I. Branches of Study

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

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

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

The standard length of study is three academic years.
Maximum time allowed is five years.

II. Admission requirements for foreign students

Admission to a Doctoral Study Programme is conditional upon the proper completion of studies in any branch of Masters’ 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 successful passing entrance examination.

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 tutors, 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 writing and defending their doctoral thesis, in a foreign language. The standard length of study is 3 years. Students are not entitled to scholarships or residential accommodation.

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. They 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.

Admission to the Doctoral Studies Programme is conditional upon successfully undergoing the University’s admission procedure. The final decision 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.

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
d) applicant’s intended thesis of his/her doctoral dissertation according to the requirements of a relevant faculty as follows:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Finance and Accounting</td>
<td>A scientific essay on the intended financial or accountancy topic to the extent of about 10 A4 pages. One part of the essay must contain object and structure of the dissertation, including a thorough list of literature dealing with this issue. 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 enclosures to responsible person by email.</td>
</tr>
<tr>
<td>Faculty of International Relations</td>
<td>A scientific paper on the intended topic of about five A4 pages in Czech or Slovak (in English, for</td>
</tr>
</tbody>
</table>

2
foreigners applying for a programme in a language other than Czech). 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 scientific paper of up to 5 pages in English. 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 are recommended to consult the focus of the scientific essay and dissertation with senior lecturers or professors teaching in the relevant branch.

### Faculty of Informatics and Statistics

1. For the branch **Applied Informatics**: a scientific paper of up to 5 pages in Czech and English (in English for foreigners applying for a programme in a language other than Czech) which conforms to the following structure:
   - definition of the field,
   - actual theoretical and practical questions related to the chosen field, with the reference to literature (see point 4)
   - 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 aim,
   - concept of the methods used in achieving the objectives.

   It is necessary to gain a tutor’s approval of supervision.

2. For the branches **Econometrics and Operational Research** and **Statistics** submission of an intended thesis is not required.

### Faculty of Economics

A scientific paper of 1 page in English.

### Faculty of Management Jindřichův Hradec

A scientific paper of about 4-6 A4 pages and a list of literature studied related to the issue. The applicant must indicate the tutor’s name in the application form.

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

- [http://isis.vse.cz/prihlaska/?lang=en](http://isis.vse.cz/prihlaska/?lang=en)
Application deadline: May 15th 2016.

Appendix with the enclosure must be sent to the address:

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

*Faculty of………..*


**IV. Admission fees**

The admission fee is 50 €. An applicant will receive the account number and variable symbol needed for this payment to the email address noted in his/her 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 not refunded either, 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 the alternative (2nd) date in September, respectively. 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, he or she will have to:

− prove his/her 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, his/her acquaintance with the issues in that study programme, as well as his/her 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 written test)  
2) Discourse on an issue related to the applicant’s major specialisation and his/her intention concerning the studies pursued.  
3) Time limit: about 30 minutes each.
### Special requirements

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Finance and Accounting</td>
<td>Applicants intending to study in the foreign language programme must pass the entrance English 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). Foreigners going to study in the Czech programme must pass the entrance an English and Czech exam, the latter is led in the form of interview about the major specialization.</td>
</tr>
<tr>
<td>Faculty of International Relations</td>
<td>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 entrance Czech exam. 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.</td>
</tr>
<tr>
<td>Faculty of Business Administration</td>
<td>The entrance interview about the major specialization for foreigners in the English study programme is led in English. Foreigners going to study in the Czech language programme must pass English entrance exams and in addition the written and oral entrance Czech exam.</td>
</tr>
<tr>
<td>Faculty of Informatics and Statistics</td>
<td>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.</td>
</tr>
<tr>
<td>Faculty of Economics</td>
<td>Faculty does not require any entrance exams in languages. However the entrance interview about the major specialization is led in English.</td>
</tr>
<tr>
<td>Faculty of Management Jindřichův Hradec</td>
<td>Students intending to study in the foreign language programme must pass the entrance English, French or German exam. Students who have been granted scholarship by the Czech government and foreigners intending to study in the Czech programme must pass the entrance English exam, in addition to the Czech exam. 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.</td>
</tr>
</tbody>
</table>

### VI. Evaluation of the entrance examination

Each part of the entrance examination (the major specialization subjects’ examination and the examinations in the two 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, he or she 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 subject to 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 his/her 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 he/she 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 2016/2017.

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 his/her contact address.


---

Prague, October 30, 2015

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