

Application handbook

General information about English Studies Preparatory courses.

Course structure and main objectives

The courses start in mid-September and in late-January and finish in May. They are divided into 2 semesters with mid-of-year holidays in between (mid-December – mid-January).

They provide a focused intensive study from A0 Level to B2 Level of the Common European Framework of Reference for Languages (CEFR) which is aimed at

- preparing students for university study taught in the English language
- developing students' language competence as independent users
- developing students' English for specific purposes (ESP) focusing on mathematics, business and communication

After finishing the course successfully, the students get a Certificate with the course description and evaluation of the exam. The graduate should be able to use the acquired knowledge and skills in everyday situations, while dealing with authorities and in their studies.

On the additional value to the educational curriculum is gaining experience & satisfaction, finding inspiration, broadening horizons and new perspectives in the global workplace

How to enrol in a course

- a) To confirm your study enrolment, we need several documents from you:
 - the application form
 - a motivation letter
 - the scan of your passport
- b) As soon as we have your application form, the motivation letter and the scan of your passport, we will send you the billing details.
- c) After receiving your full payment carried out by bank transfer, we can complete the registration process and confirm your enrolment.
- d) The Letter of Acceptance will be sent by e-mail and post. The Letter of Acceptance is issued for one full academic year (2 semesters) or half of the academic year (1 semester).

Course applications are accepted no later than 3 months prior to start of the course.

To make sure that your place in the course is secured, please, keep the deadlines.

We kindly ask visa applicants to check visa processing and waiting times to be able to enrol in time.

If you require more information or need additional support, please contact International Office: admission@mias.cvut.cz

If you need any further information concerning the course content, feel free to contact the Secretary of the Language Studies: jitka.capova@cvut.cz

English Studies Preparatory Language course

- a) Prerequisites for the course: Latin alphabet
- b) Number of students¹ in a class: 5-15
- c) The tuition fee² of the course is CZK 120 000 for one full academic year, that is 2 semesters (including 0% VAT) or CZK 65 000 for one semester (including 0% VAT).

It includes the tuition fee of CZK 110 000 and the admission fee CZK 10 000 which is not refunded in case you do not obtain the visa or do not enter the course for any other reasons.

The fee includes:

560 in class lessons (full academic year - 2 semesters) or 280 in class lessons (half of the academic year - 1semester), guided independent learning, project team work, seminar paper writing, electives, regular revisions and feedback, consultations, progress test and final exam.

The fee does not include:

Personal and travel expenses, accommodation, alimentation, enhanced course materials and co-curriculum student activities.



Information for the academic year 2018 - 19

The course starts in mid-September and finishes in May. It is divided into 2 semesters with Christmas holidays in between 15/12/2018 – 13/1/2019.

Location	Czech Technical University in Prague, MIAS School of Business Kolejní 2a, Praha 6 (Metro A)
Orientation Week	10 th September 2018 (28 th January 2019)
Start-end	17 th September 2018 (4 th February) - 9 th May 2019
Schedule	Mon - Fri, 4 - 5 lessons a day
Final Exam, Final Certificate (EN)	2 nd and 9 th May 2019
Compulsory attendance	80%
Pass mark performance	67%

Successful candidates can receive the Course Certificate if they accomplish their study in the two semesters (attendance, pro-active approach, completing homework assignments) and if they score 67% minimum in the Final test.

Additional value to the educational curriculum: experience, inspiration, satisfaction, new horizons and perspectives in the global workplace

¹ Classes can be subject to cancellation if enrolment is below prescribed minimums.

² The fees are based on current rates and are subject to change.