



**Directive of the Dean of the Faculty of Economics, Technical University of Liberec
No. 6/2022**

Title	Rules and Conditions for Admission Procedure to Follow-up Master Degree Programmes at the Faculty of Economics in the Academic Year 2023/2024			
	Name	Position	Date	Signature
Guarantor:	doc. Ing. Klára Antlová, Ph.D.	vice-dean	9. 11. 2022	
Approved by:	doc. Ing. Aleš Kocourek, Ph.D.	dean	9. 11. 2022	
	Ing. Jan Öhm, Ph.D.	chairman of AS	15. 11. 2022	
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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 Follow-up Master Degree Programmes at the Faculty of Economics TUL (hereinafter referred to as "Faculty" or "FE TUL") in the academic year 2023/2024.
- (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
First Round of the Admission Procedure**

- (1) Applications for study in the first round of the admission procedure are accepted **from November 26, 2022 to April 30, 2023**.
- (2) Application for study at FE TUL is submitted exclusively in electronic form via IS 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) For each study programme, or more precisely, for its subject area, a separate study application must be submitted as well as a separate administrative fee paid.
- (4) The application will be registered only after payment of an administrative fee in the amount of **CZK 600** to the account of the Technical University of Liberec kept with ČSOB branch in Liberec:
 - account number: 305806603/0300
 - specific symbol: number for field of study (stated in the application)
 - variable symbol: 649134
 - constant symbol: 378
 - beneficiary reference: applicant's first name and surname.



- (5) 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 in IS STAG.
- (6) The fee for the admission procedure is not refundable in any case.
- (7) By **June 19, 2023**, the applicant shall amend his/her application with the weighted average of grades from the entire bachelor study and attach a transcript of studies with the weighted arithmetic average, where the weights are the ECTS credits of individual courses. Graduates of bachelor studies at FE TUL generate a transcript of studies from IS STAG (My studies tab → Course of study → Course of studies in pdf) and attach it to the application form. Providing incorrect or false data is a reason for the application to be excluded from the admission procedure. If the average cannot be determined in this way, a suitable equivalent shall be used.
- (8) In case of any discrepancies, the applicant contacts the study department of the Faculty by phone (+420 485 352 387) or by e-mail (prijimacky.ef@tul.cz) no later than April 30, 2022.

Article 3 **Second Round of the Admission Procedure**

- (1) At the same time, the dean is announcing the second round of the admission procedure in all study programmes and specialisations.
- (2) Applications for study in the second round of the admission procedure will be accepted **from June 1, 2023 to August 15, 2023**.
- (3) Requirements of the study application and the procedure for its processing are similar to the first round of the admission procedure (see Article 2).
- (4) A separate study application must be submitted for each round of the admission procedure and a separate administrative fee must be paid.
- (5) By **September 8, 2023**, the applicant shall amend his/her application with the weighted average of grades from the entire bachelor study and attach a transcript of studies with the weighted arithmetic average, where the weights are the ECTS credits of individual courses. Graduates of bachelor studies at FE TUL generate a transcript of studies from IS STAG (My studies tab → Course of study → Course of studies in pdf) and attach it to the application form. Providing incorrect or false data is a reason for the application to be excluded from the admission procedure. If the average cannot be determined in this way, a suitable equivalent shall be used.

Article 4 **Estimated Numbers of Students Admitted to the Follow-up Master Degree Study Programmes**

- (1) A total of a maximum of 180 applicants for both full-time and part-time studies in all follow-up master degree programmes will be admitted to study.



- (2) The following table provides an overview of the expected number of admitted students according to study programmes for the academic year 2023/2024:

STUDY PROGRAMME – specialization – form of study (FT = full-time, PT = part-time)	Expected number of admitted students
BUSINESS ADMINISTRATION – Management of Business Processes – FT, PT	50
BUSINESS ADMINISTRATIONS – Marketing and International Trade – FT, PT	60
BUSINESS ADMINISTRATION – Management of Business Processes – FT	20
SYSTEM ENGINEERING AND INFORMATICS – Managerial Informatics – FT	30
ECONOMIC POLICY IN A GLOBAL ENVIRONMENT – FT	30
INTERNATIONAL MANAGEMENT – FT	25
Total number for all follow-up master degree study programmes	215

Article 5

Conditions for Admission of Applicants to Study at FE TUL

- (1) For the academic year 2023/24, there will be **no entrance examination** for applicants to master degree programmes.
- (2) Applicants who have successfully completed the bachelor degree will be admitted. The ranking of applicants for admission is determined on the basis of the weighted average of the entire bachelor degree programme. Applicants with a weighted average of 2.80 or lower in their bachelor studies will be admitted. The dean decides on the admission of an applicant to study.
- (3) The method of deciding on admission to study in the follow-up master degree programmes is adapted to the maximum possible number of students admitted in each study programme or specialisation.
- (4) If fewer applicants enrol for studies, the dean may supplement the number of admitted applicants by those who were not admitted by the initial decision due to the maximum possible number of admitted applicants.

