



Dean's instructions for organizing admission proceedings for the study in the Master Study Programmes at PEF (FEM) in the academic year 2017/2018

In accordance with Section 49 and Section 50 of Act No. 111/98 On tertiary education and as amended, as well as on updating 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 master study programmes in the academic year 2017/2018 at PEF (FEM) CULS Prague.

1) Appointment of Committees

Committee for preparation and marking of tests in **Economics and Management** (in Czech/English)

Chair - Assoc. Prof. Ing. PhDr. **Lucie Severová**, PhD – Head of the Department of Economic Theories, PEF (FEM).

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

Committee for preparation and marking of tests in **Fundamentals of Entrepreneurship** (PaAN study programmes)

Chair - Ing. **Lucie Čermáková**, PhD – Head of the Department of Business and Finance, PEF (FEM).

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

Committee for preparation and marking of tests in **Humanities (VSRRN Study Programme)**

Chair - Assoc. Prof. PhDr. **Michal Lošťák**, PhD – Head of the Department of Humanities, PEF (FEM).

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

Committee for preparation and marking of tests in **Humanities (HKS Study Programme)**

Chair - PhDr. **Pavla Rymešová**, PhD – Head of the Department of Psychology, PEF (FEM).

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

Committee for preparation and marking of tests in **Quantitative Methods (SYIN and PRN Study Programmes)**

Chair - Assoc. Prof. Ing. **Tomáš Šubrt**, PhD – Head of the Department of Systems Engineering, PEF (FEM).

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

Committee for preparation and marking of tests in **Social Sciences (EADAN Study Programme)**

Chair - Assoc. Prof. PhDr. **Michal Lošťák**, PhD – Head of the Department of Humanities, PEF (FEM).

This committee is in charge of preparation and marking of tests in Social Sciences and it carries out

registrations of students as well as checking of the results. It also deals with applications for a review of the test results.

Committee for preparation and marking of tests in Quantitative Methods (PaEN Study Programme)

Chair - Prof. Ing. **Libuše Svatošová**, CSc. – Head of the Department of Statistics, PEF (FEM).

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

Committee for preparation and marking of tests in Information Technology (INFON a INFOAN Study Programmes)

Chair - Ing. **Martin Pelikán**, PhD – Head of the Department of Information Engineering, PEF (FEM).

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

Examination Committee for Admissions

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 required for admission to study.

2) Activities of the admissions committees are governed by the rules that have been approved by the PEF (FEM) management and by the PEF (FEM) Academic Senate.

3) Work of the committees is set by a detailed **timetable of activities** which will be discussed with the chairs of all the committees by the Vice-Dean for Study and Pedagogical Activities by **31 May 2017** at the latest.

4) Admission proceedings– Entry Examination Subjects

| Study Programme | Subject 1 | Subject 2 |
|--|----------------------------|----------------------------------|
| Podnikání a administrative (PAAN) | Economics and Management | Fundamentals of Entrepreneurship |
| Veřejná správa a regionální rozvoj (VSRRN) | Economics and Management | Social Sciences (VSRR) |
| Hospodářská a kulturní studia (HKSJ) | Economics and Management | Humanities (HKS) |
| Systemové inženýrství (SYIN) | Economics and Management | Quantitative Methods (SYIN, PRN) |
| Projektové řízení (PRN) | Economics and Management | Quantitative Methods (SYIN, PRN) |
| European Agrarian Diplomacy (EADAN)* | Economics and Management * | Social Sciences* |
| Provoz a ekonomika (PAE) | Economics and Management | Quantitative Methods (PAE) |
| Informatika (INFON) | Economics and Management | Information Technologies |
| Informatics (INFOAN)* | Economics and Management * | Information Technologies * |

*) English Study Programme

Admission proceedings for the Master Study Programmes take place from 26 to 30 June 2017. There will be **no** alternative date. Study in the English language is subject to a fee. In the European Agrarian Diplomacy and Informatics Study Programmes the fee is set at 20,000 CZK per year.

Total time for both tests is 80 minutes. The admission exam is open only for those applicants who have submitted their completely filled out electronic application, paid the fee for the entry exam and present their ID (citizen's ID card or travel passport). When more applications to different study programmes at FEM are submitted, a **separate** fee of 500 CZK must be paid for each numbered 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 after 31 March 2017. At any stage of the admission proceedings the fee is **not** refundable.

5) A precondition for admission to study in a Master Study Programme at the Faculty of Economics and Management (PEF/FEM) of the Czech University of Life Sciences Prague is a successful completion of the entrance (admission) examination and successful completion of study in any type of bachelor study programmes. Applicants must present their bachelor degree diploma on the date they sit for the entrance exam. Applicants, who have not been awarded their diploma by this date, must submit it on the day of their registration (enrolment) for study. Under no circumstances will a student be enrolled to study without having submitted their diploma. Applicants who have graduated as bachelors at a university in another country must also supply a document on nostrification of their education at one of the universities accredited by the Czech Ministry of Education.

6) Evaluation test – point system

| Subject | Points – maximum |
|----------------|-------------------------|
| Subject 1 | 50 |
| Subject 2 | 50 |
| Total | 100 |

In order to successfully pass the admission (entrance) exam for the Master Study Programmes it is necessary to obtain at least 30% points in each exam subject. Acceptance of applicants is then decided by their order (sequence) according to the number of points obtained. 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 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 PEF (FEM) CULS Prague management has set **the highest permitted number of applicants** to be accepted into the 1st years of the Master Study Programmes at PEF (FEM) CULS Prague for the academic year of 2017/2018:

| Study Programme | Forms of Study | The maximum number of applicants |
|--|----------------|----------------------------------|
| Podnikání a administrative (PAAN) | Full-time | 300 |
| Podnikání a administrative (PAAN) | Distance | 150 |
| Veřejná správa a regionální rozvoj (VSRRN) | Full-time | 150 |
| Hospodářská a kulturní studia (HKSJN) | Full-time | 100 |
| Systémové inženýrství (SYIN) | Full-time | 25 |
| European Agrarian Diplomacy (EADAN)* | Full-time | 50 |
| Provoz a ekonomika (PAE) | Full-time | 300 |
| Provoz a ekonomika (PAE) | Distance | 150 |
| Informatika (INFON) | Full-time | 100 |
| Informatika (INFON) | Distance | 75 |
| Projektové řízení (PRN) | Full-time | 50 |
| Informatics (INFOAN)* | Full-time | 25 |

*) English Study Programme

8) Registration (enrolment) of the new students will take place on **13 July** and **14 July 2017** (an alternative date for registration to study has been set for 7 September 2017, but is permitted only on the basis of a written request). If an applicant is properly registered to study at PEF (FEM), it is possible to interrupt studies in the first year only after fulfilling the study obligations in the winter semester.

Ing. **Martin Pelikán**, PhD
Dean of PEF (FEM)

22 November 2016