



**Directive of the Dean of the Faculty of Economics, Technical University of Liberec
No. 6/2023**

Title	Rules and Conditions for Admission Procedure to Doctoral Study Programmes at the Faculty of Economics in the Academic Year 2024/2025			
	Name	Position	Date	Signature
Guarantor:	doc. Ing. Pavla Vrabcová, Ph.D.	vice-dean	17. 10. 2023	
Approved by:	doc. Ing. Aleš Kocourek, Ph.D.	dean	17. 10. 2023	
	Ing. Olga Malíková, Ph.D.	chairman of AS	21. 11. 2023	
Review:	00	Effective from:	21. 11. 2023	
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For information purposes only. The Czech version of the Dean's Directive is legally binding.

Article 1

General Provisions

- (1) This Directive 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 "EF TUL") in the academic year 2024/2025.
- (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. Official address: Technická univerzita v Liberci, Ekonomická fakulta, Studentská 1402/2, 461 17 Liberec 1. Website: <http://www.ef.tul.cz/>.

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 EF TUL if submitted in **electronic form** via Information System STAG (<https://stag.tul.cz/portal/studium/uchazec/eprihlaska.html>). 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 professional CV,
 - b) dissertation thesis statement of purpose with a range of 5–10 pages,
 - c) list of own publications, if available.

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 his / her admission procedure at Information System STAG.

(7) The invitation to the entrance examinations 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	by April 30, 2024	by May 31, 2024
	2 nd round	will not be opened	-
System Engineering and Informatics - specialization: Managerial Informatics	1 st round	by April 30, 2024	by May 31, 2024
	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 will be delivered to the addressee only and to the email address specified in the application to study or through the electronic Information System STAG, providing that the applicant has agreed to this method of delivery in advance on the application to the study; in such a case, the day of delivery and notification of the decision is deemed to be the first day following the availability of the decision at the Information System STAG. The Dean's written decision on non-admission to study will be delivered to the addressee only and to the email address specified in the application to study.
- (3) Pursuant to Section 50, Article 6 of the Act, the applicant may appeal against the Dean's decision on non-admission and request a review of the decision within 30 days from the date of its delivery. The request for review is submitted in writing to the dean of the faculty.
- (4) The admission procedure for the academic year 2024/2025 will close on September 30, 2024.

Article 5
Temporary and Final Provisions

- (1) Approved by the Academic Senate of the Faculty of Economics TUL on November 21, 2023.
- (2) The Directive of the Dean No. 7/2022 is hereby revoked.
- (3) This Dean's Directive enters into force and effect on the day of its approval by the Academic Senate of the Faculty.