

Organizing admission proceedings in the Master Study Programmes at PEF (FEM) in the academic year 2018/2019

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 2018/2019 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 Programme)**

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 (HKSJN 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 and 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 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 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 2018** at the latest.**

4) Admission proceedings– Entry Examination Subjects

Study Programme	Subject 1	Subject 2
Podnikání a administrativa (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)
Systémové 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 25 to 29 June 2018. There will be **no** alternative date. There is a separate fee of 20.000 CZK per year for the study disciplines of European Agrarian Diplomacy and Informatics.

Total time for both tests is 80 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 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 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 2018. 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 (FEM) of the Czech University of Life Sciences Prague is a successful completion of the entrance (admission) examination and having graduated in any type of bachelor study programmes. Applicants must present their bachelor degree diploma 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

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 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 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 2018/2019:

Study Programme	Forms of Study	The maximum number of applicants
Podnikání a administrativa (PAAN)	Full-time	300
Podnikání a administrativa (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 **12 July** and **13 July 2018** (an alternative date for registration to study has been set for 6 September 2018, but is permitted only on the basis of a written request by the student). If an applicant is properly registered to study at PEF (FEM), he/she can be permitted to suspend their studies in the first year but only after their study obligations for the winter semester has been fulfilled.

Ing. **Martin Pelikán**, PhD

Dean of FEM

1 November 2017