



## **Dean's instructions for organizing the Czech language examination in the bachelor study programmes at FEM in the academic year 2017/2018**

Knowledge of the Czech language is a pre-condition for studying in the **study programmes taught in Czech**. Graduates of the Czech and Slovak secondary schools prove this knowledge by a document showing that they have passed the high school leaving certificate exam in the Czech or Slovak language. Other prospective students demonstrate their knowledge by **passing a written exam in the Czech language at level B1, organized by FEM CULS before the entrance exams**.

### **1) Appointment of committees**

#### Committee for the preparation and marking of the **Czech language tests**

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

This committee is in charge of the preparation and marking of the Czech language tests. It also performs registration and checks the results.

#### Examination Committee

The chair and members of this committee are appointed by the Dean. They are in charge of the organization of tests and supervision of applicants sitting for the tests. They carry out registration of applicants and check the documents.

**2) Activities of the committees** are governed by the rules that have been approved by the FEM management and by the FEM Academic Senate. A detailed **timetable of activities** will be discussed with the committees by the Vice-Dean for Study and Pedagogical Activities by **31 January 2017** at the latest.

### **3) Organization and evaluation of the Czech language tests**

Czech language examinations will be held on **9 February 2017, 10 and 11 June 2017**.

Prospective students must apply for the examination by themselves. The application must be submitted electronically using the system of e-applications at the address: <http://is.czu.cz/prihlaska> After logging select the icon of the Faculty of Economics and Management, then you select the type of study in the Lifelong Learning and here the required date of the Czech language examination can be selected.

A completed application form must include a receipt for a fee of 700 CZK. Both must be sent in case of the February deadline by 31 January 2017 and in case of the June deadlines by 30 April 2017. The specific date (day and time of the exam) will be announced to the applicants through an electronic invitation using the <http://is.czu.cz/prihlaska>. The fee for the language examination is 700 CZK and is non-refundable.

Successful completion of the exam is achieved by obtaining at least 50% of the possible points.

All communication, including publishing the results of the examination, is in electronic form only.

Proof of successful completion of the Czech language exam must be submitted by applicants during the registration for study.

Ing. Martin Pelikán, Ph.D.

Dean of FEM

22 November 2016