

## Organisation of the admission procedure for studies in Master's degree programmes at the Faculty of Economics and Management in the academic year 2022/2023

In accordance with Sections 49 and 50 of Act No. 111/98 Coll., on Higher Education and on Amendments and Supplements to Other Acts for admission to Bachelor's and Master's degree programmes and other related study regulations, I hereby announce the conditions for the admission procedure in Master's programmes for the academic year 2022/2023 at the Faculty of Economics and Management of the ČZU in Prague.

### 1 Appointment of commissions:

Commission for the preparation and correction of tests in **Economics and Management** (Czech and English)

Chairperson - Doc. Ing. PhDr. Lucie Severová, Ph.D. - Head of the Department of Economic Theories FEM.

The Commission is responsible for the preparation and correction of the tests in Economics and Management, for the registration and control of the results. It deals with requests for review of test results.

Commission for the preparation and correction of tests in the **Fundamentals of Business for the PaAN programme**

Chairman - Prof. Ing. Luboš Smutka, Ph.D. - Head of the Department of Business and Finance FEM.

The Commission is responsible for the preparation and correction of tests in the Fundamentals of Entrepreneurship, for the registration and control of results. It deals with requests for review of test results.

Commission for the preparation and correction of tests in **Social Sciences and Law for the VSRRN programme**

Chairman - Prof. PhDr. Michal Lošťák, Ph.D. - Head of the Department of Humanities FEM.

The Commission is responsible for the preparation and correction of tests in Social Sciences and Law, and for keeping records and checking the results. It deals with requests for review of test results.

Commission for preparation and correction of tests in **Management Informatics for SYIN programme**

Chairman - Ing. Martin Pelikán, Ph.D. - Head of the Department of Information Engineering, Faculty of Engineering.

The Commission is responsible for the preparation and correction of tests in Management Informatics, registration, and control of results. It deals with requests for review of test results.

Commission for the preparation and correction of tests in **Fundamentals of Management for the PRN programme**

Chairperson - Prof. Ing. Ivana Tichá, Ph.D. - Head of the Department of Management FEM.

The Commission is responsible for the preparation and correction of tests from the Fundamentals of Management, and for the registration and control of results. It deals with requests for review of test results.

Commission for the preparation and correction of the **Quantitative Methods tests for the SYIN and PRN programmes**

Chairman - Doc. Ing. Tomáš Šubrt, Ph.D. - Head of the Department of Systems Engineering FEM.

The Commission is responsible for the preparation and correction of tests from Quantitative Methods, registration and control of results. It deals with requests for review of test results.

Commission for the preparation and correction of **Social Science tests for the EADAN programme**

Chairman - Prof. PhDr. Michal Lošťák, Ph.D. - Head of the Department of Humanities, FEM.

The Commission is responsible for the preparation and correction of tests in the social sciences, for the registration and control of results. It deals with requests for review of test results.

Commission for the preparation and correction of the **Quantitative Methods tests for the EAMN programme**

Chairperson - Prof. Ing. Libuše Svatošová, CSc. - Head of the Department of Statistics of the Faculty of Economics.

The Commission is responsible for the preparation and correction of tests in Quantitative Methods, registration, and control of results. It deals with requests for review of test results.

World and Regional Economy Test Preparation and Correction Committee - **Overview for the SEN Programme**

Chairman - Prof. Ing. Luboš Smutka, Ph.D. - Head of the Department of Business and Finance, FEM.

The Commission is responsible for the preparation and correction of the World and Regional Economy - Overview tests, and for keeping records and checking the results. It deals with requests for review of test results.

Commission for the preparation and correction of tests in **Information Engineering for the INFON and INFOAN programmes**

Chairman - Ing. Martin Pelikán, Ph.D. - Head of the Department of Information Engineering, Faculty of Engineering.

The Commission ensures the preparation and correction of tests in Information Engineering, keeps records and checks the results. It deals with requests for review of test results.

Commission for the preparation and correction of tests **in Information Technology for the INFON and INFOAN programmes**

Chairman - Doc. Ing. Jiří Vaněk, Ph.D. - Head of the Department of Information Technology, FEM.

