thesis topic and the knowledge in the field related to the topic. The paper shall obligatory contain the basic summary of the current situation in knowledge, future dissertation thesis purpose specifications, and an outline of intended methods of solution
    - max. 70 points, min. for acceptance 50 %
  - An English test
    - max. 10 points, min. for acceptance 50 %.
- Total rating: max. points 100, min. to accept 60 %.

## 3. Maximum number of students accepted for studies

Maximum number of students accepted for each study programme

Economics	5
Ekonomie	10
Economic Policy	5
Hospodářská politika	10
Public Economics	5
Veřejná ekonomie	10
Business Economy and Management	5
Podniková ekonomika a management	10
Finance	5
Finance (cz)	10
Finanzwesen	5

Regional Economics	5
Regionální ekonomie	10

In Brno on 17 December 2019