
The Terms and Conditions for the admission procedure to the Master programme Global Information Security Management taught in English the language in the academic year 2024/2025

In accordance with §49 to §50 of Act No. 111/1998 Coll. on Higher Educational Institutions 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 degree programmes for the academic year 2024/2025 at the FEM ČZU in Prague.

1) Appointment of the committee:

Committee for the **evaluation of documents for the admission procedure** (verification of English proficiency, motivational video and statement letter)

Chairman - doc. Ing. Jiří Vaněk, Ph.D. – Head of the Department of Information Technologies FEM.

The Committee arranges the evaluation of the English language skills based on the tests results of the applicants whose Bachelor's Degree is not obtained from an English speaking country (where English is official language). Additionally, the Committee evaluates motivational videos and statement letters.

Committee for organisation and evaluation the admission exam for the subject of **Informatics**

Chairman - doc. Ing. Jiří Vaněk, Ph.D. – Head of the Department of Information Technologies FEM.

The Committee arranges preparation and evaluation of the written exam from the specialisation of Informatics. The Committee records and monitors the final results. The Commission is dealing with requests to review the results. If necessary, the applicant will be invited for the additional online interview.

Committee for organisation and evaluation the admission exam for the subject of **Economics and Management**

Chairman – prof. Ing. Mansoor Maitah, Ph.D. et Ph.D. – Department of Economics FEM.

The Committee arranges preparation and evaluation of the written exam from the specialisation of Economics and Management. The Committee records and monitors the final results. The Commission is dealing with requests to review the results. If necessary, the applicant will be invited for the additional online interview.

Examination Board for the admission procedure

The Chairman and the members of the Board are appointed by the Dean. The Committee ensures evaluation of the handouts for the admission procedure, organisation and implementation of the written exam and – if necessary, organisation of the online interview. They register applicants and check the documents required for the acceptance to study.

2)Activities of committees for the admission procedure are governed by the rules approved by the FEM management and the Academic Senate of the FEM.

3) The work of the committees is determined by the detailed **schedule of activities**, which will be discussed with the chairs of all committees by the Vice-Dean for Study and Pedagogical Activities no later than 2 January 2024.

4) Admission procedure

The dates for submission of applications and the dates of the corresponding admission procedure in the form of **online entrance exams** for the Master's in Global Information Security Management are:

Dates for submission of applications:	online entrance exams:
1 December 2023 – 14 January 2024	22 - 26 January 2024
15 January – 25 February 202	4 - 8 March 2024
26 February – 31 March 2024	8 - 12 April 2024
1 - 30 April 2024	6 - 10 May 2024

The entrance exam consists of the following parts:

1. Verification of English proficiency
2. Review of the motivational video and the personal statement letter
3. Written test in two professional subjects: Informatics, Economics, and Management

The applicant submits three files in PDF format with the electronic application form for study in the university information system:

1. English language test results
2. Link to the motivational video
3. Personal statement letter

The English test results must not be older than two years.

Motivational video must be uploaded on *Youtube.com* platform as a private video accessible via direct link and its length must not exceed 2 minutes.

If the applicants obtain Bachelor's degree in a country where English is the official language¹, they do not have to attach the English language test results. Otherwise, the candidate will provide the results of one of the following tests:

Name of the test	Min. points obtained
TOEFL Internet-based	80
TOEFL paper-based	550
IELTS	6,5
Duolingo	105
Pearson's PTE	59

In order to examine the test results, the applicant might be invited for the additional online interview.

Only applicants who have submitted a fully completed online application form, paid the entrance exam fee and presented a valid ID (ID card or passport) may take the entrance exam. In case of multiple applications for multiple programmes at FEM, the fee of 750 CZK or €30 must be paid separately to each application. It is not possible to pay the fees in one payment. Any application to which the fee is not matched with the correct payment details will be removed from the register. The fee is non-refundable at any stage of the admission process.

5) The requirement for acceptance to study is successful completion of the entrance examination and achievement of the Bachelor's Diploma. The Bachelor's Diploma is presented on the day of registration to the programme. Under no circumstances the applicant can be enrolled to study without providing a Bachelor Diploma. Applicants with their Diplomas from universities outside of the Czech republic must provide Nostrification of their Bachelor's degree from one of the universities accredited by the MŠMT (Ministry of Education, Youth and Sports of the Czech Republic) or may request an Internal Evaluation as part of the admissions procedure (Rector's Directive 2/2021).

6) Exam evaluation

Part of the exam	Maximum score
Motivational video	20
Personal statement letter	20
Evaluation of the applicant by the Admission Committee	10
Written test - Informatics	30
Written test - Economics and Management	20
Total	100

The acceptance to study is based on the order of the applicants according to the obtained points. The results are announced on the official Notice Board of the faculty within 7 working days from the exam. Additionally, the results are accessible in the online application for the admission exam results.

7. The maximum number of accepted applicants. In accordance with §49 to §50 of Act No. 111/1998 Coll. on Higher Educational Institutions and on Amendments and Supplements to Other Acts for Admission to Bachelor's and Master's, the FEM management announced the maximum number of 60 applicants accepted to the first year of study in the programme of Global Information Security Management for the academic year 2024/2025.

8. Tuition Fees in Master's programme Global Information Security Management is 135.000 CZK for each commenced academic year. Applicants without paid tuition fee cannot be enrolled to study. By paying the tuition the applicants hereby confirms that they are aware of the study rules of the English taught Master's programme in Global Information Security Management and that they fully agree with them without any reservations.

9. Study registration and enrolling to study of the accepted applicants will be held 30 May and 20 June 2024. The alternative date for the enrollment will be announced in September 2024 only based on the official written request. If the applicant is duly enrolled in the study at the FEM, the interruption of the study in the first year is allowed at the earliest after the fulfillment of the study obligations in the winter semester.

doc. Ing. Tomáš Šubrt, Ph.D.

Dean

7 November 2023