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DEAN'S DIRECTIVE NO. 8/2024

ADMISSION PROCEDURE RULES AND CONDITIONS FOR ADMISSION TO STUDY IN BACHELOR'S AND MASTER'S DEGREE STUDY PROGRAMMES TAUGHT IN ENGLISH FOR THE ACADEMIC YEAR 2025/2026

Article 1

Scope of regulation

1. These Rules govern the conditions for admission to study for the 2025/2026 academic year in Bachelor's and follow-up Master's degree programmes taught in English implemented by the Faculty of Mechanical Engineering (hereinafter referred to as FME) in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and the Modification and Amendment of Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act") and the BUT Statutes.

2. Offered study programmes:

Degree	Study programme	Type of Study
Bachelor`s degree programme	Fundamentals of Mechanical Engineering	Full-time
Follow-up Master`s degree programme	Mechanical Engineering	Full-time
Follow-up Master`s degree programme	Aerospace Technology	Full-time
Follow-up Master`s degree programme	Applied and Interdisciplinary Mathematics	Full-time
Follow-up Master`s degree programme	Mathematical Engineering	Full-time
Follow-up Master`s degree programme	Logistics Analytics	Full-time

3. For studies in English, a fee of € 3,000 per academic year of study is set according to § 58 par. 4 of the Act. In justified cases, this fee may be reduced by the decision of the Dean.

4. The study of the Applied and Interdisciplinary Mathematics Program is a dual degree program conducted in English language at FME and the University of L'Aquila in Italy.

5. The Logistics Analytics Program is a dual degree program conducted in English at FME and Molde University College, a specialized university in logistics in Norway.

Article 2

Conditions for admission

1. In accordance with § 48 par. 1 of the Act, the basic condition for admission to study in a Bachelor's degree programme is obtaining a secondary level of education completed with a school-leaving examination.
2. In accordance with § 48 par. 1 of the Act, the basic condition for admission to study in a follow-up Master's degree programme is obtaining a university level of education.
3. Another condition for admission to study in Bachelor's and follow-up Master's degree programmes is, within the meaning of § 49 para. 1 of the Act, proof of knowledge of the English language at a level of at least B1 according to the Common European Framework of Reference (hereinafter referred to as CEFR). A condition for admission to the Logistics Analytics study program is proof of knowledge of English at least B2 according to the CEFR. The applicant can prove the level by one of the certificates listed on the list of standardized examinations of the Ministry of Education, Youth and Sports proving language skills (internationally recognized certificates Cambridge B1 Preliminary, Cambridge B2 First, IELTS level 5 or 6, TOEFL 42-71 or 72-94, State Language Examination basic, or other certificates according to the list). Applicants who have passed the state school-leaving examination in the Czech Republic or the Slovak Republic can also prove their knowledge with a school-leaving examination in English of the appropriate level.

Article 3

Waiver of the entrance examination

1. The entrance examination in Mathematics and Physics to Bachelor's degree programmes and in Mathematics, Physics and Technical Mechanics to follow-up Master's degree programmes may be waived at the applicant's request after meeting one of the following conditions: the applicant ranked **among the top 50%** (see <https://www.scioexams.com>) in the 2025 national comparative examination in General Study Prerequisites or in Mathematics.

Applicants shall send applications for the waiver of the entrance examination **on an ongoing basis. The deadline for the delivery of an application for the waiver of the entrance examination is May 15, 2025, for applicants with permanent residence outside the European Union (hereinafter referred to as the EU) and August 17, 2025, for applicants with permanent residence in the EU.**

Applications for the waiver of the entrance examination must be delivered electronically in the form of an attachment to the e-application.

2. The applicant must apply for the waiver of the entrance examination in writing. The application for the waiver of the entrance examination with the stated conditions can be found in the "Organizational Information" section of the e-application after logging in. The application must be signed by the applicant.
3. The applicant is notified of whether the application for the waiver of the entrance examination has been granted within 30 days of the delivery of the complete documents for the issuance of the notice of waiver of the entrance examination electronically to the e-mail address provided in the e-application. At the same time, the announcement is made available in the e-application.
4. In the event that fewer applicants than the maximum number of admitted applicants apply for the admission procedure of a Bachelor's or Master's degree study programme, the Dean may decide that the entrance examination will be waived for the applicants.

