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 2023/204 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.

<table>
<thead>
<tr>
<th>Name of programme</th>
<th>Study programme code</th>
<th>Language of instruction</th>
<th>Standard time of study</th>
<th>Type of study</th>
<th>Study programme profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering/Stavební inženýrství</td>
<td>B0732A260008</td>
<td>Czech</td>
<td>4 years</td>
<td>full-time</td>
<td>academically oriented</td>
</tr>
<tr>
<td>Construction Management and Economics</td>
<td>B0732A260011</td>
<td>Czech</td>
<td>4 years</td>
<td>full-time</td>
<td>academically oriented</td>
</tr>
<tr>
<td>Geodesy and Cartography</td>
<td>B0732A260004</td>
<td>Czech</td>
<td>3 years</td>
<td>full-time</td>
<td>academically oriented</td>
</tr>
<tr>
<td>Architecture and Building Sciences</td>
<td>B0731A010002</td>
<td>Czech</td>
<td>4 years</td>
<td>full-time</td>
<td>academically oriented</td>
</tr>
<tr>
<td>Building Engineering</td>
<td>B0732P260002</td>
<td>Czech</td>
<td>4 years</td>
<td>full-time</td>
<td>professionally oriented</td>
</tr>
</tbody>
</table>
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

| 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 2. 6. 2023 |
| 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. | do 4. 9. 2023 |
| 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 | for school leavers of 2022 and earlier by 16. 6. 2023 for 2023 school leavers |
| Dates of the entrance examination | 6. - 9. 6. 2023 |
| Alternative date of the entrance examination | 13. 6. 2023 |
| Registration for 1st year of Bachelor degree study | online according to the dates listed on the FCE website |
| 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.

(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.
The applicants registered for the study programme of Architecture and Building Sciences further take an oral part of the entrance examination – an interview in Architecture.

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.

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 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.
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 C-113 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 prihlascky.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 C-113 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.

Dean