

Conditions for the admission to the Master Degree study programme for the Academic Year 2021/2022

1. Preamble

1. This document sets forth the conditions for the admission to the full-time form of the Master degree study programme (“MDSP”) conducted in the English language at the Masaryk Institute of Advanced Studies (“MIAS”) of the Czech Technical University in Prague (“CTU”).
2. The admission to the MDSP is governed by Act No. 111/1998 Coll., Higher Education Act, as amended, and these Conditions.

2. Basic information about the MDSP

Degree programme name:	Innovation Project Management
Degree programme code:	N0413A050003
Form of study:	Full-time
Language:	English
Nominal length of study:	2 years
Degree:	Inženýr/ Engineer

3. Application procedure and deadlines

1. To be considered for the admission to the MDSP, applicants must have completed a Bachelor degree study programme in a similar field.
2. The admission procedure is managed by the admission committee appointed by the director of the Institute.
3. An applicant enters the admission procedure by performing the following steps:

- a. filling out and submitting a completed electronic application form at the portal <https://www.prihlaska.cvut.cz> by March 31, 2021,
 - b. paying the fee for the admission procedure (850,- CZK) through the portal <https://www.prihlaska.cvut.cz> or transfer to the bank account of MIAS (see Section 7 for details),
 - c. delivering a fully completed all required documents to the MIAS International Office, either by post or in person (see Section 4 for details and for the address of the International Office).
4. The deadline for completing all these steps is April 9, 2021. Applicants are strongly encouraged to perform these steps as soon as possible to allow the MIAS administration to process the applications on an ongoing basis.

4. Documents to be submitted by post or in person

1. Applicants who have already fully completed their Bachelor-level education at the time of submitting the application shall attach photocopies of official documents that:
 - a. demonstrate full completion of Bachelor-level education, and
 - b. indicate studied subjects and obtained grades, and
 - c. indicate the subjects and results of the graduation exam (if applicable).
2. The above requirements can be usually fulfilled by submitting an appropriate combination of the following documents:
 - a. Bachelor diploma and
 - b. diploma supplement and/or
 - c. official university transcript of records of the Bachelor study.
3. Applicants who are studying in their last year of a Bachelor degree study programme at the time of submitting the application shall attach photocopies of official documents that indicate subjects studied and grades obtained so far.

The above requirement can be usually satisfied by submitting the following documents:

 - a. grade reports of all completed semesters at the university, and
 - b. a mid-term grade report from the current semester, and/or
 - c. official transcript of records of the Bachelor study.
4. The applicants who are studying in their last year of a Bachelor degree study programme at the time of submitting the application will be required to submit documents that prove successful completion of their Bachelor-level studies at the registration into the MDSP at latest.
5. A photocopy of the applicant's passport (open on the page with his/her photograph and identification data).

6. During registration at the MIAS International Office, applicants must present the originals of all submitted documents for verification.
7. All documents that are not in Czech, Slovak, or English shall be accompanied by a certified translation into Czech, Slovak, or English. A photocopy of the translation shall be scanned and sent by e-mail, the original documents shall be presented during registration at the MIAS International Office.
8. The documents shall be scanned and sent by e-mail to muvs-international@cvut.cz or submitted in person to the following address:

International Office
Masarykův ústav vyšších studií
České vysoké učení technické
Kolejní 2637/2a
160 00 Praha 6 – Dejvice
Czech Republic

5. Admission test and interview

1. Admission test is in the form of written test which consists of two parts:
 - test from mathematics, economics and statistics,
 - test from English language.

The scope of the test and the specimen of the test will be published on <http://www.muvs.cvut.cz>.

The Admission Test Invitation will be sent to the e-mail address given on the application form. If an applicant is resident in the Czech Republic at the time of the test or interview he/she can conduct the test and interview in person at MIAS after agreement by the admissions committee. The rules described below apply to the remote testing.

2. Applicants are expected to have a good command of spoken and written English at least at B2 level which will be verified during the test. The level of spoken English knowledge is assessed during online interviews with the members of the admission committee.
3. The director of MIAS will forgive the obligation to pass the English language test to those applicants who:
 - a) are native speakers and completed their secondary education in English
 - b) completed university education in English

The applicants who will be exempted from the English language test, will automatically obtain 40 points from this part of the admission test and will have to pass the exam from mathematics, economics and statistics only.

4. The technology required for the online admission test and interview is a device with a camera and microphone and installed web browser supporting the WebRTC technology (recommended browsers are Chrome and Firefox). It is the responsibility of each applicant to ensure access to such technology. All the details will be sent to the applicants by e-mail.
5. The tests and interviews will take place within the periods of April 12 – 16, 2021 and June 7 – 11, 2021. Within the periods of April 5 – 9, 2021 and May 31 – June 4, 2021, the applicant and the admissions committee mutually agree upon the exact date and time of the online test and interview using email, phone calls, Skype sessions, or any other mean of electronic communication.

