

Dean's Directive for Admissions Proceedings to Studies in Doctoral Degree Study Programmes Starting from 1.3.2026

Kód:	FSv_SD_2025_06_V01
Druh:	Směrnice děkana
Č. j.:	CVUT00013072/2025
Oblast normy:	VAV
Organizační závaznost:	FSv
Garant:	11922 vedoucí odd. VaV Ing. Radmila Hamarová
Vydavatel:	Prof. Ing. Jiří Máca, CSc., děkan
Počet stran:	7
Počet příloh:	0
Rozdělovník:	B-11922-zaměstnanec
Dotčené osoby:	Zaměstnanci, uchazeči
Forma zveřejnění:	Veřejně, webové stránky FSv
Nahrazuje:	FSv_SD_2024_05_V01
Datum vydání:	21.07.2025
Účinnost:	21.07.2025
Platnost:	21.07.2025 – do zrušení
Další informace:	
Podpis vydavatele:	

v.r.

Prof. Ing. Jiří Máca, CSc.
děkan fakulty

Přehled změn

Seznam příloh

Nejsou.

Seznam souvisejících dokumentů

Vyhláška děkana č.12/2018.

1 Basic provisions

The Directive complements the [*Dean's Regulation No.12/2018*](#) on Conditions for Admission to Study in Doctoral Degree Study Programmes at the Faculty of Civil Engineering CTU in Prague approved by the Academic Senate of FCE CTU in Prague on 28 November 2018.

2 List of Doctoral Degree study programmes, maximum numbers of admitted applicants

Type of study: full-time and combined
Standard period of study: 4 years

Names of study programmes

Fyzikální a materiálové inženýrství
Physical and Materials Engineering

Pozemní stavby
Building Engineering

Konstrukce a dopravní stavby
Structural and Transportation Engineering

Stavební management a inženýring
Construction Management and Engineering

Inženýrství životního prostředí
Environmental Engineering

Vodní hospodářství a vodní stavby
Water Management and Water Engineering

Matematika ve stavebním inženýrství
Mathematics in Civil Engineering

Geodézie a kartografie
Geodesy and Cartography

Architektura a stavitelství/Architecture and Building
Engineering

Průmyslové dědictví/Industrial Heritage

Stavební obnova památek/Architectural Heritage
Conservation

Architecture and Sustainable Development

Integrální bezpečnost
Integral Safety

Akustika
Acoustics

The Faculty of Civil Engineering's website:
<https://portal.fsv.cvut.cz/en/dissertation-topics>

will announce general topics indicating the maximum numbers of admitted applicants for the respective topic, department, study programme no later than the date of the electronic application opening, i.e. on 21 November 2025.

An applicant applying for full-time studies who is ranked within the maximum capacity of the respective topic, supervisor and department, but above the maximum capacity for admission to full-time study, may, before a decision on their non-admission is issued, amend their application by applying for admission to the combined type of study. The condition for such action is that their placement, if considered for the purposes of admission to the combined type of study, would be sufficient for such admission. They will be informed of this possibility in advance.

If there are more applicants for a respective topic, department, study programme, only those applicants who have ranked within the maximum number of admitted applicants will be admitted; the others will be rejected.

3 Important dates

Start of Doctoral Degree studies	1. 3. 2026
Published on	21. 7. 2025
Publication of general topics on the Faculty of Civil Engineering's website	21.11.2025
Electronic submission of applications	21. 11. 2025 – 6. 1. 2026
Proposals for Admissions Board composition – submitted by BB chairpersons of study programmes to the Department of Science and Research (R&D)	6. 1. 2026
Forwarded from R&D: <ul style="list-style-type: none">- Background materials for admissions proceedings – to BB Chairpersons- Information to Heads of Training Departments	by 8. 1. 2026
Admissions proceedings – dates of interviews	15. 1.- 27. 1. 2026
Completion of interviews – drawing up admissions proceedings protocols	27. 1. 2026
Submission of admissions proceedings protocols (including enclosures) to R&D	27. 1. 2026
Issue of Admission Decisions (sent to applicants)	by 26. 2. 2026

4 Application

The applicant fills in the online application form, in which they insert the compulsory attachments listed in Art. 5. They pay the fee related to the admissions proceedings via the payment gateway in the application form application.

