

Directive of the Dean No. 8/2018

Conditions for Admission to Study at the Faculty of Economics, Technical University of Liberec in Bachelor, Follow up Master, and Doctoral Study Programmes in academic year 2019/2020

	Name	Position	Date	Signature
Guarantor:	Ing. Jaroslava Dědková, Ph.D.	Vice-Dean for Study	23/10/2018	
Approved by:	prof. Ing. Miroslav Žížka, Ph.D.	Dean	23/10/2018	
	Ing. Jan Öhm, Ph.D.	Chairman of the Academic Senate of EF TUL	23/10/2018	
Scrutiny:		In the wording effective from:	23/10/2018	
Classification Code:	D II 1	Shredding Code:	S 25	

Article I. General Provisions

1. This directive sets the conditions for admission to study according to § 48 and § 49 of the Act No. 111/1998 Coll., on Higher Education Institutions and on amending and supplementing other Acts (hereinafter "the Act"), and the rules for the admission procedure.
2. Study programmes are conducted by the Faculty of Economics, Technical University of Liberec (hereinafter "Faculty" or "EF TUL"). Residence and at the same time delivery address: TUL – building H, Voroněžská 13, 461 17 Liberec 1, Czech Republic. Official address: Technical University of Liberec, Faculty of Economics, Studentská 1402/2, 461 17 Liberec 1, Czech Republic. Website: <http://www.ef.tul.cz/en/>.
3. Faculty of Economics TUL takes into account the level of the state graduation diploma from the secondary school, details are provided in Article III.

Article II. Application for study and its requirements

1. The Faculty accepts applications for study in Bachelor and Follow-up Master study programmes until **March 31, 2019**. The deadlines of applications for Doctoral studies are announced on the official board of EF TUL.
2. The application for study is submitted only **in electronic form**. (See https://stag.tul.cz/portal/studium/uchazec?pc_lang=en)
3. A separate application must be submitted for each field of study, with an administrative fee paid for each field of study.



- The provision of personal data in the application for study is mandatory, as required by the Act. If they are not provided, the application for study will not be registered.**
- The application will be registered only after payment of an administrative fee of CZK 600 (valid only for studies in Czech language) to the account of the Technical University of Liberec by CSOB Liberec, No. 305806603/0300, specific symbol is the application number from the application, variable symbol is 649134, constant symbol 378. The fee can be paid **only by bank transfer or online by card**. In the beneficiary's report, indicate the name and surname of the applicant. When the electronic application (upon payment of the administrative fee) is transferred to the database of the applicants, applicants will be sent an e-mail confirming the registration of application into the admission process.

The fee for admission procedure for **studies in the English language** is CZK 2 000, or 100 USD respectively, for all study programmes.

- The invitation for the entrance examinations will be sent electronically by the Study Department of the Faculty **during the month of May 2019 to the email address specified in the application.**
- The terms of admission examinations: Bachelor's degree: 3rd - 6th June 2019, follow up Master's studies: 17th - 21st June 2019, Doctoral studies: the dates are announced on the official board of EF TUL.
- The deadline for enrollment in the 1st year of study: end of June / beginning of July 2019.
- The application fee will not be refunded in any case.
- In case of discrepancies, please contact the Study Department of the Faculty by 31 March 2019 by e-mail: admissions.ef@tul.cz.
- The second round of the admission procedure**
If the number of applicants is insufficient to fill the capacity of study programmes, the dean of the faculty may declare the second round of the admission procedure on the official board by 15 April 2019. The applications for the second round of admission procedure will be accepted from July 1 to August 30, 2019. Application requirements and procedure of its processing are identical with the first round of the admission procedure.
- For each round of the admission procedure must be submitted new application, including payment.

Article III. Entrance examination

- On the basis of fulfillment of the conditions of the entrance examination, the Dean has the right to decide on the acceptance or rejection of an applicant to study. The number of students admitted is based on the set limit by the Ministry of Education. Conditions for admission to study at the first year at the Faculty of Economics, TUL in the academic year 2019/2020:

Bachelor study programmes

Study programme/specialization	Maximum number of points in the English language	Minimum number of points in the English language required for admission	Maximum number of points from the test of general study prerequisites	Minimum number of points from the test of general study prerequisites required for admission
CZ - Podniková ekonomika – specializace Management výroby - PS, KS	100	50	100	50
CZ - Podniková ekonomika – specializace Management služeb – PS, KS	100	50	100	50
EN – Business Administration - specializations: Production Management, Economics Management of Services - PS	100	50	-	-
CZ - Ekonomika a management mezinárodního obchodu - PS	100	50	100	50
CZ - Manažerská informatika-PS	100	50	100	50
EN - Information and Communication Management (University Nuisse)- PS	100	50	-	-

Note: PS - present form of study, KS - combined form of study
 CZ – study language is Czech, EN – study language is English

Applicants who have met the criteria for admission to study may be admitted, taking into account the capacity of the Faculty, according to the order in which they were placed. In case of available capacities in particular fields of study, applicants with a lower amount of points than announced may be admitted, in the order in which they were placed.