The applicant who will complete the English Language Preparatory Course at MIAS and pass the final English test at required number of points, doesn't have to write the admission test from English language.

6. During both tests the applicant cannot leave the room and must remain seated in the camera view and avoid any communication with anyone else except for the admission committee.
7. The mathematics and statistics test is a closed-book exam, no electronic communication tools (mobile phone, notebook, PDA, etc.) are allowed, no calculators are allowed.
8. The maximum number of points that can be achieved in each test is 50.
9. After the admission test a 15-minute interview with the applicant will be conducted.
10. The interview begins with self-introduction of the applicant (background, study and work experience). The interview is then focused on the motivation of the applicant to study Innovation Project Management at MIAS.
11. An applicant will be preliminarily admitted to the study if he/she:
 - a. fulfils the conditions of the CTU Admission Procedure Rules, and
 - b. passes successfully the English interview, and
 - c. obtains at least 50 % from whole admission test.
12. Applicants who met the conditions 11/a and 11/b may be additionally admitted to fill the capacity of the study programme according to the order of the admission test results.
13. The decision on preliminary admission/non-admission will be announced to the applicants via email by April 30, 2021 and June 30, 2021 followed by an official letter.

6. Tuition fee, study contract and other arrangements

1. A necessary condition for preliminarily admitted applicants to be officially admitted is the payment of tuition fee of 132 000 CZK for the first academic year to the bank account of MIAS, see Section 7. The payment request will be sent to the successful applicant by e-mail together with the preliminary admission decision and a request to sign and send back a copy of study contract.
2. The study contract form is available online at <http://www.muvs.cvut.cz/en/prospective-students/prospective-bachelor/admission-procedure/> Each copy must contain all required fields.
3. The tuition fee must be paid no later than by July 16, 2021.
4. Upon receipt of the tuition fee payment to the bank account, MIAS will confirm the receipt by email and send to the successful applicant by post:
 - a. an official letter of admission with further information about registration into the MDSP and about the beginning of studies at MIAS, and
 - b. an admission confirmation letter for the Czech Embassy in the applicant's country, and
 - c. one signed and stamped copy of the study contract.
5. Admitted applicants can book their accommodation in the CTU student dormitories at <https://www.suz.cvut.cz/en/documents>. They will receive accommodation confirmation and thus have their accommodation reserved before the beginning of Academic Year.

7. Fee payments

1. The admission procedure fee is non-refundable.
2. The tuition fee is non-refundable, except for serious circumstances that prevent the admitted applicant from registration (such as failure to obtain the visa to the Czech Republic). In such a case, the applicant shall submit a request and supporting evidence to the Director of MIAS who then decides about returning the fee.
3. The tuition fee does NOT cover accommodation, food, transportation, books, medical insurance, or other personal expenses.
4. All payments should be made by wire transfer. All transaction fees and charges associated with the payment shall be borne by the applicant.
5. Payments by wire transfers: Transfer the money to the following account. Always use the instruction for international payments so that MIAS receives the full amount.

Account holder: MIAS CVUT
Kolejní 2637/2a
160 00 Praha 6
Czech Republic

Account No.: 115-840890237/0100
IBAN: CZ6001000001150840890237
SWIFT: KOMBCZPPXXX

Bank name and address: KB Praha 6

8. Registration into the MDSP

1. Admitted applicants must come in person at MIAS International Office during two weeks preceding the beginning of the Academic Year in order to register into the MDSP. The exact place and time will be published on the MIAS public web page and specified in the admission letter.
2. Applicants who cannot attend the registration at the designated time due to serious reasons must inform the MIAS International Office by sending an e-mail to muvs-international@cvut.cz or by sending a post letter to the address above. For such applicants another registration date will be arranged individually. Applicants who fail to attend the registration into the MDSP and fail to inform the MIAS International Office will not be registered.
3. If the applicant is unable to register by October 15, 2021, he/she cannot start the study.
4. If the applicant could not start the studies for reasons beyond his/her control, he/she may be admitted to study the following academic year without repeating the admission test and the interview.

9. Concluding remarks

1. Information stated in the <https://www.prihlaska.cvut.cz> application and application attachments must be true and complete. False or incomplete information can result in a rejection of the application form during the admission procedure and if discovered after the registration into the study programme, in a possible exclusion from the studies.
2. Within the first year of their studies the applicants must complete the process of official recognition of their secondary/high school education by the authorities of the Czech

Republic (so called nostrification - <http://www.muvs.cvut.cz/en/prospective-students/prospective-bachelor/nostrification/>). Applicants are urged to assemble all the necessary documents before arriving in the Czech Republic.

3. Due to sanctions imposed by the UN Security Council and the Council of the European Union citizens of North Korea are not eligible to apply.
4. In case of any questions or requests, applicants are welcome to send an e-mail to muvs-international@cvut.cz.

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