

THE DEAN'S DIRECTIVE No. 3/2021

on Public Announcement of Admissions Proceedings to Bachelor Degree Study Programmes organised at the Faculty of Civil Engineering CTU in Prague in the 2022/2023 Academic Year

To execute [The Dean's Measure No. 12/2021 Conditions for the Admission to Study in Bachelor Degree Study Programmes Implemented at the Faculty of Civil Engineering CTU in Prague in the 2022/23 Academic Year](#) (hereinafter "Conditions for Admission to Study"), pursuant to Art. 18 par. 4 of the Statute of the Faculty of Civil Engineering of the Czech Technical University in Prague, I hereby issue this directive:

Article 1

Subject of regulation

The Faculty Dean hereby opens the admissions proceedings to the Bachelor degree study programmes implemented at the Faculty of Civil Engineering CTU in Prague (hereinafter "FCE") in the 2022/2023 academic year.

Article 2

List of Bachelor degree study programmes

The Faculty Dean hereby opens the admissions proceedings to the following Bachelor degree study programmes for the 2022/23 academic year.

Name of programme:	Civil Engineering/Stavební inženýrství
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	academically oriented
Starting from the 3 rd year of study, students are divided into specializations based on their choice and the capacity of individual specializations to admit students. Students choose their specializations in the 2 nd year of study.	
Name of programme:	Construction Management and Economics
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	academically oriented
Name of programme:	Geodesy and Cartography
Standard time of study:	3 years
Type of study:	full-time
Study programme profile	academically oriented
Name of programme:	Architecture and Building Sciences
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	academically oriented
Name of programme:	Building Engineering
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	professionally oriented
Name of programme:	Civil Engineering
Language of instruction:	English
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	academically oriented
Pursuant to § 58 par. 5 of Act No. 111/1998 Coll. (Act on Higher Education Institutions) and Annex No. 5 to the Statute of CTU in Prague, Fees Related to Study, the study in this programme is subject to a fee of CZK 55,000,- per semester.	

Article 3
Important deadlines

(1) List of important deadlines

Dates for submitting applications for study	1. 1. - 31. 3. 2022
Payment date of the administration fee in admissions proceedings	by 31. 3. 2022
Date for sending certified marks from the subject of Mathematics at secondary school – applies to the waiver of the entrance examination in Mathematics (Art. 5 par. 1 b)	by 29. 4. 2022
Date for sending the certificate of passing the examination in extended Mathematics (scoring 66 to 100 %) – applies to the waiver of the entrance examination in Mathematics (Art. 5 par. 3)	by 3. 6. 2022
Dates of the entrance examination	6. - 10. 6. 2022
Alternative date of the entrance examination	13. 6. 2022
Date for submitting authenticated copies of school-leaving certificates in the case of passing the school-leaving examination in CR or SR. Applicants are not admitted to study without submitting this certificate. If an applicant takes the school-leaving examination in September, they inform the Faculty and will receive an alternative date for delivery.	by 13. 6. 2022
Date for submitting the authenticated copy of the validation or recognition of a foreign school-leaving certificate and the certificate of passing an examination in Czech (or English) at a B2 level Applicants are not admitted to study without submitting this certificate.	by 5. 9. 2022
Regular registration dates for 1st year of Bachelor degree study	29. 8. - 1. 9. 2022
Late registration date for 1st year of Bachelor degree study (see Art. 3 par. 4 below)	9. 9. 2022
Start of instruction in the 2022/23 academic year	19. 9. 2022

(2) In the context of the application of §95a-d of the Act on Higher Education Institutions, especially in the case of a limited personal presence of applicants at entrance examinations, the Dean may amend the announced dates related to the admissions proceedings as follows:

