

Conditions for admission to a full-time follow-up master's degree study program "Systematic integration of processes in healthcare" in the academic year 2020/2021 (in the English language)

Each applicant must pass the admission procedure. The admission procedure consists of the entrance examination and the submission of the below listed documents in paper form:

- 1) **Certified copy of a diploma and a diploma supplement** from previous university studies from a university with a seat in the Czech or Slovak Republic (in exceptional cases a confirmation from the university on successful passing of the final state examination and the transcript of passed subjects if the diploma is not available). Graduates of the Faculty of biomedical engineering of the CTU from the academic year 2019/20 do not have to submit this confirmation.
- 2) If the university was completed abroad (this does not concern Slovak Republic, Poland, Hungary and Republic of Slovenia), the applicants shall submit a certified copy of the Decision on recognition of foreign university education and qualification in the Czech Republic (**nostrification**). You can find detailed information on the web page: <https://www.fbmi.cvut.cz/en/students/after-arrival?section=mgr>.
- 3) If the university was completed abroad (this does not concern Slovak Republic), applicants must also submit the certified copy of a diploma and diploma supplement (if there is no supplement, then the list of passed subjects) – everything must be translated into the English language. The translation to the English language must be carried out by a sworn translator.
- 4) **Cover letter** in the English language (see below for details).

The applicants who have not completed their studies by the time of submission of their application or do not have all the above listed documents (except for the cover letter) shall submit the respective documents later, but no later than by the **September 14, 2020, 1 pm**. They can submit the documents either in person or send them by mail to the study department of the Faculty of Biomedical Engineering (FBME). Any documents **submitted later shall be disregarded**.

Mailing address for all documents: ČVUT v Praze, Fakulta biomedicínského inženýrství, studijní oddělení, nám. Sítná 3105, 272 01 Kladno, tel. +420 224 358 497, email: veronika.jirotkova@fbmi.cvut.cz, web page <https://www.fbmi.cvut.cz/en>.

The maximum number of students admitted to a study branch is 15. If there is less than 1 applicant, i.e. less than 1 submitted and accepted application, the given study branch will not be opened.

Study branch Systematic Integration of Processes in Healthcare - full-time study - basic knowledge of mathematics, biology, anatomy and physiology is necessary as well as the ability of the applicants to apply and integrate the knowledge and understanding of medical, technological and economic sciences and the ability to independently run projects and be in charge of management of HR. The ability to solve problems in provision of healthcare services is also necessary. It is necessary to be fluent in English both written and oral.

Entrance examination consists of a cover letter in English and an interview in English.

Cover letter in the English language:

Applicants interested in studying the follow-up two year master study program Systematic integration of processes in healthcare should be aware of the fact that the cover letter plays an important role in the admission procedure. The cover letter gives the Admission Committee relevant clues concerning the suitability of an applicant for the program. Applicants are advised to address the following issues in their cover letter:

- Why did you choose this study program as the main subject of your master studies?
- Why do you apply for the program Systematic integration of processes in healthcare in particular, rather than to other comparable programs /study branches?
- Why do you apply for a program/study branch that is aimed at preparation for a subsequent career in management in healthcare?
- Why do you think that you are a suitable candidate for such a program/study branch?
- Do you have any idea about the topic of your master thesis?
- How will you fit in a class of students from all over the world, all with different backgrounds?
- What are your future plans after you get your master's degree?

Length of the cover letter: maximum 750 words!

Interview in English

Your ability to communicate effectively in English will be verified by a SKYPE interview. The interview will take place during the period from **April 6 - April 17, 2020 / May 11 - May 15, 2020**. The applicant shall be informed about the date and time of the interview by an email sent to the email address, which s/he listed in the application form.

Application forms for studies are filled in electronically on the web page <http://prihlaska.cvut.cz> (choose the English version - EN) and must be submitted in electronic form only. The electronic application form is deemed submitted **if it is electronically completed and paid**. Without the timely payment of the administrative fee, your application form will not be accepted for admissions.

The last day when the applicants can complete the electronic application forms for the academic year **2020/2021 is March 31, 2020**

The administrative fee for the admission procedure is **CZK 800,-**. The fee must be paid by a **payment card online** through the **payment gateway** directly in the electronic application to study. The fee can also be paid by a postal order type A or by a wire transfer (Bank details: Komerční banka Praha 6, account number 27-7380010287/0100, the international format of the account number IBAN: CZ2601000000277380010287, Swift Code: KOMBCZPP applies for applicants outside the Czech Republic. Use the number 77777 as a variable symbol and use your application form number as a specific symbol). The payment order must be submitted to the bank by **March 31, 2020** at the latest. The payment order type A must be paid at the post office by **March 31, 2020** at the latest. However, the faculty **does not recommend** this type of payment due to a higher error rate while copying the data and possible longer period for connection of the payment with the electronic application form. **Payments made by the wire transfer and paid at the post after March 31, 2020 will be disregarded!**

The administrative fee is not refundable, not even in case of not opening the study branch and thus no entrance examination. It is also not refunded if the application form was not accepted in admission procedure due to a failure to timely pay the fee.

After completion of the electronic application form and its timely payment, we would like to ask the applicants to **send us their SKYPE contact details immediately by email**. We also recommend **to scan all the above documents and send them by email** prior to their sending by mail. In both cases, please send the documents to the address veronika.jirotkova@fbmi.cvut.cz.

If the applicant is admitted, he/she will be informed about the date of the **enrolment to studies (in the period from 14. 9. 2020 to 18. 9. 2020)**. If the applicant does not appear for the enrolment, it is regarded as a proof that s/he is not interested in commencement of studies.

Studies in the English language are for consideration. The fee is set in compliance with the valid CTU Status, article 11 and Enclosure 5 to the CTU Status (see <http://en.fbmi.cvut.cz/faculty/documents>).

The self-funding students of the follow up master study program Systematic integration of processes in healthcare in the English language and studying for the standard length are entitled to a scholarship. In the academic year 2020/21 it will be CZK 25.000,- per semester. This scholarship will be awarded to the students in order to support studies in the Czech Republic and after fulfilment of the prescribed conditions (payment of the study fee within the set time limit and submission of the requested documents). The self-funding students are also entitled to a scholarship for excellent study results. The amount of these scholarships and conditions for their awarding in the relevant academic year complies with the CTU Scholarship rules and the Directive of the Dean concerning bachelor and follow up master study programs at the Faculty of biomedical engineering of the CTU.

Approved by the Academic Senate of the FBME CTU on October 29, 2019.

prof. MUDr. Ivan Dylevský, DrSc.
Dean of the FBME CTU