Article 4

Maximum number of admitted applicants

In total, a maximum of 120 applicants can be admitted to the Bachelor's degree programme and 120 applicants to the follow-up Master's degree programme.

Section 5

Deadline for submission of application to study

The application for study can be submitted from **November 1, 2024, to February 28, 2025.**

Article 6

Application for study

1. The applicant's admission procedure begins with the delivery of the application to FME by the deadline set out in the previous article.
2. Applications for study must be submitted in an electronic form.
3. Together with the submission of the application, it is necessary to submit a document proving the achievement of English language competence at the level of at least B1 according to the CEFR and at least B2 according to the CEFR for the study programme Logistics Analytics.
4. The applicant is also obliged to submit, no later than before the issuance of the decision on admission to study, a certified copy of the document on completed secondary education in the case of Bachelor's studies and a certified copy of the document on completed higher education in the case of follow-up Master's studies. Other documents are to be delivered by applicants with permanent residence outside the EU **by May 15, 2025**, and by applicants with permanent residence in the EU **by August 17, 2025**:

- **electronically in the form of an attachment to the e-application**
- **and then by letter or in person to the address**

Faculty of Mechanical Engineering

Study Department – Admission Procedure EN

Technická 2896/2

616 69 Brno, Czech Republic

5. According to BUT Rector's Decision No. 5/2024, the fee for acts related to the admission procedure for the academic year 2025/2026 is:
 - **CZK 700** for each submitted application for study when paying in the Czech Republic to the BUT account number: 117729823/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC: CEKOCZPP, account name: Vysoké učení technické v Brně.
 - **€ 28** for each submitted application for study when paying in the territory of all other countries except the Czech Republic, BUT account number: 1017476763/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.

The bank details will also be displayed on the BUT website after sending the electronic application. The fee for acts related to the admission procedure must be credited to the BUT account no later than **March 6, 2025.**

6. According to BUT Rector's Decision No. 4/2024, the fee for acts related to the assessment of achieved foreign education level within the admission procedure for the academic year 2025/2026 is:

- **CZK 750** for each submitted application for assessment of achieved foreign education level when paying in the territory of the Czech Republic to the BUT account number: 117729823/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC: CEKOCZPP, account name: Vysoké učení technické v Brně,
- **€ 30** for each submitted application for assessment of achieved foreign education level when paying in the territory of all other countries except the Czech Republic, BUT account number: 1017476763/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC): CEKOCZPP, account name: Vysoké učení technické v Brně.

The bank details will also be displayed on the BUT website after sending the electronic application. If the fee for acts related to the assessment of foreign education is not paid, the FSI assessment pursuant to § 48 Art. 4 lit. d) of the Act. In such a case, the applicant is obliged to prove the condition of previous education pursuant to Section 48 para. 4 lit. a), b) or c) of the Act, otherwise FSI will terminate the admission procedure.

7. The fee is deemed paid by crediting the fee to the University's account. The fee is non-refundable.
8. In case the application shows formal deficiencies, FSI will invite the applicant to remedy them. If the applicant fails to remedy the deficiencies of the application within the prescribed deadline or fails to pay the fee for the admission procedure in the prescribed form, FME will terminate the admission procedure. The applicant must be informed of this consequence.