Date for sending the certificate of passing the examination in extended Mathematics (scoring 66 to 100 %) – applies to the waiver of the entrance examination in Mathematics)	is cancelled
Date of the entrance examination in Mathematics	is cancelled for 2021/2022 secondary school leavers; for others it is set by the Dean according to the current situation
Date of the entrance examination in Architecture	is set by the Dean according to the current situation, will take place without applicants' personal presence
Alternative date of the entrance examination	is cancelled for 2021/2022 secondary school leavers; for others it is set by the Dean according to the current situation
Date for digital sending of artworks, declaration of authorship and documents manifesting interest in architecture in the digital format by e-mail at uchazec@fsv.cvut.cz E-mail subject: Architektura Bc E-mail content: - Name and surname - Application form code E-mail attachment: - 1 x pdf package containing 1 motivation sheet, minimum of 3 artworks, declaration of authorship and other documents manifesting interest in architecture, the maximum attachment size is 30 MB.	is set by the Dean according to the current situation
Date for submitting authenticated copies of school-leaving certificates in the case of passing the school-leaving examination in CR or SR. Applicants are not admitted to study without submitting this certificate. If an applicant takes the school-leaving examination in September, they inform the Faculty and will receive an alternative date for delivery.	is set by the Dean according to the current situation or earlier, e.g. with the application form

- authenticated copy of reports with the respective marks in the subject of Mathematics,
 - excerpt of marks from the catalogue certified by SS
- c. Information on filling in marks in the subject of Mathematics from SS in the application form in the case of a title to the waiver of the entrance examination in Mathematics:
- applicants write all marks in the subject of Mathematics received for the second half-year of the last four years of SS;
 - the applicants who take their school-leaving examination in the 2021/2022 school year will write the mark in Mathematics received for the first half-year of the last year instead of the second half-year;
 - the marks only relate to the compulsory subject of Mathematics, not e.g. to seminars in Mathematics;
 - the applicants who did not pass their school-leaving examination in the Czech Republic pursuant to Act No. 561/2004 Coll. (Education Act) or in the Slovak Republic pursuant to Act. No. 245/2008 Coll. (Education Act) are not eligible for the entrance examination waiver, they do not fill in or certify the data on their study results from secondary school in the application form.
- (2) Waiver of the entrance examination in Mathematics on the basis of passing the school-leaving examination in Mathematics – scoring 85 to 100% in the common part, or with the result "excellent" in the profile part of the school-leaving examination:
The applicant does not fill in the title to the waiver in the application form, only sends an authenticated copy of the respective report containing the mark in the school-leaving examination in Mathematics to the Faculty by the required date.
- (3) Waiver of the entrance examination in Mathematics on the basis of passing the school-leaving examination in extended Mathematics scoring 66 to 100 %:
The applicant does not fill in the title to the waiver in the application form, only sends an authenticated copy of the respective report containing the mark of the examination in extended Mathematics to the Faculty by the required date.
- (4) Waiver of the entrance examination on the basis of national comparative tests in Mathematics passed outside the Czech Republic – only applies to applicants-foreign citizens with a permanent address outside the Czech Republic:
The applicant does not fill in the title to the waiver in the application form, only sends an authenticated copy of a certificate of passing a national comparative test in Mathematics and a certificate of a permanent address outside the Czech Republic to the Faculty by the date identical to the date for submitting a certificate of passing the school-leaving examination.

Article 6

Documents sent to the Faculty as part of admissions proceedings

- (1) The documents below can be sent to the Faculty by post or handed in personally at the Faculty mailroom.
- Address for sending/handing in documents:
Fakulta stavební ČVUT v Praze/Faculty of Civil Engineering CTU in Prague
přijímací řízení/admissions proceedings
Tháškova 7
166 29 Praha 6
- (2) Authenticated copy of the school-leaving certificate if the school-leaving examination was passed in the Czech Republic pursuant to Act No. 561/2004 Coll. (Education Act) or in the Slovak Republic pursuant to Act. No. 245/2008 Coll. (Education Act).
- (3) Proof of the payment of the administration fee for the acts related to admissions proceedings only in the case of its payment by postal order.
- (4) Potential other documents:
- a. In the case of interest in the waiver of the entrance examination, one of the documents certifying the title to the waiver:
 - application form printout from the database with filled in marks from SS where the secondary school certifies the marks on the printout by a stamp and a signature,
 - authenticated copy of reports with the respective marks in the subject of Mathematics,
 - excerpt of marks from the catalogue certified by the secondary school.
 - b. In the case of completing secondary school education outside the Czech Republic (and the Slovak Republic) and also in the case of completing secondary school education in the Czech Republic at a school that is not entered in the Register of Schools administered by the Ministry of Education, Youth and Sports: authenticated copy of a certificate of validation or a decision on the recognition of a foreign educational certificate, including the enclosure to the decision – nostrification clause.

