



**Dean's instructions for organizing admission proceedings for the study in the
Bachelor Study Programme taught in the English language
Business Administration – selfpayers, academic year 2017/2018**

1) Appointment of the Committee

Committee for the preparation of admission interviews (online, if needed) in **Mathematics**

Chair: Associate Professor Ing. **Mansoor Maitah**, PhD et PhD, Department of Economics, FEM.

This committee is in charge of the preparation, implementation and evaluation of admission interviews in Mathematics (max. 50 points) with all applicants in the form of a personal interview. The committee carries out registrations and checking of the results. It also deals with applications for a review of the results.

Committee for the preparation of the admission examination in **English Language**

Chair: PhDr Mgr. **Lenka Kučírková**, PhD – Head of the Department of Languages, FEM.

This committee is in charge of the preparation, implementation and evaluation of the English Language admission interviews (max. 50 points). The committee carries out registrations and checking of the results. It also deals with applications for a review of the results.

Examination Committee for admission proceedings

The Chair and members of the committee are appointed by the dean. They provide organizing and carrying out interviews. They also register applicants and, before the interviews, check the documents that are required for admission to study.

The Vice-Dean for Study and Pedagogical Activities, Vice-Dean for International Relations, Dean of FEM and Chair of the FEM Academic Senate form the main admission committee.

2) Activities of the committees for admission proceedings are governed by the rules approved by the FEM Management and the FEM Academic Senate.

3) Work of the committee is governed by a detailed **schedule of activities** which will be discussed by the Vice-Dean for Study and Pedagogical Activities with the Chair persons of all the committees by 22 April 2017 at the latest.

4) Admissions

Admissions in the form of an interview for the Business Administration Bachelor Study Programme will take place during the period between 24 April and 15 September 2017.

The Faculty prefers electronic communication with the prospective students and it requires an electronically filled out application form for study in this programme (<http://is.czu.cz>).

When more applications to different study programmes are submitted, a **separate** fee of 500 CZK or 20 EUR must be paid for each application. It is not possible to use one single payment. Any application for which the fee is not assigned to the correct payment data will

be removed from the register. At any stage of the admission proceedings the fee is **not** refundable!

5) Preconditions for admission to study are a successfully passed entrance exam and a proper completion of the high school education. The entrance (admission) exam is carried out in the form of a personal interview. Applicants are evaluated by a point system. They must also submit their High School Leaving Certificate (maturitni vysvedceni) on the day of their registration (enrolment) for study. Applicants who had graduated at a high school in another country must also supply a document on nostrification of their High School Leaving Certificate. Under **no** circumstances can a student be enrolled without submitting these documents.

6) Evaluation of the Entrance/Admission Examination

Personal Interview	Points - maximum
Mathematics	50
English Language	50
TOTAL	100

Examination results are published on the notice board of the faculty within two working days of the examination at the latest, and are available in the Internet application for the results of the admission proceedings.

7) The fee for study in the Business Administration Bachelor Study Programme – selfpayers is set at 32.000 CZK for each commenced academic year or study. Students who have not paid this fee will **not** be enrolled.

By paying the course fee the students confirm that they have properly acquainted themselves with all the conditions of the study in the Bachelor Study Programme Business Administration - selfpayers taught in English, and agree with them without any reservations. The course will open only if a sufficient number of participants enrolls.

8) Registration (enrolment) of the new students will take place on 1 June 2017 and 21 September 2017.

Ing. Martin Pelikán, PhD
FEM Dean

22 November 2016