Conditions for Admission to Study in Follow-up Study Programmes in English for the Academic Year 2024/25

Conditions for Admission to Study

Document	FES_LEG_2023-003		
Document Title	Conditions for Admission to Study in Follow-up Study Programmes in English for the Academic Year 2024/25		
Document Type	**Conditions for Admission to Study**		
Document Supervisor	Vice-Dean for Education		
Applicable to	Applicants for admission to study in English	Version:	A
Effective from	od 1.9.2023		

Drafted by	prof. Ing. Jitka Komárková, Ph.D., Vice-Dean	5.5.2023	Signature: digitally signed by prof. Ing. Jan Stejskal, Ph.D. Date: 2023.05.29 16:11:38 +02'00
Approved by	prof. Ing. Jan Stejskal, Ph.D., Dean	22.5.2023	
Approved by	FEA Academic Senate	29.5.2023	Signature:

© Faculty of Economics and Administration

Document Supervisor: Vice-Dean for Education

Conditions for Admission to Study in Follow-up Study
Programmes in English for the Academic Year 2024/25
FES_LEG_2023-003 Version A

Introductory Provisions

Pursuant to Section 49 of Act 111/1998 Sb. on Higher Education, the Faculty of Economics and Administration sets the following conditions for admission to study.

Article 1

Regional Development and Governance
Follow-up Postgraduate Study Programme
Article 1.1
Conditions of Admission

(1)   A condition for admission is the passing of an entrance examination in English and the evaluation of an extended abstract of the bachelor's thesis or seminar project in English.

(2)   Knowledge of English at level B2 of the Common European Framework of Reference for Languages. The student demonstrates this knowledge by an entrance examination. The English language entrance exam takes the form of a test and is conducted online. A link to a Google Form containing 40 questions (Option A, B or C) shall be sent to the applicant's email address provided in the E-application form. The applicant has a strict time limit, 60 minutes, in which to choose the correct answers from the pre-set answers. The form shall then be closed, and the results will be prepared for processing by the Admissions Officer.

(3)   Submission of an extended abstract of the bachelor's thesis or seminar project in English focusing on the objective, methods used, and results obtained. The length of the abstract shall be 4 – 5 pages. The abstract shall include only the following sections: objectives, methods used, characteristics of data used, main results and contributions of the thesis. Formalities shall conform to normal academic conventions.

Article 1.2
Method of Evaluating the Results of the Entrance Examination

(1)   The evaluation of the English language entrance examination is based on the fact that if the applicant answers the test item correctly, he/she receives full points for it. Otherwise, he/she receives 0 points.

(2)   Knowledge of English language at the B2 level may be demonstrated by a diploma from an undergraduate study type containing a successfully completed foreign language course – English (B2 level, min. 6 ECTS credits) or a certificate confirming the results of an English language test (TOEFL Paper 513-547, TOEFL IBT 65-78, IELTS 5.5-6.0 levels) or another document confirming the achievement of the B2 level of English language according to the Common European Framework of Reference for Languages. In this case, the candidate shall be awarded the full number of points, i.e. 100 points.

(3)   The extended abstract shall be evaluated anonymously by a three-member committee appointed by the Dean based on the following criteria and scores:
   a)   Objective of the thesis: clearly and unambiguously describe the main objective and sub-objectives – 0 to 20 points.
   b)   Methods used: the process and methods used to achieve the objective are clearly and unambiguously described – 0 to 20 points.
   c)   Characteristics of the data used: clear indication of the data source and descriptive statistics – from 0 to 20 points.
   d)   Main results: are clearly articulated – 0 to 20 points.
   e)   Contribution of the thesis: is clearly articulated – 0 to 20 points.

(4)   An extended abstract that does not contain all required components or does not respect the required number of pages shall be awarded 0 points.

(5)   Each subject of the entrance examination will be evaluated as follows:

   -   extended abstract   0 to 100 points,
   -   English language   0 to 100 points.

(6)   The result of the entrance examination shall be the sum of the scores (max. 200 points).

(7)   A candidate who scores less than 20 points in any subject fails the entrance examination.

© Faculty of Economics and Administration

Document Supervisor: Vice-Dean for Education

Conditions for Admission to Study in Follow-up Study
Programmes in English for the Academic Year 2024/25
FES_LEG_2023-003 Version A

Article 1.3
Method of Deciding on Admission

(1)   A total of no more than **40 applicants** shall be admitted to full-time study according to the best ranking of the applicants.

(2)   The Dean reserves the right not to open the first year of a study programme for which a low number of applicants applies. The Faculty will refund the administration fees (E-application fee and assessment fee) to the applicants concerned.

Article 2

Informatics and System Engineering
Follow-up Postgraduate Study Programme
Article 2.1
Conditions of Admission

(1)   Taking the online entrance examination in Informatics and English language (within the scope of the undergraduate studies).

(2)   Entrance examinations in both subjects are in the form of a test and are conducted online. A link to a Google form containing 40 questions for the English language test and 40 questions for the Informatics test (option A, B or C) is sent to the applicant's email address provided in the E-application form.

(3)   The applicant has a strict time limit, 60 minutes for each test, in which to choose the correct answers from the prepared answers. The form shall then be closed, and the results shall be prepared for processing by the Admissions Officer.

Article 2.2
Method of Evaluating the Results of the Entrance Examination

(1)   If the applicant answers a test item correctly, he/she shall receive full points for that item. Otherwise, he/she shall receive 0 points. If the applicant fails to return the answer sheet within the time limit, he/she shall receive 0 points.

(2)   Each subject of the entrance examination shall be evaluated by a score:
-     Informatics   0 to 100 points,
-     English language   0 to 100 points.

(3)   The result of the entrance examination shall be the sum of the scores (max. 200 points).

(4)   An applicant who scores less than 20 points in a written examination in any subject fails the entrance examination.

Article 2.3
Method of Deciding on Admission

(1)   A maximum of **40 applicants** shall be admitted to the full-time form of study according to the best ranking of the applicants.

(2)   The Dean reserves the right not to open the first year of a study programme for which a low number of applicants applies. The faculty will refund the fees associated with the admission procedure to the applicants concerned.

prof. Ing. Jan Stejskal, Ph.D.
Dean of FEA

© Faculty of Economics and Administration

Document Supervisor: Vice-Dean for Education

Conditions for Admission to Study in Follow-up Study
Programmes in English for the Academic Year 2024/25
FES_LEG_2023-003 Version A

List of amendments and revisions to the controlled document

Version	Date	Content of the amendment / revision	Name and signature of the document supervisor
A	29 May 2023	First version of the document	prof. Ing. Jitka Komárková, Ph.D.

© Faculty of Economics and Administration

Document Supervisor: Vice-Dean for Education

Conditions for Admission to Study in Follow-up Study
Programmes in English for the Academic Year 2024/25
FES_LEG_2023-003 Version A