Article 7

Entrance examination

1. The entrance examination takes place in front of an examination board.
2. For applications submitted under Article 5, the entrance examination will take on **March 25, 2025**.
3. The invitation to the entrance examination will be sent to applicants by March 17, 2025. The invitation will be sent electronically to the e-mail address provided in the e-application. At the same time, the invitation will be made available to the applicant in their e-application.
4. Bachelor's degree programmes: the entrance examination is in written form, **in mathematics and physics. It consists** of test questions and problems to be solved in the scope of the secondary school curriculum. The exam takes 90 minutes, with ten questions in mathematics and 8 questions in physics. The exam in each subject is evaluated by 0 to 25 points. The maximum number of points obtained for both items is 50. No aids are allowed for the Mathematics exam (e.g. tables or calculators), and for the Physics exam, only a pocket calculator without a text editor is allowed.
5. To pass the written entrance examination, it is necessary to obtain a total of at least 16 points.
6. Follow-up Master's degree programmes: the entrance examination is in written form, in **mathematics, physics and technical mechanics** to the extent of the FME Bachelor's study plans. The exam takes 90 minutes with ten questions in mathematics, seven in physics and three in technical mechanics. The exam assignment can contain test questions and calculation problems. The written exam is evaluated by a maximum of 300 points.
7. To pass the written entrance examination, it is necessary to obtain at least 90 points.
8. Applicants with **special study needs** may have their time for written work extended, this fact must be indicated in the electronic application form, following the instructions given therein.
9. An entrance examination on an alternative date may only be permitted for serious and documented health or other comparably serious reasons. In the event that an applicant is unable to attend the examination for serious reasons, they must excuse from their examination in writing

before the date of the entrance examination, or no later than within five working days from the date of the entrance examination to the Dean through the Student Administration Department. The Dean will decide on the acceptance of the excuse and on holding the examination on an alternative date, the alternative date (for those excused from the regular date) is set for April 1, 2025. The Dean's decision is final and will be notified to the applicant electronically at the e-mail address provided in the e-application. At the same time, it is made available to the applicant in the e-application.

10. Applicants who have successfully passed the entrance examination and ranked in accordance with Article 4 may be admitted to study. If more applicants with the same number of points are placed last, all these applicants will be admitted to study.

Article 8

Admission to study

1. The decision on admission to study will be issued within 30 days of verifying the fulfilment of all conditions of the admission procedure.
2. A decision may be appealed within 30 days of its notification.

Article 9

Final Provisions

1. A condition for opening a study programme is the **admission of at least 8 applicants**. An exception may be granted by the Dean on the basis of the recommendation of the Director of the guaranteeing institute.
2. Foreign applicants who need to obtain a visa to study at FME and who apply for FME to be included in the Student Mode will be nominated according to the FME capacity, taking into account the following priorities (in order of highest priority):
 1. Doctoral study programmes in a foreign language within the diploma mobility,
 2. Doctoral study programmes in the Czech language within the diploma mobility,
 3. Master's degree programmes in a foreign language within the framework of diploma mobility,
 4. Bachelor's degree programmes in a foreign language within the diploma mobility,
 5. Master's degree programmes in the Czech language within the diploma mobility,
 6. Bachelor's degree programmes in the Czech language within the diploma mobility,
 7. doctoral study programmes within mobility programmes,
 8. Master's degree programmes within mobility programmes,
 9. Bachelor's degree programmes within mobility programmes.

Applicants are obliged to accept the FSI nomination.

3. Contact
Faculty of Mechanical Engineering
Office for Studies – Admission Procedure EN
Technická 2896/2
616 69 Brno, Czech Republic
<https://www.fme.vutbr.cz/>
email: study@fme.vutbr.cz
tel.: +420 541 142 134

4. Important dates

Deadlines for submitting electronic applications

from November 1, 2024, to
February 28, 2025

Fee for Acts Associated with the Admission Procedure

All programmes uniformly **700 CZK** or **28,- €** for each application submitted.

until March 6, 2025

Deadline for document submission

by May 15, 2025, for non-EU applicants
by August 17, 2025, for EU applicants

Article 10

Final Provisions

1. The applicant has the right to view the file from the date of notification of the decision during the office hours of the FME Study Department. The FSI may instead provide the applicant with a copy of the file.
2. In exceptional cases justified by external circumstances, the rules for admission may be adapted.
3. These rules were approved pursuant to Section 27 (1) (e) of the Act by the Academic Senate of FME on 16 October 2024.

m. p.

doc. Ing. Jiří Hlinka, Ph.D.
Dean of FME