

## Conditions for the admission to the Master Degree study programme for the Academic Year 2024/2025

### 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 MDSP

Degree programme name:	Project and Process Innovation 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 Bachelor or Master degree study programme.
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 April 30, 2024,
  - b. paying the fee for the admission procedure (900,- 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, electronic 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 30, 2024. 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, electronic post or in person**

1. Applicants who have already fully completed their Bachelor/Master-level education at the time of submitting the application shall attach photocopies of official documents that:
  - a. demonstrate full completion of Bachelor/Master-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/Master diploma and
  - b. diploma supplement and/or
  - c. official university transcript of records of the Bachelor/Master 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 email or post, the original documents shall be presented during registration at the MIAS International Office.
8. The documents shall be scanned and sent by email to [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz) or delivered by post (it is recommended to use traceable mail) or uploaded to the portal <https://www.prihlaska.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 three parts:
  - test from mathematics, economics and statistics („exact sciences test“),
  - test from English language
  - interview.

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 email address given on the application form. The tests from English and exact sciences will be conducted on-line using Moodle platform. If an applicant is resident in the Czech Republic at the time of interview he/she can conduct the interview in person at MIAS after agreement by the admissions committee.

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 20 points from this part of the admission test; these applicants will have to pass the exact sciences test and interview.

4. The director of MIAS will forgive the obligation to pass the admission test (written parts) to those applicants that have successfully completed the Bachelor study programme Economics and Management (B0413A050003), if they have met the condition of a maximum weighted average of 2,00 for the entire period of study. Such applicants will be exempted from the written tests and will receive the maximum number of points possible from this part of admission test.

5. The technology required for the online admission test (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 together with access data to Moodle will be sent to the applicants by email in time.
6. The tests and interviews will take place within within the periods of May 6 - 10, 2024 and June 3 – 7, 2024. A week before, 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.
7. Time limit for each test is 45 minutes. The maximum number of points that can be achieved in whole test is 35.
8. After the admission test a 15-minute interview with the applicant will be conducted. The interview is evaluated with a maximum of 10 points.
9. The aim of the interview is to assess language knowledge (comprehension and expression) of an applicant and to verify his/her interest to study Innovation Project Management. questions from World economics terminology, company organization terminology and specifics of EU as FTA will be asked by the commission.
9. An applicant will be preliminarily admitted to the study if he/she:
  - a. fulfils the conditions of the CTU Admission Procedure Rules, and
  - b. obtains at least 5 points from exact sciences, 12 points from English and 5 points from the Interview, and
  - c. obtains at least 27 points from whole admission test
10. Successful applicants will be accepted in order of points achieved in admission exam until the capacity of the study programme is filled (the capacity is 30 students).
11. The decision on preliminary admission/non-admission will be announced to the applicants via email by May 17, 2024 and June 14, 2024 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 80 000 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 email 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 [Masarykův ústav vyšších studií ČVUT v Praze » Admission procedure \(cvut.cz\)](#) Each copy must contain all required fields.
3. The tuition fee must be paid no later than by June 30, 2024.
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 are obliged to inform MIAS about the submission of a visa application within 3 weeks after receiving the official documents confirming admission to study (see paragraph 6 article 4).
6. Admitted applicants can book their accommodation in the CTU student dormitories at <https://www.suz.cvut.cz/en/documents> and will receive accommodation confirmation

## 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 - with an exception of negligence on the side of applicant (f. e. a failure to deliver documents required by the Embassy)). In cases beyond applicant's control, 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 payment should be made by wire transfer. All transactions and charges associated with the payment shall be borne by the applicant.
5. An admitted applicant shall transfer the money to one of the following accounts and always use the instruction for international payments so that MIAS receives full amount.

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

For payments in **EUR** currency please use:

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

For payments in **CZK** currency please use:

Account No.: 19-8491620277/0100  
IBAN: CZ6501000000198491620277  
SWIFT: KOMBCZPPXXX

Bank name and address: KB Praha 6

## 8. Registration into 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 email to [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz). 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 for serious reasons by October 11, 2024, 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 - [Masarykův ústav vyšších studií ČVUT v Praze » Nostrification \(cvut.cz\)](#)). 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 Iran and North Korea are not eligible to apply.
4. In case of any questions or requests, applicants are welcome to send an email to [muvs-international@cvut.cz](mailto:muvs-international@cvut.cz).

Prague,

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