- c. One of the following certificates proving the passing of an examination in Czech or Slovak pursuant to [Conditions for Admission to Study](#) Art. 1 par. 1e - refers to foreign citizens (excluding applicants from the Slovak Republic) applying for study in Czech:
 - certificate of passing the school-leaving or state examination in Czech or Slovak,
 - certificate of passing an examination in Czech at min. a B2 level according to the “Common European Framework of Reference for Languages” at the Department of Languages FCE or at Departments of Languages of other faculties/parts of CTU or at the Institute for Language and Preparatory Studies, Charles University.
 - d. One of the following certificates proving the passing of an examination in English pursuant to [Conditions for Admission to Study](#) Art. 1 par. 1f - refers to applicants for study in English (programme of *Civil Engineering*):
 - certificate of passing the school-leaving or state examination in English,
 - certificate of passing an examination in English at min. a B2 level according to the “Common European Framework of Reference for Languages”
 - e. A certified copy of a document proving a permanent address outside the Czech Republic if the applicant will use the waiver of the entrance examination on the basis of national comparative tests in Mathematics, and a certificate of passing a national comparative test in Mathematics with the results of the test.
- (5) No “Certificate of Health” is required as an attachment to the application to FCE.

Article 7

Course of admissions proceedings

- (1) The entrance examination consists of a written test in Mathematics. The applicants for the branch of *Architecture and Building Sciences* further take an oral part of the entrance examination – an interview in Architecture.
- (2) The applicants registered for the study programmes of *Civil Engineering/Stavební inženýrství, Construction Management and Economics, Geodesy and Cartography, Building Engineering, Civil Engineering* whose entrance examination has been waived pursuant to Art. 5 par. 1 and par. 6 of [Conditions for Admission to Study](#) will be notified of the entrance examination waiver in the database [prihlaska.cvut.cz](#) no later than by 30. 4. 2022. These applicants will receive a written decision on admission to study after they have sent the authenticated copy of the school-leaving certificate.
- (3) The applicants registered for the study programme of *Architecture and Building Sciences* whose entrance examination in Mathematics has been waived pursuant to Art. 5 par. 1 of [Conditions for Admission to Study](#) will be notified of the entrance examination waiver in Mathematics in the database [prihlaska.cvut.cz](#) no later than by 30.4.2022 and, at the same time, they will be invited to the oral part of the entrance examination in Architecture by registered letter no later than three weeks before the entrance examination date.
- (4) The applicants whose written entrance examination in Mathematics has not been waived will be invited to the entrance examination by registered letter no later than three weeks before the examination date. If an applicant has submitted more applications for study programmes taught in Czech, they will only receive one invitation and take only one entrance test in Mathematics. The result of the test is valid for all applications submitted by the applicant. In the case that an applicant has submitted an application for study programmes taught in Czech and, at the same time, another application for a study programme taught in English, they take 2 written entrance examinations in Mathematics, one in Czech and one in English.
- (5) If an applicant is unable to attend the entrance examination on the regular date to which they have been invited, they may apply for an alternate date of the entrance examination, the reason for absence need not be stated. The application is sent by e-mail at uchazec@fsv.cvut.cz no later than on the day of the regular date of the entrance examination.
- (6) The written entrance examination in Mathematics consists of a test in Mathematics covering secondary school subject matter as published in the publication “Mathematics, Entrance Examinations to CTU”, CTU Publishing House, Praha 2007. The publication can be purchased from the CTU bookshop selling technical literature in the National Technical Library, Technická 6, Praha 6; there is also an electronic version of tests available and an offer of preparatory courses for the entrance examination - see the website of the [Department of Mathematics](#).
- (7) Evaluation procedure of the oral examination in Architecture:
 - graphic works created exclusively by the applicant: max. 3 points for each work, i.e. max. 9 points;
 - motivation sheet created exclusively by the applicant for the respective admissions proceedings: max. 5 points;
 - interview: max. 6 points;

