

DEAN'S DIRECTIVE No. 3/2022**on Public Announcement of Admissions Proceedings to Bachelor Degree Study Programmes Organised at the Faculty of Civil Engineering CTU in Prague in the 2023/2024 Academic Year**

To execute [The Dean's Measure No. 14/2022 Conditions for the Admission to Study in Bachelor Degree Study Programmes Implemented at the Faculty of Civil Engineering CTU in Prague in the 2023/24 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 admissions proceedings to the Bachelor degree study programmes implemented at the Faculty of Civil Engineering CTU in Prague (hereinafter "FCE") in the 2023/2024 academic year.

Article 2

List of Bachelor degree study programmes

The Faculty Dean opens admissions proceedings to the following Bachelor degree study programmes for the 2023/24 academic year.

Name of programme:	Civil Engineering/Stavební inženýrství
Study programme code:	B0732A260008
Language of instruction:	Czech
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
Study programme code:	B0732A260011
Language of instruction:	Czech
Standard time of study:	4 years
Type of study:	full-time
Study programme profile:	academically oriented
Name of programme:	Geodesy and Cartography
Study programme code:	B0732A260004
Language of instruction:	Czech
Standard time of study:	3 years
Type of study:	full-time
Study programme profile:	academically oriented
Name of programme:	Architecture and Building Sciences
Study programme code:	B0731A010002
Language of instruction:	Czech
Standard time of study:	4 years
Type of study:	full-time
Study programme profile:	academically oriented
Name of programme:	Building Engineering
Study programme code:	B0732P260002
Language of instruction:	Czech
Standard time of study:	4 years
Type of study:	full-time
Study programme profile:	professionally oriented

Name of programme:	Civil Engineering
Study programme code:	B0732A260010
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. 2023
Payment date of the administration fee in admissions proceedings	by 31. 3. 2023
Date for sending certified marks from the subject of Mathematics at secondary school – applies to 2023 school leavers entitled to the waiver of the entrance examination in Mathematics (Art. 5 par. 1 b) to	by 24. 4. 2023
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 24. 4. 2023 for school leavers of 2022 and earlier by 2. 6. 2023 for 2023 school leavers
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 24. 4. 2023 for school leavers of 2022 and earlier by 13. 6. 2023 for 2023 school leavers
Date for submitting - authenticated copy of the validation of foreign secondary school education in the Czech Republic in one of the ways specified in Art. 6 par. 4b below, - certificate of passing an examination in Czech (or English) at a B2 level Applicants are not admitted to study without submitting these certificates.	by 31. 3. 2023 for documents issued in 2022 and earlier do 4. 9. 2023 for documents issued in 2023
Dates of the entrance examination	6. - 9. 6. 2023
Alternative date of the entrance examination	13. 6. 2023
Regular registration dates for 1st year of Bachelor degree study	5. 9. - 8. 9. 2023
Late registration date for 1st year of Bachelor degree study (see Art. 3 par. 4 below)	15. 9. 2023
Start of instruction in the 2022/23 academic year	25. 9. 2023

- (2) In the context of the application of §95a-d of the Act on Higher Education Institutions or another exceptional Government measure, the Dean may modify the announced dates related to the admissions proceedings by a Supplement to this Directive.
- (3) The dates specified in par. 1 of this article are non-exceedable, no documents can be accepted from an applicant after the above dates without an exception previously individually granted by the Dean upon the applicant's written application.
If an applicant submits the above documents by post, the date stamped on the envelope is considered as the delivery date. For the address for sending the documents see Art. 6 par. 1.
- (4) The applicants can either come to the regular or the late registration date (see above). The applicants do not notify the Faculty of the use of the late registration date, and need not apply for it.
- (5) Detailed information on the registration procedure will be included in the invitation to the registration sent together with the decision on admission to study and also on the electronic application pages (prihlaska.cvut.cz) under the application form code.

Article 4
Applicant's procedure in submitting the application

- (1) An applicant may submit more applications for study – one application for each selected study programme, the number of applications is unlimited.
- (2) The administration fee of CZK 850,- must be paid for each submitted application.
- (3) Application submission procedure:

- a. Fill in the CTU electronic application form at prihlaska.cvut.cz (the database is open from 1. 1. 2023 to 31. 3. 2023).
The application printout is sent to the Faculty only in the case that the applicant needs to prove the title to the waiver of the entrance examination in Mathematics to the Faculty - see Article 5 par. 1b) below.
 - b. Settle the administration fee of CZK 850,- for costs related to admissions proceedings by 31.3.2023.
- (4) The application will be included in the admissions proceedings if the requirements specified in points 3a and 3b above have been met by the prescribed deadline. Incorrectly filled in applications will be discarded from the admissions proceedings.
- (5) Payment procedure of the administration fee for acts related to admissions proceedings
Settle the administration fee of CZK 850,- in one of the following ways:
- on-line payment by credit card while filling in the application form (preferred by the Faculty)
 - bank transfer
 - cash deposit in any Komerční banka branch office
 - payment by postal order at the post office

