

Organizing admission proceedings in the Bachelor Study Programmes at PEF (FEM) in the academic year 2021/2022

In accordance with Section 49 and Section 50 of Act No. 111/98 on tertiary education as well as on amendments and updating of the other Acts on admission to study in the bachelor and master study programmes, and other associated study regulations, I announce the arrangements for the admission proceedings for the bachelor study programmes in the academic year 2021/2022 at PEF (FEM) CZU Prague.

1) Appointment of the Committees

Committee for the preparation and marking of admission tests in **Mathematics**

Chair: Professor Ing. **Libuše Svatošová**, CSc. - Head of Department of Statistics, FEM.

This committee is in charge of the preparation and marking of tests in Mathematics and it carries out registrations as well as checking of the results. It also deals with applications for a review of the results.

Committee for the preparation and evaluation of tests in a **Foreign Language**

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

This committee is in charge of the preparation and evaluation of the foreign Language tests it carries out registrations and checking of the results. It also deals with applications for a review of the foreign language tests results.

Examination Committee for admission proceedings

The Chair and members of the committee are appointed by the Dean. They are in charge of organizing the tests and of supervision of applicants sitting for the tests. They also register applicants and 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 committees is governed by a detailed **schedule of activities**, which is discussed by the Vice-Dean for Study and Pedagogical Activities with the Chair persons of all the committees by **31 May 2021** at the latest.

4) Admission proceedings - subjects of Admission Examination

Discipline	Subject 1	Subject 2
Podnikání a administrativa (PAA)	Mathematics	Foreign language
Veřejná správa a regionální rozvoj (VSRR)	Mathematics	Foreign language
Hospodářská a kulturní studia (HKS)	Mathematics	Foreign language
Systémové inženýrství (SYI)	Mathematics	Foreign language
Economics and Management (EM)	Mathematics*	English*
Provoz a ekonomie (PAE)	Mathematics	Foreign language
Informatika (INFO)	Mathematics	Foreign language
Informatics (INFOA)	Mathematics*	English*

*) English version of test

Admission proceedings for the Bachelor Study Programmes take place from 7 to 11 June 2021 (alternative date is on 15 June 2021 – permitted only when applied for). There is a fee of 20.000 CZK per year for the study discipline of Economics and Management and Informatics.

Total time for both tests is 90 minutes. The admission exam is open only for those applicants who have submitted their complete filled out electronic application, paid the fee for the entry exam and can present their ID (citizen's ID card or travel passport).

When the student submits more applications to different study programmes at FEM, a **separate** fee of 500 CZK must be paid for each numbered application. It is not possible to use one single payment for several applications. Any application for which the fee is not assigned to the correct payment data will be removed from the register after 31 March 2021. At any stage of the admission proceedings the fee is **not** refundable.

5) Precondition for admission to study in a Bachelor Study Programme at the Faculty of Economics and Management of the Czech University of Life Sciences Prague is a completion of high school education with a High School Leaving Certificate (Maturita) (Section 48 Act 111/1998 Coll. as later amended). The entrance (admission) exam must also be successfully completed. Applicants must submit their High School Leaving Certificate (Maturita) 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 or they may apply for the assessment of a foreign secondary education (Rector's Directive 3/2019). They will be invited to sit for the entry exam by 6 May 2021.

Knowledge of the Czech language is a precondition for enrolling in study programmes taught in Czech. Graduates of the Czech and Slovak secondary schools demonstrate their knowledge of Czech by a document, which proves that they have passed the high school graduation exam in the Czech or Slovak language, before the entry (admission) exam. A minimum of 50% points must be obtained in order to pass the exam. The fee for the language exam is 700 CZK (this charge is **not** included in the admission fees). Prospective students must apply for this exam by themselves. Application form as well as information on the Czech language tests and the dates are published on the web pages of the faculty: www.pef.czu.cz. Applicants must present the document on having successfully passed the Czech language test when they register for study.

6) Evaluation of the Entrance/Admission Examination

Subject	Points - maximum
Subject 1	50
Subject 2	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 on the Internet application for the results of the admission exams.

7) In accordance with Section 49 Act 111/1998 Coll. on tertiary education and as amended, as well as on updating other Acts, the FEM CZU Prague management has determined the **highest**

permitted number of applicants to be accepted into the 1st year of the Bachelor Study Programmes at FEM CZU Prague for the academic year of 2021/2022:

Discipline (Study Programme)	Form of Study	The highest permitted number of accepted applicants
Podnikání a administrativa	Full-time	450
Veřejná správa a regionální rozvoj	Full-time	200
Hospodářská a kulturní studia	Full-time	100
Systémové inženýrství	Full-time	50
Economics and Management	Full-time	50
Provoz a ekonomika	Full-time	600
Provoz a ekonomika	Distance	200
Informatika	Full-time	200
Informatics	Full-time	25
Informatika	Distance	80

8) Registration (enrolment) of the new students will take place on **7 July - 8 July 2021** (an alternative date for registration to study has been set for September 2021, but is permitted only on the basis of a written request by the student).

If an applicant is properly registered to study at FEM, he/she can be permitted to suspend their studies in the first year but only after the conditions for the continuation into the next semester have been fulfilled (fulfilled at least 10 credits for the first semester).

Ing. Martin Pelikán, Ph.D.
FEM Dean

30 November 2020