- (8) For the basic fulfilment of the requirements specified in [Conditions for Admission to Study](#), the applicant will always receive 1 point for each submitted artwork (with a maximum gain of 4 points in this part), while additional points up to the above maximum will be awarded by the Entrance Examination Board depending on the level of the works and the manifested interest in architecture, the total maximum number of awarded points being 20.
Should an applicant require some modification of the admissions proceedings or studies due to a health-related handicap, they must contact the CTU ELSA Centre for the Support of Students with Special Needs, phone: 224 358 463, e-mail: stredisko@elsa.cvut.cz, no later than by 31. 3. 2022.
- (9) In the case that the Dean applies Art. 6 par. 3 of [Conditions for Admission to Study](#) in connection with an emergency situation, especially in the case of a limited personal presence of applicants at entrance examinations, the course of the admissions proceedings will be modified as follows:
- The applicants whose entrance examination in Mathematics has been waived based on Annex 1 to [Conditions for Admission to Study](#) will be notified of the waiver of the entrance examination in Mathematics in the database www.prihlaska.cvut.cz by the date specified by the Dean.
 - The applicants for the programme of *Architecture and Building Sciences* will take the graphic part of the entrance examination without their personal presence – they submit their artworks and documents manifesting their interest in architectural studies in the digital format, the applicant's declaration of their own authorship of submitted artworks and the truthfulness of documented data, all in one PDF package with a maximum size of 30 MB, sent at uchazec@fsv.cvut.cz no later than by the date specified by the Dean.
The works will be evaluated by the Entrance Examination Board appointed by the Faculty Dean without the personal presence of the applicant for study.
 - Evaluation procedure of the documents sent for the examination in Architecture:
 - graphic works created exclusively by the applicant: max. 3 points for each work, i.e. max. 9 points;
 - motivation sheet created exclusively by the applicant for the respective admissions proceedings: max. 5 points;
 - documents manifesting interest in architecture: max. 6 points;
- For the basic fulfilment of the requirements specified in [Conditions for Admission to Study](#), the applicant will always receive 1 point for each submitted artwork (with a maximum gain of 4 points in this part), while additional points up to the above maximum will be awarded by the Entrance Examination Board depending on the level of the works and the manifested interest in architecture, the total maximum number of awarded points being 20.

Article 8 Results of entrance examinations

- (1) Each applicant will be informed about the entrance examination result on the day of taking the examination. The point evaluation of tests in Mathematics will be available for the applicants on the day of the test, no later than by 2 p.m., on the door of the room in which the test was held and, subsequently, the following day after the entrance examination, in the database prihlaska.cvut.cz. The point evaluation of the oral interview in architecture will be announced to the applicants by the Entrance Examination Board immediately after the interview.
- (2) The applicants can see their corrected test in Mathematics on the day of the entrance examination.
- (3) The Dean's decision on admission to study will be sent to the applicants who have submitted all prescribed enclosures to the application form in writing no later than within 30 days after the publication of the admissions proceedings results. If an applicant fails to collect the sent decision, this decision will be published on the official Faculty board, and the eighth day after its publication is considered as the date of the decision's delivery. Part of the decision is the justification and notice for applying for a review of this decision within 30 days after the delivery of the decision.

Article 9 Effect

This Directive comes into effect on the day of its public announcement.

prof. Ing. Jiří Máca, CSc., m.p.
Dean