

## Organizing admission proceedings in the Master Study Programme taught in English language Business Administration in the academic year 2021/2022

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### 1) Appointment of Committees

#### Committee for the preparation and evaluation of the **Economics and Management** entrance examination

Chair: Associate Professor Ing. PhDr **Lucie Severová**, PhD – Head of the Department of Economic Theories, FEM.

This committee is in charge of the preparation, implementation and evaluation of **online** entrance interviews in Economics and Management (max. 50 points) with the applicants who live permanently abroad. Applicants who are permanent residents in the Czech Republic will be interviewed in person. The committee carries out registrations and checking of the results.

#### Committee for the preparation and evaluation of the entrance examination in **Fundamentals of Entrepreneurship**

Chair: prof. Ing. **Luboš Smutka**, PhD – Deputy Head of the Department of Business and Finance, FEM.

This committee is in charge of the preparation, implementation and evaluation of **online** entrance interviews in **Fundamentals of Entrepreneurship** (max. 50 points) with the applicants who live permanently abroad. Applicants who are permanent residents in the Czech Republic will be interviewed in person. The committee carries out registrations and checking of the results.

#### Committee for admission proceedings

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

**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 4 January 2021 at the latest.

### 4) Admissions

Admissions in the form of an interview for the Business Administration Masters Study Programme will take place during the period between 4 January and 24 September 2021. 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 bachelor study programme. Applicants must submit their university bachelor diploma on the day of registration (enrolment) for study. Under **no** circumstances can a student be enrolled without submitting the diploma. Applicants who had obtained their bachelor degree in another country must also supply a document on nostrification of their education from one the universities accredited by the Czech Ministry of Education or they may apply for the assessment of a foreign bachelor's degree in the admission procedure education (Rector's Directive 3/2019).

#### **6) Evaluation of the Entrance Examination**

<b>Interview in person (on-line)</b>	<b>Points – maximum</b>
Economics and Management	50
Fundamentals of Entrepreneurship	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 Master of Business Administration Study Programme is set at 108.000 CZK for each commenced academic year of 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 Masters Business Administration study programme 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 3 June and 24 June 2021, 15 and 22 September 2021.

Ing. Martin Pelikán, PhD  
FEM Dean

30 November 2020