

Instructions of the Rector on the organisation of the admission procedure for the SS 2025/2026 studies – English programmes

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1. Purpose

The following Organisational Instructions determine the organisation of the admission procedure for the English study programmes starting in SS 2025/2026.

2. Scope

The instruction is intended to guide the Study Affairs Department staff involved in preparing and implementing the admission procedure.

3. Ethical Statement

Škoda Auto Vysoká škola o.p.s. consistently rejects any form of discrimination. Škoda Auto Vysoká škola o.p.s. treats all employees, male and female students with respect and equality, regardless of their gender identity, race, ethnicity, religion, age, health, sexual orientation or other socio-cultural differences.

The commitment to equal treatment and a dignified environment is detailed in the Škoda Auto Vysoká škola o.p.s. Code of Ethics.

4. Admission requirements and deadlines

4.1. Bachelor's degree programme B0413P050006 Business Administration

Admission to the Bachelor's degree programme in Business Administration requires a full secondary or secondary vocational education.

Any secondary school graduate who fulfils the following requirements can become our student:

1. They provide an officially certified copy of the diploma, certificate, or equivalent document confirming completion of studies issued by a foreign higher education institution.;
2. Submit an officially certified copy of the diploma supplement or transcript of records.

3. If the educational qualification was obtained abroad, submit a general recognition of foreign education in the Czech Republic or request an internal assessment of foreign education for the purposes of the admission procedure at Škoda Auto Vysoká škola o.p.s..
4. Submit a copy of an identity document and a structured curriculum vitae (EUROPASS).
5. They pay the admission fee;
6. They have not been subject to disciplinary proceedings in their previous studies at Škoda Auto Vysoká škola o.p.s., which resulted in a decision of the Vice-Rector on expulsion from studies, against which the student has not appealed, or the Rector has not reduced the sanction mentioned above following the student's appeal.
7. They have passed an entrance examination to assess the motivation to study, verification of study prerequisites and the level of general knowledge and competencies necessary for study in the study programme with a grade of "Passed".
8. They have demonstrated language proficiency in English at SERR Blevel or have passed an entrance examination verifying language skills at the above-specified level with a grade of "Passed".

The admission procedure includes an entrance examination, which verifies the level of knowledge and skills required to study in the given programme. The admission exam shall be a structured interview with the applicant, conducted in English, to assess the applicant's motivation to study and verify the study prerequisites and the level of general knowledge and skills required for the study programme. The content and structure of the interview will be determined and approved by the Programme Guarantor. The interview is conducted by the Programme Guarantor or a member of the academic staff designated by the programme guarantor. The interview is conducted in person or online (via MS Teams).

The admission test verifies the programme's level of knowledge and skills and results in a "Passed" or "Failed" verdict.

The admission test also verifies the language requirements for the programme unless the applicant provides an internationally recognised certificate according to the SERR or a language test certificate issued by another institution authorised to conduct language tests.

English language proficiency at level B2 is required for admission to the programme.

Language proficiency is assessed by internal tests using the Comprehensive Language Assessment, which covers all language skills: reading, listening, writing and speaking in English.

The assessment also includes:

- a) An on-line test covering practical language use and listening,
- b) A 45-minute face-to-face or on-line meeting with the examiner focused on testing reading, speaking and writing skills. The speaking test is based on a guided and structured interview in English.

The language proficiency admission test will result in a "Passed or "Failed" verdict.

The Rector may decide to hold the admission test in person or in a hybrid format at a place and time determined by the University in case of multiple applications from a country or region.

A record of the proceedings of both parts of the admission test shall be kept.

Applicants will be admitted to study if they meet conditions 1. to 8. specified above.

The Rector of the University decides on admission to study in the study programme. The decision on admission to study shall be made in writing within 30 days of verification of the conditions for admission to study. The invitation to enrol in the study programme shall be sent to the applicant together with the admission decision or later separately.

TERMS

Round	Application submission	Enrolment term Mladá Boleslav
1 st round	23.06.2025 – 31.10.2025	17.02.2026

Applications shall be assigned to the enrolment terms according to the date of receipt (unless otherwise indicated by the applicant).. E-applications that are incomplete, even by October 31st, 2025, will be cancelled.

