

Dean's Directive, EF TUL No.4/2020				
Title	Rules and Conditions for Admission Procedure to Follow-up Master Degree Programmes at the Faculty of Economics TUL in the Academic Year 2021/2022			
	Name	Position	Date	Signature
Guarantor:	Ing. Otakar Ungerman, Ph.D.	Vice-Dean	2/11/ 2020	
Approved by:	Ing. Aleš Kocourek, Ph.D.	Dean	2/11/ 2020	
	Ing. Jan Öhm, Ph.D.	Chairman of the Academic Senate	10/11/2020	
Review:	00	Effective from:	10/11/2020	
File character:	D II 1	Shredding character:	S 5	

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 "EF TUL") in the academic year 2021/2022.
- (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 20 November 2020 to 31 March 2021**.
- (2) Application for study at EF 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) In the application for study, the applicant completes the weighted average of marks from the bachelor degree study and encloses a scanned study report with the stated weighted arithmetic study average, where the weights are the credits of individual subjects. Providing incorrect or false information is a reason to exclude the application from the admission procedure.



- a) For graduates who complete their bachelor degree studies before 28 February 2021, the entire bachelor programme of study is included in the study average.
 - b) For graduates who complete their bachelor degree studies after 28 February 2021, the entire current bachelor programme of study is included in the study average, **incl. winter semester 2020/2021**.
 - c) Graduates of the bachelor programme of study EF TUL generate a statement of study from IS STAG (tab My study => Course of study => Course of study in pdf) and attach it to the application for study.
 - d) If the average cannot be determined in this way, the appropriate equivalent is used.
- (5) 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.
- (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 in IS STAG.
- (7) The fee for the admission procedure is not refundable in any case.
- (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 31 March, 2021.

Article 3

Second Round of the Admission Procedure

- (1) Provided that the number of registered applicants is not adequate to fill the capacity of study programmes, the Dean of the Faculty may announce the second round of the admission procedure on the official notice board by 15 April 2021.
- (2) Applications for study in the second round of the admission procedure will be accepted in such a case **from 1 July 2021 to 29 August 2021**.
- (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.



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 2021/2022:

STUDY PROGRAMME – subject-area – form of study PS = prezenční forma = full-time study KS = kombinovaná forma = part-time study	Expected number of admitted students
BUSINESS ADMINISTRATION – subject-area of Management of Business Processes – PS, KS	50
BUSINESS ADMINISTRATIONS- subject-area of Marketing and International Trade – PS, KS	50
BUSINESS ADMINISTRATION – subject-area of Management of Business Processes – PS	20
SYSTEM ENGINEERING AND INFORMATICS – Managerial Informatics – PS	30
ECONOMIC POLICY IN A GLOBAL ENVIRONMENT – PS	30
INTERNATIONAL MANAGEMENT – PS	20
Total number for all follow-up master degree study programmes	200

Article 5

Conditions for Admission of Applicants to Study at EF TUL

- (1) The Dean decides on the admission of an applicant to study.
- (2) The applicants meeting the following conditions will be admitted to study in the follow up master degree study programmes at EF TUL with no need to take the entrance examination. The conditions are as follows:
- a) applicants successfully completed the bachelor degree in the study programme of System Engineering and Informatics, in the subject-area of Information and Communication Management (the so-called Neisse University) in the academic year 2020/2021.
 - b) applicants studying the 3rd year of bachelor studies at Huddersfield Business School - University of Huddersfield, UK.
 - c) applicants reach a study average of 2.50 and below in bachelor studies.
- (3) The order of applicants who have studied in a bachelor studies with a weighted study average higher than 2.50 will be determined on the basis of the entrance examination results. The entrance examination will take place **on 22-23 June 2021**. The applicant will be informed electronically on the specific date and place of the entrance examination via the e-mail address specified in the study application during May 2021. The content of the entrance exam corresponds to the study programme in which the applicant has submitted an application for study. The minimum requirements for admission to study in the follow-up master degree study programme are stipulated in the table below:



STUDY PROGRAMME	Maximum number of points in a written part	Minimum number of points required for admission
BUSINESS ADMINISTRATION	100	50
SYSTEM ENGINEERING AND INFORMATICS	100	50
ECONOMIC POLICY IN A GLOBAL ENVIRONMENT	100	50
INTERNATIONAL MANAGEMENT	100	50

(4) The fact that an applicant does not take the entrance examination is considered to be the applicant's lack of interest.

(5) Decisions on admissions to study in follow up master degree programmes are adapted to the maximum possible number of admitted students.

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 EF TUL study department or by post to the delivery address referred to in Article 1 (2) **by 30 June 2021** the latest.

(2) After this date, the applicant may be enrolled to study at EF TUL only on the basis of the results of the second round of the admission procedure, if announced by the Dean of EF TUL.

(3) In the second round of the admission procedure, if announced by the Dean, 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 EF TUL study department or by post to the delivery address referred to in Article 1 (2) **by 19 September** the latest.

(4) The results of the entrance examinations and the overall result of the admission procedure is communicated and posted on the official board of EF TUL (<http://www.ef.tul.cz/uredni-deska/prijimaci-rizeni>) and via IS STAG (<http://stag.tul.cz>). 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 Dean of EF TUL issues a decision on the admission or non-admission of an applicant to the study in writing and pursues personal delivery to the address specified in the study application. In case the decision cannot be delivered in applicant's own hands, it will be posted on the official notice board of the faculty (<http://www.ef.tul.cz/uredni-deska/>). 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 ([§ 50 odst. 6 Zákona](#)), 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 ([§ 50 odst. 5 Zákona](#)), 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. Deadline 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 ([§ 56 odst. \(1\) písm. b\) Zákona](#)), his / her right to enrol in the study will expire.
- (10) The admission procedure for the academic year 2021/2022 will close on 30 September 2021.

Article 7

Conditions for Enrolment into the Study at EF TUL

- (1) Enrolment of applicants admitted to study in follow-up master degree programmes at EF TUL in the first round of the admission procedure takes place from **3 July 2021 to 18 July 2021**. Admitted applicants enrol in the study electronically via IS STAG.
- (2) Enrolment of applicants admitted to study in follow-up master study programmes at EF TUL in the second round of the admission procedure, if announced by the Dean, takes place from **15 September 2021 to 16 September 2021**. The enrolment takes place in person in building H (see the Article 1 (2) of this Directive). The specific 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 EF TUL are governed by Section 48 of the Act ([§ 48 Zákona](#)) are 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) they have met the conditions set out for admission to study, and
 - c) have successfully passed Czech Language Exam at an accredited test centre in the Czech Republic or at the Department of Foreign Languages, Faculty of Economics, TUL.

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 ([§ 48 Zákona](#)).
- (2) Admission procedure rules and conditions for admission to study in follow-up master degree study programmes accredited in English referred to in Articles 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 (3) 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 2021/2022, EF 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.



a) Applicants can apply for the **Business Administration** study programme, subject area of Management of Business Processes, until 31 May 2021. The second round of the admission procedure is not announced for this study programme. Entrance examinations are held continuously until June 30, 2021. 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 candidate'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 assessment, the Committee provides the Dean with the statement whether the applicant is or is not recommended for the admission to the study.

b) The admission procedure and conditions for **the International Management study programme** are governed by Articles 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 (5) 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.

Article 9

Temporary and Final Provisions

- (1) Approved by the Academic Senate of the Faculty of Economics TUL on 10 November 2020.
- (2) The Dean's Directives 1/2018, 7/2018 and 8/2018 are 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.