Without the entrance examination may be admitted applicants who achieved a **percentile of 50 and above** in the test of *General Study Prerequisites* in the National Comparative Exams (NSZ), and at the same time who achieved a **percentile of 50 and above** in the *English language* test. Applicants for the specialization Information and Communication Management will be admitted without the entrance examination if they achieve a percentile of 50 and above in the English language test. The results achieved in the NSZ held between 1 December 2018 and 1 May 2019 will be recognized. The application form and detailed information on NSZ can be found at <https://www.scio.cz/nsz/>. The result of the NSZ exam applicant doesn't need to submit, but he/she must give his/her consent to the provision of a test result to the faculty.

Additionally, applicants who have successfully passed a state graduation examination ("maturita") in mathematics (or mathematics+) can be admitted without an entrance examination **with result excellent to good**. The result of the state graduation examination ("maturita") in mathematics must be documented by the original or a certified copy of the graduation certificate no later than on the date of the entrance examination.

Follow up master study programmes

Study programme/specialization	Maximum number of points from the expert written test	Minimum number of points from the expert written test required for admission
CZ - Podniková ekonomika - specializace Management podnikových procesů – PS, KS	100	50
CZ - Podniková ekonomika - specializace Marketing a mezinárodní obchod – PS, KS	100	50
EN - Business Administration – specializations: Management of Business Processes, Marketing and International Trade – PS	-	-
CZ - Hospodářská politika v globálním prostředí - PS	100	50
CZ - Manažerská informatika - PS	100	50

Note: PS - present form of study, KS - combined form of study
 CZ – study language is Czech, EN – study language is English

The study is intended for graduates of bachelor study programs who obtain the Bc. degree by the date of the entrance examinations.

Applicants who have met the criteria for admission to study may be admitted, taking into account the capacity of the Faculty, according to the order in which they were placed. In case of available capacities in particular fields of study, applicants with a lower amount of points than announced may be admitted, in the order in which they were placed.

Doctoral study programmes

Study programme/specialization	Maximum number of points in a Foreign language	Maximum number of points in the Professional discussion	Minimum number of points in a Foreign language required for admission	Minimum number of points in the Professional discussion required for admission
CZ - Řízení a ekonomika podniku - PS, KS	100	100	50	50
EN - Business Economics and Management PS, KS	100	100	50	50
CZ - Systémové inženýrství a informatika specializace Manažerská informatika PS, KS	100	100	50	50
EN - System Engineering and Informatics - Managerial Informatics PS, KS	100	100	50	50

Note: PS - present form of study, KS - combined form of study
 CZ – study language is Czech, EN – study language is English

Applicants who have met the criteria for admission to study may be admitted, taking into account the capacity of the Faculty, according to the order in which they were placed.

- The faculty does not organize substitute entrance examinations.

Article IV. Conditions for admission to study



1. The number of admitted applicants is determined by the Dean of the faculty on the basis of faculty capacity.
2. If the admitted candidate does not appear for enrolment without excuse within 5 days or his/her apology is not recognized, his/her right to enrolment for study will be terminated pursuant to § 56 b) of "the Act".
3. **To bachelor studies** can be enrolled only those admitted candidates who have completed secondary education by the state graduation examination ("maturita"). This fact is evidenced by the submission of an **officially certified copy** of the school leaving certificate at the entrance examination.

If a candidate does not have the school leaving certificate issued at the time of the entrance examination, he/she has to submit a confirmation issued by the secondary school on the **successful completion** of the state graduation examination ("maturita"). Upon receipt of the certificate of the state graduation examination ("maturita"), he/she will immediately send a certified copy to the faculty study department no later than on 1st round registration, in the case of the second round of the admission procedure until the second round of registration.

- **The conditions for the admission of foreigners studying in the Czech language** are governed by § 48 of the Act (applicants' secondary education has been recognized (nostrified) by the date of enrolment, applicants fulfilled the conditions set for admission to study, they passed the Czech language examination at an accredited institution in the Czech Republic or at the Department of Foreign Languages of the Faculty of Economics, TUL.
 - **The conditions for the admission of foreigners studying in the English language:** applicants' secondary education has been recognized (nostrified) by the date of enrolment according to § 48 of the Act, applicants fulfilled the conditions set for admission to study (specified in par 6).
 - **The conditions for admission of participants of the lifelong learning:**
 - to bachelor studies can be enrolled only those applicants who have completed secondary education by the state graduation examination ("maturita"),
 - to bachelor studies will be accepted without the entrance examination those applicants who have completed a course of lifelong learning realized by the faculty and have completed all the credits and examinations of the 1st year according to the model study plan of EF TUL with a minimum of 60 credits.
4. **To the follow-up master studies** can be enrolled only those admitted applicants who have completed the bachelor degree by the date of entrance examinations. Candidates will prove this fact by submitting an officially certified copy of the bachelor's degree diploma.

