Organizing admission proceedings in the Master Study Programme taught in English language Economics and Management in the academic year 2019/2020

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 Quantitative Methods
Chair: Associate Professor Ing. Mansoor Maitah, PhD et PhD, Department of Economics, FEM.
This committee is in charge of the preparation, implementation and evaluation of online entrance interviews in Quantitative Methods (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 25 March 2019 at the latest.

4) Admissions
Admissions in the form of an interview for the Economics and Management Masters Study Programme will take place during the period between 25 March and 27 September 2019. 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 for 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.

6) **Evaluation of the Entrance Examination**

<table>
<thead>
<tr>
<th>Interview in person (on-line)</th>
<th>Points – maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics and Management</td>
<td>50</td>
</tr>
<tr>
<td>Quantitative Methods</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

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 Economics and Management Study Programme – it is set at 32,000 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 Economics and Management study programme taught in English, and agree with them without any reservations. The course will open only if a sufficient number of participants enrols.

8) **Registration (enrolment)** of the new students will take place on 6 and 27 June 2019, 18 and 25 September 2019.

Ing. Martin Pelikán, PhD
FEM Dean

1 November 2018