



**Order of the Dean of the Faculty of Economics, Technical University of Liberec
No. 5/2024**

Title	Rules and Conditions for Admission Procedure to Doctoral Study Programmes at the Faculty of Economics in the Academic Year 2025/2026			
	Name	Position	Date	Signature
Guarantor:	doc. Ing. Pavla Vrabcová, Ph.D.		25. 11. 2024	
Approved by:	doc. RNDr. Miroslav Brzezina, CSc., dr. h. c	rector	27. 11. 2024	
	Ing. Olga Malíková, Ph.D.	chair of the AS	19. 11. 2024	
Legal review:	Mgr. Barbora Zajícová	lawyer	8. 11. 2024	
Review:	00	Effective from:	19. 11. 2024	
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For information purposes only. The Czech version of the Dean's Order is legally binding.

**Article 1
General Provisions**

- (1) This Order defines conditions for admission to study in accordance with the Sections [48](#) and [49 of the Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments to Other Acts](#) (hereinafter referred to as the "Act") and the Rules and Conditions for Admission Procedure to Doctoral Study Programmes at the Faculty of Economics TUL (hereinafter referred to as "Faculty" or "FE TUL") in the academic year 2025/2026.
- (2) The designated seat of the Faculty, as well as the **delivery address** is: Technická univerzita v Liberci – budova H, Voroněžská 13, 461 17 Liberec 1. Website: <http://www.ef.tul.cz/>.
- (3) This Directive uses the generic masculine as a basic, non-symbolic term which does not indicate any preference in terms of biological sex or gender.

**Article 2
Admission Procedure**

- (1) The Faculty accepts applications for study in doctoral study programme of Business Administration and Management as well as doctoral study programme of System Engineering and Informatics (specialization: Managerial Informatics).
- (2) The application for study at the FE TUL is submitted in **electronic form** via Information System STAG (https://stag.tul.cz/portal/studium/uchazec/eprihlaska.html?pc_lang=en). The provision of personal data in the study application is mandatory by law. The study application will not be registered if the data is not provided.
- (3) The following documents are required to be provided **electronically** to the application for study:
 - a) brief structured professional Curriculum Vitæ (no personal data, i.e. without date and place of birth, private address, private telephone number, private e-mail and photograph of the applicant),
 - b) Dissertation Statement of Purpose in the extent of 5–10 pages (for the study programme System Engineering and Informatics, specialization: Managerial Informatics in the extent of up to 15 pages),
 - c) list of own publications, if available,



d) scan of an officially certified copy of the master's degree (shall be submitted no later than at the entrance examination).

All supporting documentation will be submitted and emailed at: ef@tul.cz.

Only applicants who have met the conditions may be admitted to study. The conditions are as follows: proper completion of Master Degree Study Programme on the date of the entrance examination and succeeding in the entrance examination. The applicant will provide the proof of completed full university education (or a notarized copy of this document) at the entrance examination.

(4) The application will be registered only after payment of an administrative fee in the amount of **USD 100** to the account of the Technical University of Liberec kept with ČSOB branch in Liberec:

- Amount: USD 100.00
- Bank Account Holder: Technická univerzita v Liberci
- IBAN: CZ16 0300 0000 0006 8164 1013
- SWIFT: CEKOCZPP
- Bank Name: CESKOSLOVENSKA OBCHODNI BANKA, A.S.
- Branch Address: 1. máje 79/18, 461 78 Liberec, Czech Republic
- Specific symbol (SS): please use specific symbol from the application
- Variable symbol (VS): 649134
- Constant symbol (KS): 379
- Note to the Recipient: Application Fee for Name Surname.

(5) The fee for the admission procedure is not refundable in any case.

(6) The fee can only be paid by bank transfer or by payment card (online payment). After crediting the administrative fee to the TUL account, the electronic application will be transferred to the database of applicants for study and the applicant will receive an e-mail confirming the registration of the application for the admission procedure. Through a unique link provided in this e-mail, the applicant can monitor the progress of the admission procedure in Information System STAG.

(7) The invitation to the entrance examination will be sent by e-mail.

(8) In case of any discrepancies, the applicant contacts the study department of the Faculty by phone (+420 485 352 388) or by e-mail (ef@tul.cz).

(9) Deadlines for submission of applications and dates of entrance examinations:

Study Programme	Round of Entrance Examination	Deadline for Submission of Applications	Dates of Entrance Examination
Business Administration and Management	1 st round	April 30, 2025	by May 31, 2025
	2 nd round	will not be opened	-
System Engineering and Informatics - specialization: Managerial Informatics	1 st round	April 30, 2025	by May 31, 2025
	2 nd round	will not be opened	-

(10) Entrance examinations to the study programme **of System Engineering and Informatics** take place at the **University of Hradec Králové**.

(11) Expected number of admitted students: 5.



Article 3
Method of Assessing the Admission Procedure for Doctoral Studies

Study Programme	Admission Criteria	Results of Entrance Examination	Maximum Number of Points
Business Administration and Management	a) oral examination in English	B2 level (CEFR). Proving professional language competence (i.e. understands, interacts, produces clear and detailed speech)	100
	b) professional examination	Discussion on prospective subjects within study programme.	100
System Engineering and Informatics - subject area: Managerial Informatics	a) written and oral examination in English	B2 level (CEFR). Proving professional language competence in both communicative and writing skills.	100
	b) professional examination	Discussion on prospective subjects within study programme.	100
Method applied:		number of points scored	
Applicants who have obtained at least: (with regard to capacity)		50 points scored in each part of the entrance examination	

Article 4
Decision on admission to study

- (1) The Dean of EF TUL issues a decision on the admission or non-admission of an applicant to the study.
- (2) The overall result of the admission procedure, as well as the written decision of the Dean on the admission to study, will be delivered to the addressee only and to the e-mail address specified in the application to study.
- (3) The Dean's decision on non-admission to study will be delivered to the addressee in accordance with the Act.
- (4) The applicant may appeal against the Dean's decision on non-admission within 30 days from the date of its delivery.

Article 5
Temporary and Final Provisions

- (1) Approved by the Academic Senate of the Faculty of Economics TUL on November 19, 2024.
- (2) The Directive of the Dean No. 6/2023 is hereby revoked.
- (3) This Order of the Dean enters into force and effect on the day of its approval by the Academic Senate of the Faculty.