5 Compulsory attachments to the application form

A. Professional CV

B. Study results from university studies (Bachelor's and Master's Degree)

C. Copies of certificates of education:

- **completed Master's Degree studies** – the applicant attaches a certified copy of an academic degree diploma (the copy can be certified by an authorized person at the Department of Science and Research by comparing it to the original), or another certificate proving the completion of Master's Degree studies,
- **students in the final year of Master's Degree studies** - in the Previous University Studies box in the application form, the applicant must enter the expected date of passing the Final Graduation Examination and a certified copy of the diploma or another document proving the completion of Master's Degree studies, the document must be delivered without undue delay after its receipt, before the registration day at the latest; if they fail to do so, they shall be deemed not to have completed the Master's Degree studies.

The applicants who have completed their previous education in a country other than the Czech Republic or the Slovak Republic must submit a certificate of their diploma nostrification together with their application – this is arranged by the CTU Rector's Office:

<https://www.cvut.cz/en/validation-of-foreign-university-education-and-qualifications-nostrification>

D. List of the applicant's published and unpublished works and other professional activities

E. A motivation letter in English as a basis for the admissions interview, which must include motivation to study, a brief description of the chosen topic of the dissertation and the expected concept of its solution.

F. One of the following documents, proving the passing of an examination in Czech in accordance with the Conditions for Admission to Studies (Dean's Regulation No. 12/2018, par. d) - applies to foreign nationals (excluding citizens of the Slovak Republic) applying for studies in Czech:

- certificate of graduation from a Master's Degree programme taught in Czech
- certificate of passing the school leaving or state examination in Czech,
- certificate of passing an examination in Czech at minimally a B2 level according to the "Common European Framework of Reference for Languages"

G. One of the following documents, proving the passing of an examination in English in accordance with the Conditions for Admission to Studies (Dean's Regulation No. 12/2018, par. e) - applies to applicants applying for studies in English:

- certificate of graduation from a Master's Degree programme taught in English
- certificate of passing the school leaving or state examination in English
- certificate of passing an examination in English at minimally a B2 level according to the "Common European Framework of Reference for Languages"

6 Application submission procedure

6.1 The candidate applies to the chosen programme for the selected general topic of the dissertation. The list of announced general topics is published on the Faculty's website: <https://portal.fsv.cvut.cz/en/dissertation-topics>

6.2 Fill in the CTU electronic application form including the insertion of all compulsory attachments at: <https://prihlaska.cvut.cz/>

6.3 The fee for the acts related to the admissions proceedings is CZK 950,- and is paid within the electronic application filling procedure either by card via a payment gateway or by a CTU card. After the application has been registered at the Faculty, the administration fee is not refundable.

- 6.4 An entrance examination in the form of an interview can only be held with the applicants who have closed the electronic application form including all compulsory attachments (Art. 5). Failure to do so will result in the termination of the admissions proceedings for defects.

7 Conditions for admission to studies

- 7.1 Admission to studies in a Doctoral Degree study programme is conditioned on prior graduation from a Master's Degree study programme
- 7.2 Additional conditions that the applicant must comply with are:
- a) Demonstration of above-standard knowledge and orientation in a professional field relevant to the chosen programme
 - b) Qualifications for creative scientific work
 - c) Language competence at the level of active knowledge of English
- 7.3 The compliance with the conditions referred to in para. 7.1 is verified by the certificates of proper completion of Master's Degree studies, the compliance with the conditions referred to in para. 7.2 is verified by an admission interview and data from the electronic application form including its compulsory attachments.