Bank data for the administration fee payment:

KB Praha 6, account No.: 19-5504610227/0100
 variable symbol: 77777
 constant symbol: 0308 - bank transfer – proof of payment need not be enclosed to the application form
 or 0379 - cash payment – data for payment by postal order of type A - proof of payment must be enclosed to the application form
 specific symbol: application form code

Additional data for payment from abroad:

IBAN: CZ7601000000195504610227
 SWIFT code: KOMBCZPPXXX

Note for applicants from abroad (including the Slovak Republic): Banking fees are always paid by the applicant. The paid administration fee cannot be returned in any case.

Article 5

Applicant's procedure if the entrance examination in Mathematics is waived

- (1) Waiver of the entrance examination in Mathematics based on the marks in the subject of Mathematics from secondary school (see Art. 5 par. 1-I) of [Conditions for Admission to Study](#))
 - a. fill in the respective marks in the subject of Mathematics from secondary school (hereinafter SS) in the "Study Results" box while submitting the application form
 - b. certify these marks to the Faculty in one of the ways below:
 - application form printout from the database with filled in marks from SS where SS 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 with the student's date of birth 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 2022/2023 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.

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 to 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
Thákurova 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 on the basis of marks in the subject of Mathematics at SS, 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 where the school-leaving examination is not regulated by § 77 of Act No. 561/2001 (CR Education Act), or in the case of completing secondary school education in the Slovak Republic at a school where the school leaving examination is not regulated by Act No. 245/2008 (SR Education Act): authenticated copy of a certificate of secondary education validation on the territory of the Czech Republic, issued in one of the ways below:
 - recognition of secondary education valid only for the current admissions proceedings to CTU, i.e. with limited time validity and valid only for CTU, this document is issued by the CTU Rector's Office, Department of Studies, Procedure: <https://www.cvut.cz/posouzeni-vzdelani-pro-prijimaci-rizeni-na-cvut>, contact: <https://www.cvut.cz/uznavani-studia-ze-zahranici>
 - recognition of secondary education in the Czech Republic with unlimited validity, i.e. recognition of equivalence or decision on the recognition of the validity (nostrification) of a foreign certificate, including an annex to the decision – nostrification clause. This document is issued by the Prague City Hall, Education Department, for more information see: https://skoly.praha.eu/86754_Uznavani-rovnocennosti-a-nostrifikace-vysvedceni-vydanych-zahranicnimi-skolami.
 - c. In the case of foreign nationals (excluding applicants from the Slovak Republic) applying for study in Czech, 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:
 - 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. In the case of applicants for study in English (programme of Civil Engineering), one of the following certificates proving the passing of an examination in English pursuant to [Conditions for Admission to Study](#) Art. 1 par. 1f – applies 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”
 - certificate of secondary education completion stating that instruction at the secondary school was fully in English.
- (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. 2023. These applicants will receive a written decision on admission to study after they have sent the authenticated copy of their 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 30.4.2023 and, at the same time, they will be invited to the oral part of the entrance examination in Architecture by an invitation sent by email at the address entered in the application form 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 an invitation sent by email at the address entered in the application form 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 two 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 (see the table with important deadlines in Art. 3) to which they have been invited, they can take the entrance examination on the alternate date. The reason for absence or apology for not coming on the regular date are not announced to the Faculty. The students who will not come on the regular date of the entrance examination will have the alternate date automatically displayed in the electronic application (see the table with important deadlines in Art. 3).
 - (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;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.
 - (8) 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 No.: 224 358 463, e-mail: stredisko@elsa.cvut.cz, no later than by 31. 3.2023.
 - (9) In the case that the Dean applies Art. 6 par. 3 of [Conditions for Admission to Study](#) in connection with an emergency situation, the entrance examination procedure may be modified. The modification will be issued as a supplement to this Directive.

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 taking the test in Room C116 in the Faculty entrance hall, the Student Administration office, no later than by 1 p.m., and, subsequently, the following day after the entrance examination, in the [prihlaska.cvut.cz](#) database. 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 in Room C116 in the Faculty entrance hall, the Student Administration office, from 1 p.m. to 2 p.m. 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