

Organization of the admission process in the Master's Study Programme taught in English, Business Administration, in the academic year 2025/2026

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 **Fundamentals of Entrepreneurship**

Chair: Ing. **Petra Šánová**, PhD – Deputy Head of the Department of Business and Finance, FEM.

This committee is in charge of the preparation, implementation and evaluation of **online** entrance interviews in **Fundamentals of Entrepreneurship** (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 are responsible for organizing and conducting interviews. They maintain records of applicants and verify the documents required for admission before the interviews.

2) Activities of the committees for admission proceedings are governed by the rules approved by 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 2 January 2025 at the latest.

4) Admissions

Admissions in the form of an interview for the Business Administration Masters Study Programme will take place during the period between 2 January and 11 May 2025.

The Faculty prefers electronic communication with the prospective students and it requires an electronically filled out application form to study in this programme (<http://is.czu.cz>).

When more applications to different study programmes are submitted, a **separate** fee of 750 CZK or 30 EUR must be paid for each application. It is not possible to use one single payment. Any application for which the fee is not associated with the correct payment information will be removed from the register. The fee is **non**-refundable at any stage of the admission process.

5) Preconditions for admission to the study programme are a successfully passed entrance exam and the proper completion of a bachelor study programme. Applicants must submit their university bachelor diploma on the day of registration (enrolment) to study. Under **no** circumstances can a student be enrolled without submitting their diploma. Applicants who have obtained their bachelor's degree in another country must also provide a document proving the nostrification of their education from a university accredited by the Czech Ministry of Education, or they may apply for an assessment of their foreign bachelor's degree as part of the admission process (Rector's Directive 2/2021).

6) Evaluation of the Entrance Examination

Interview in person (on-line)	Points – maximum
Economics and Management	50
Fundamentals of Entrepreneurship	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 in the e-application portal under the results of the admission proceedings.

7) The fee for study in the Master of Business Administration Study Programme is set at 110.000 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 Business Administration study programme taught in English, and agree with them without any reservations.

The course will open only if a sufficient number of participants enrolls.

8) Registration (enrolment) of the new students will take place on 3 June and 19 June 2025. The alternative date for the enrollment will be announced in September 2025 only based on an official written request.

doc. Ing. Tomáš Šubrt, Ph.D
Dean

1 November 2024