The Commission is responsible for the preparation and correction of tests in Information Technology, registration and control of results. It deals with requests for review of test results.

### **Examination Board for the admission procedure**

The chair and members of the committees are appointed by the Dean. They ensure the organization of the tests, supervision of the candidates' work. They keep records of applicants and check the documents necessary to meet the conditions for admission to study.

**2) The activities** of the admissions committees are governed by rules approved by the FEM management and the Academic Senate of the FEM.

**3)** The work of the commissions is determined by a detailed schedule of activities, which will be discussed with the chairs of all commissions by the Vice-Dean for Studies and Teaching no later than 31 May 2022.

**4) Admission procedure - subjects of the entrance examination**

Programme	Subject 1	Subject 2
Podnikání a administrativa	Ekonomie a management	Základy podnikání
Veřejná správa a regionální rozvoj	Ekonomie a management	Sociální vědy a právo
Systémové inženýrství	Manažerská informatika	Kvantitativní metody pro SYIN, PRN
Projektové řízení	Základy managementu	Kvantitativní metody pro SYIN, PRN
European Agrarian Diplomacy	Economics and management *	Social Sciences*
Ekonomika a management	Ekonomie a management	Kvantitativní metody pro EAMN
Světová ekonomika	Ekonomie a management	World and Regional Economy - Overview*
Informatika	Informační inženýrství	Informační technologie
Informatics	Information engineering *	Information Technologies*

\*) English version of the test

Admissions to the Master's programmes take place from 20 to 24 June 2022. There is no alternative deadline. There is a fee for studying in English. For the European Agrarian Diplomacy and Informatics programmes it is set at 25,000 CZK per year.

The total time for both tests is 80 minutes. Only candidates who have submitted a fully completed online application form, paid the entrance exam fee, can take the entrance exam and provide a valid form of identification (ID card or passport). In the case of multiple applications for different FEM programmes, the application fee of CZK 750 must be paid separately for each application number; it is not possible to pay in one joint payment. Any application to which the fee is not allocated according to the correct payment details will be removed from the register after 31 March 2022. The fee is non-refundable at any stage of the admission process.

**5) A condition of admission** to study in master's degree programmes at the FEM ČZU in Prague is successful completion of the entrance examination and proper completion of studies in any type of study programme. Applicants must submit their bachelor's degree on the day of enrolment. In no case can a student be enrolled in studies without submitting the diploma. Applicants who are completing their bachelor's degree abroad must submit proof of the nostrification of their education from one of the universities accredited by the Ministry of Education and Science, or they may request an assessment of their foreign bachelor's degree as part of the admissions procedure (Rector's Directive 2/2021).

**6) Evaluation of tests - scoring system**

Subject	Score – max.
Subject 1	50

Subject 2	50
Total	100

The admission to study is decided by the order of applicants according to the points obtained. The test results for each day are published on the Faculty's official notice board two working days after the examination and are available in the online application for admission examination results.

**7)** In accordance with Section 49 of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts, the management of FEM ČZU in Prague has set **the maximum number of applicants** to be admitted to the first year of the Master's degree programmes of the Faculty of Arts in the academic year 2022/2023:

Programme	Form of study	Maximum number of applicants
Podnikání a administrativa	Full-time	300
Podnikání a administrativa	Distance	150
Veřejná správa a regionální rozvoj	Full-time	150
Systémové inženýrství	Full-time	25
Projektové řízení	Full-time	50
European Agrarian Diplomacy	Full-time	50
Ekonomika a management	Full-time	300
Ekonomika a management	Distance	150
Světová ekonomika	Full-time	100
Informatika	Full-time	100
Informatika	Distance	75
Informatics	Full-time	25

**8) The enrolment** of newly admitted students will take place on 13 and 14 July 2022 (the alternative enrolment date is set for September 2022 - it is only allowed based on a written application). If the applicant is duly enrolled to study at the FEM, interruption of the 1st year of study is possible at the earliest after fulfilling the study requirements in the winter semester.

Ing. Martin Pelikán, Ph.D.

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10 November 2021