8 Course of admissions proceedings

- 8.1 The entrance examination is held on a fixed date, which is notified to the applicant by a notice sent no later than 7 days in advance to the email address provided by the applicant in the application form. In the case of serious reasons on the applicant's side, the entrance examination will be held on an alternative date.
- 8.2 The entrance examination is held in person before the Admissions Board. The Board is composed of at least three members, presided usually by the Branch Board Chairperson of the respective study programme. The Chairperson and Admissions Board members are approved by the Dean on the Branch Board's proposal. The potential supervisor and the head of the training department have the right to participate in the admissions proceedings of the applicants admitted to the dissertation topic proposed by the Department, even if they are not members of the Admissions Board; however, in such a case only with an advisory vote.
- 8.3 Based on an applicant's reasonable request, submitted no later than 7 days before the set date of the entrance examination, the Dean may allow the examination to be held remotely using online communication means. In this case, the applicant assumes the risks associated with ensuring the transmission and its quality. The applicant's distance participation must enable their unambiguous identification and must also enable the student and the Admissions Board to communicate with each other in real time, both vocally and visually, throughout the whole examination. If the voice or visual communication with the student is interrupted during the entrance examination, the Board shall decide on the next course of action, including a potential repetition of part or all the entrance examination.
- 8.4 The Department of Science and Research (R&D) shall forward the registered applications to the Branch Board Chairpersons of the relevant study programmes by the specified deadline (Art. 3 of this Directive). At the same time, the Department shall forward a list of applicants indicating the programme and the required type of study to the heads of individual training departments. The head of the training department shall discuss the documents with potential supervisors.
- 8.5 The Admissions Board will review all materials received from the applicants, and based on them and the oral interviews, will rank the candidates in the order of their point scores awarded, see Art. 8.6.
- 8.6 Type, content and evaluation of the entrance examination:
- The entrance examination for studies in all Doctoral Degree study programmes takes the form of an entrance interview - in person/online. The interview is held before the Admissions Board pursuant to Art. 8.2.

Content and evaluation of the interview:

The interview is used to verify the applicant's qualifications in the categories listed below. The

qualifications in each category are assigned points and the sum of the points constitutes the applicant's score:

- ability to address the selected dissertation topic, including the necessary expertise – 60 points,
- ability of independent scientific work – 10 points,
- evaluation of previous publication or professional creative activities – 15 points,
- communicative and professional knowledge of English – 15 points.

The maximum number of points available is 100, with a minimum threshold of 60 points for passing the entrance examination.

If the admission condition is met by a greater number of applicants than the maximum number of admitted applicants specified in Art. 2, the Admissions Board shall propose to the Dean the admission of the applicants ranked in the order of the number of points obtained to filling the programmes to capacity.

If an applicant fails to attend the entrance examination on the specified date, they are deemed to have obtained 0 points in the entrance interview. The Board will note this fact in the Protocol in the section "Course of the Entrance Examination". This does not apply if the applicant excuses himself/herself for extremely serious, urgent and proven reasons no later than the start of the entrance examination and the Admissions Board Chairperson accepts the excuse. In such a case, the Chairperson shall fix an alternative date for the admission examination as soon as possible; if justified, it is set in the form of a distance examination. In this case, the third and fourth sentences of para. 8.3 shall apply mutatis mutandis.

- 8.7 The Admissions Board Chairperson shall draw up an "Admissions Proceedings Protocol" on the course of the admissions proceedings.
- 8.8 The Dean's decision on admission/non-admission to study will be sent to applicants by the Faculty within the deadline specified in Art. 3. The applicant may appeal against the Dean's decision within 15 days from the date of delivery of the decision. The appeal is submitted to the Dean through the Department of Science and Research; the appellate authority is the CTU Rector.

Admitted applicants will be notified of the registration date together with the Admission Decision. During registration, the applicant shall submit their printed application form including all compulsory attachments.

m.p.

prof. Ing. Jiří Máca, CSc.

Faculty Dean