Article 6

Decision on Admission to Study

- (1) In the **first round** of the admission procedure, only those applicants who have obtained Bachelor degree or its equivalent may be admitted to study in a follow-up master study programme. The applicant proves this by submitting an officially certified copy of the university diploma or a certificate of successful completion of the final state examination, which he / she will deliver in person to the FE TUL study department or by post to the delivery address referred to in Article 1 par. (2) **by June 19, 2023** the latest.
- (2) After this date, the applicant may be enrolled to study at FE TUL only on the basis of the results of the second round of the admission procedure, if announced by the dean of FE TUL.
- (3) In the **second round** of the admission procedure, only those applicants who have obtained bachelor degree or its equivalent may be admitted to study in a follow-up master study programme. The applicant proves this by submitting an officially certified copy of the university diploma or a certificate of successful completion of the final state examination, which he / she will deliver in person to the FE TUL study department or by post to the delivery address referred to in Article 1 par. (2) **by September 8, 2023** the latest.
- (4) The results of the entrance examinations and the overall result of the admission procedure is communicated and posted [on the official desk of the faculty](#) and [via IS STAG](#). The applicant gains access to the results via a unique link, which was sent in an e-mail confirming the registration of the application for the admission procedure.



- (5) The written decision of the dean of the FE TUL on the applicant's admission to study will be sent to the applicant in electronic form to the email address provided in the application form and in paper form by the study department upon request. The written decision of the dean of FE TUL on the applicant's non-admission to study will be sent to the applicant in his/her own hands to the address indicated in the application form. In case the decision cannot be delivered, it will be posted on the official desk of the faculty. The date of posting the decision is considered to be the day of delivery.
- (6) In accordance with the Section 50, Article 6 of the Act, the applicant may 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.
- (7) If the applicant is admitted to study more than one study programme, or more precisely, subject area, he / she will be enrolled in the study programme, or, subject area of his / her choice.
- (8) In accordance with the Section 50, Article 5 of the Act, the applicant is entitled to inspect the documentation relevant for the decision on his / her admission to study on the basis of a written application sent to the study department of the faculty within 15 days of receiving the written decision. The exact date is set by the study department.
- (9) If admitted applicant fails to appear for enrolment without an apology within 5 days or his / her apology is not acknowledged, in accordance with the Section 56, Article (1), par. b) of the Act, his / her right to enrol in the study will expire.
- (10) The admission procedure for the academic year 2023/2024 will be closed on September 30, 2023.

Article 7

Conditions for Enrolment into the Study at FE TUL

- (1) Enrolment of applicants admitted to study in follow-up master degree programmes at FE TUL in the first round of the admission procedure takes place from **July 3, 2023 to July 23, 2023**. Admitted applicants enrol in the study electronically via IS STAG.
- (2) Enrolment of applicants admitted to study in follow-up master study programmes at FE TUL in the second round of the admission procedure takes place on **September 13, 2023**. The enrolment takes place in person in building H (see Article 1 par. (2) of this Directive). The time and place of registration will be specified by e-mail.
- (3) Conditions for enrolment of **international students studying in Czech language** to study at FE TUL are governed by Section 48 of the Act as follows:
 - a) they have been recognized with a foreign bachelor / undergraduate university education and qualification according to the law by the date of enrolment,
 - b) have successfully passed Czech Language Exam at the B2 level at an accredited test centre in the Czech Republic or at the Department of Foreign Languages, Faculty of Economics, TUL, and
 - c) they have met the conditions set out for admission to study.

Article 8

Admission of International Students to Study in Programmes Accredited in English

- (1) Admission and enrolment of international students for study programmes accredited in English is governed by Section 48 of the Act.
- (2) Admission procedure rules and conditions for admission to study in follow-up master degree study programmes accredited in English referred to in Article 1 to 7 of this Directive apply mutatis mutandis to international students.



- (3) Only those international students who have met the conditions of the admission procedure specified in paragraph (2) as well as have been recognized with a foreign bachelor / undergraduate university education and qualification according to the law by the date of enrolment may be admitted to study in study programmes accredited in English.
- (4) In the academic year 2023/2024, FE TUL provides international students with study in English in the follow-up master degree programmes in **International Management** and **Business Administration**, subject area of Management of Business Processes.
- (5) Applicants can apply for the **Business Administration** study programme, subject area of Management of Business Processes, until May 31, 2023. The second round of the admission procedure is not announced for this study programme. Entrance examinations are held continuously until June 30, 2023. The fee for acts connected with the admission procedure is CZK 2,000 or \$ 100. An applicant resident from outside the EU countries must pass an entrance examination, which takes the form of an interview in front of the commission (Skype interview is also possible). The Student Admissions Committee (hereinafter referred to as the Committee) assesses the applicant's skills and scholastic aptitude, i.e. professional focus as well as study results of previous studies, language skills and professional knowledge. On the basis of the documents submitted by the applicant, the interview, and the assessment of applicant, the Committee provides the dean with the statement whether the applicant is or is not recommended for the admission to the study.
- (6) The admission procedure and conditions for the **International Management** study programme are governed by Article 1 to 7 of this Directive. The fee for acts related to the admission procedure to this study programme for applicants from EU countries (incl. the Czech Republic) is governed by Article 2 par. (4) of this Directive and is set at CZK 600, the fee for applicants from countries outside the EU is set at CZK 2,000 or \$ 100. An applicant resident from outside the EU countries must pass an entrance examination, which takes the form of an interview in front of the commission (Skype interview is also possible). The Student Admissions Committee (hereinafter referred to as the Committee) assesses the applicant's skills and scholastic aptitude, i.e. professional focus as well as study results of previous studies, language skills and professional knowledge. On the basis of the documents submitted by the applicant, the interview, and the assessment of applicant, the Committee provides the dean with the statement whether the applicant is or is not recommended for the admission to the study.

Article 9 **Temporary and Final Provisions**

- (1) Approved by the Academic Senate of the Faculty of Economics TUL on November 15, 2022.
- (2) The Directive of the Dean No. 9/2021 is hereby revoked.
- (3) This Directive of the Dean enters into force and effect on the day of its approval by the Academic Senate of the Faculty.