4.2. Follow-up Master's Degree Programme N0413A050011 Business Administration

Admission to study in the follow-up Master's degree programme in Business Administration requires successful completion of a degree programme in economics or engineering or a related programme at Škoda Auto Vysoká škola o.p.s. or another university.

Any graduate of a Bachelor's degree programme can become a student provided that:

1. They provide an officially certified copy of the diploma confirming the achievement of an economically or technically oriented or related Bachelor's degree;
2. Submit an officially certified copy of the diploma supplement or transcript of records.
3. Submit a copy of an identity document and a structured curriculum vitae (EUROPASS)
4. If the educational qualification was obtained abroad, submit a general recognition of foreign education in the Czech Republic or request an internal assessment of foreign education for the purposes of the admission procedure at Škoda Auto Vysoká škola o.p.s.
5. Pay the admission fee;
6. They have not been subject to disciplinary proceedings in their previous studies at Škoda Auto Vysoká škola o.p.s., which resulted in a decision of the Vice-Rector on expulsion from studies, against which the student has not appealed, or the Rector has not reduced the sanction mentioned above following the student's appeal.
7. They have passed an entrance examination to assess their motivation to study, verify their prerequisites for studying, and determine the level of knowledge and competencies in economics and management necessary for studying in the study programme with a "Passed" grade.
8. They have demonstrated language proficiency in English at SERR Blevel or have passed an entrance examination verifying language skills at the above-specified level with a grade of "Passed".

The admission procedure includes an entrance examination, which verifies the level of knowledge and skills required to study in the given programme. The admission exam shall be a structured interview with the applicant, conducted in English, to assess the applicant's motivation to study and verify the study prerequisites and knowledge and competencies in economics and management necessary for studying in the study programme. The content and structure of the interview will be determined and approved by the Programme Guarantor. The interview is conducted by the Programme Guarantor or a member of the academic staff designated by the programme guarantor. The interview is conducted in person or online (via MS Teams).

The admission test verifies the programme's level of knowledge and skills and results in a "Passed" or "Failed" verdict.

The admission test also verifies the language requirements for the programme unless the applicant provides an internationally recognised certificate according to the SERR or a language test certificate issued by another institution authorised to conduct language tests.

English language proficiency at level B2 is required for admission to the programme.

Language proficiency is assessed by internal tests using the Comprehensive Language Assessment, which covers all language skills: reading, listening, writing and speaking in English.

The assessment also includes:

- a) An on-line test covering practical language use and listening,
- b) A 45-minute face-to-face or on-line meeting with the examiner focused on testing reading, speaking and writing skills. The speaking test is based on a guided and structured interview in English.

The language proficiency admission test will result in a "Passed or "Failed" verdict.

The Rector may decide to hold the admission test in person or in a hybrid format at a place and time determined by the University in case of multiple applications from a country or region.

A record of the proceedings of both parts of the admission test shall be kept.

Applicants will be admitted to study if they meet conditions 1. to 8. specified above.

The Rector of the University decides on admission to study in the study programme. The decision on admission to study shall be made in writing within 30 days of verification of the conditions for admission to study. The invitation to enrol in the study programme shall be sent to the applicant together with the admission decision or later separately.

TERMS FOR COMMENCING STUDIES IN THE SUMMER SEMESTER 2025/2026

Round	Application submission	Enrolment term Mladá Boleslav
1 st round	23.06.2025 – 31.10.2025	17.02.2026

Applications shall be assigned to the enrolment terms according to the date of receipt (unless otherwise indicated by the applicant). E-applications that are incomplete by the round deadline will be transferred to the next round. E-applications that are incomplete, even **by October 31st, 2025, will be cancelled.**

5. Programmes, specialisations, forms, capacities and places of study

Bachelor's degree programme B0413P050006 Business Administration				
Specialisation	Study commencement	Place of study	Study form (language)	Estimated number of students enrolled
Marketing and Sales Management	SS 2025/2026	Mladá Boleslav	Full-time (English)	Not determined
Logistics and Quality Management	SS 2025/2026	Mladá Boleslav	Full-time (English)	Not determined

Follow-up Master's study programme N0413A050011 Business Administration				
Specialisation	Study commencement	Place of study	Study form (language)	Estimated number of students enrolled
International Marketing	SS 2025/2026	Mladá Boleslav	Full-time (English)	Not determined
International Supply Chain Management and Procurement	SS 2025/2026	Mladá Boleslav	Full-time (English)	Not determined