If a candidate does not have a diploma of the final state examination at the time of the entrance examination, he/she has to submit a confirmation issued by the higher education institution on the successful completion of the final state examination. Upon receipt of the diploma, he/she will immediately send a certified copy of the diploma to the faculty study department no later than on the date of enrollment.

- **The conditions for the admission of foreigners studying in the Czech language** are governed by § 48 of the Act (applicants' bachelor's degree and qualification has been recognized (nostrified) by the date of enrolment, applicants fulfilled the conditions set for admission to study, they passed the Czech language examination at an accredited institution in the Czech Republic or at the Department of Foreign Languages of the Faculty of Economics, TUL.

- **The conditions for the admission of foreigners studying in the English language:** applicants' bachelor's degree and qualification have been recognized (nostrified) by the date of enrolment according to § 48 of the Act, applicants fulfilled the conditions set for admission to study (specified in par 6).
- **The conditions for admission of participants of the lifelong learning:**
 - to follow-up master studies can be enrolled only those applicants who have completed bachelor's degree and qualification,
 - to follow-up master studies will be accepted without the entrance examination those applicants who have completed a course of lifelong learning realized by the faculty and have completed all the credits and examinations of the 1st year according to the model study plan of follow-up master study programme of EF TUL with a minimum of 60 credits.

5. **To the doctoral studies** can be admitted applicants who obtain a master's degree by the date of the entrance examinations. This fact will be proved by the applicant in the entrance examination by submitting an officially certified copy of the Master's degree diploma, or by sending a certified copy to the study department of EF TUL.

- Conditions for admission to study:
 - an examination in the form of a professional debate on the issue of the profile subjects of the field of study,
 - an examination in a foreign language: oral exam in English (good active knowledge at level C1 is required).
- It is necessary to enclose to the application:
 - a brief CV,
 - a certificate of attained higher education (or a scanned copy certified copy),
 - a proposal for the topic of the future dissertation with a range of 5-10 pages,
 - a list of the published papers, if any.
- **The conditions for the admission of foreigners studying in the English language:**
 - applicants' master's degree and qualification have been recognized (nostrified) by the date of enrolment according to § 48 of the Act, applicants fulfilled the conditions set for admission to study (specified in par 6).

6. **The conditions for the admission to all study programmes taught in the English language:**

- An applicant has to present the documents confirming his/her previous completed education (original or officially certified copy of the diploma, a certificate or similar document issued by a foreign institution with a nostrification clause or, in the case of a foreign higher education institution, a certificate of recognition of higher education, unless otherwise provided by the international treaty) on enrollment at the latest.
- An applicant who applies for studies in English has to demonstrate the knowledge of English at least on B2 level under "the Common European Framework of Reference for Languages".
- The candidate must successfully take the entrance examination, which takes place in the form of an admission interview with the committee (it may be a form of a distance interview using Skype). The commission for the recruitment of students (hereinafter referred to as the commission) assesses the candidate's qualifications and abilities (professional focus of the previous studies, study results of the previous studies, knowledge of English and expertise; in doctoral degree programs is considered also: the proposal of topic for dissertation, published papers, participation in projects, etc. with an emphasis on the focus of the planned study field and the topic of the dissertation). On the basis of the documents submitted by the applicant, the interview, and the assessment of the applicant, the commission decides on the recommendation or non-recommendation for admission of the

applicant for study. The commission shall produce a summary assessment of its decision, stating the reasons for this decision, which it shall submit to the Dean of the faculty.

Article V. Decisions on admission to studies

1. The Dean decides on the admission of applicants on the basis of the results of the entrance examinations.
2. The results of entrance examinations and the total result of the admission procedure will be published on the official board of the EF TUL and on the website <http://stag.tul.cz>. The applicant will get access to the results by entering the university number stated on the electronic application form.
3. The written form of the decision will be sent to the applicant in his/her own hands after the Dean's decision. If the decision is not possible to deliver, it will be posted on the official board of the faculty. Date of posting the decision to the official board is considered to be the day of delivery.
4. As per Art. 50, Par. 6 of the Act, applicants may request a review of the resolution. The request is submitted to the Faculty Dean. It must be submitted no later than 30 days upon the receipt of the resolution
5. If the applicant is admitted to more than one field of study, he/she will be enrolled in only one study field chosen by him/her.
6. The fact that the applicant does not participate in the entrance examination is considered as a disinterest of the applicant in studies.
7. As per Art. 50, Par. 5 of the Act, each applicant is entitled to examine all their materials that have an impact on making decision on their admission to studies; should they want to apply this right, they need to make an appointment with the study department staff member of the Faculty.
8. If a student exceeds the standard length of study by one year in a Bachelor's or Master's degree programme, a public university is awarded to set a study fee in accordance with the valid legislation (see the Statutes of the TUL).
9. The admission procedure for the academic year 2019/2020 will end on 30 September 2019.
10. Approved by the Academic Senate of the Faculty of Economics of the TUL on 23 October 2018.
11. The Dean's Directive No. 6/2017 is hereby revoked.