



**DEAN'S DECISION NO. 2/2022**

**RULES AND REQUIREMENTS FOR ADMISSIONS  
TO MASTER STUDY PROGRAMME  
N0731P010003 ARCHITECTURE AND URBAN DESIGN  
FOR THE ACADEMIC YEAR 2022/2023**

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### **Article 1 Subject of Regulation**

1. This Decision regulates the rules and requirements for admission to the master study programme "Architecture and Urban Design" (hereinafter referred to as "MSP") at the Faculty of Architecture of the Brno University of Technology (hereinafter referred to as "Faculty") for the academic year 2022/2023 in accordance with the Czech Higher Institutions Act No. 111/1998 Coll. as amended (hereinafter referred to as "the Act") and The Statute of the Brno University of Technology (hereinafter referred to as "the Statute").
2. The study programme enables the full-time form of study.

### **Article 2 Admission Criteria**

1. The essential condition for admission to the MSP is, in accordance with § 48 Section 1/ § 48 Section 3 of the Act, the higher education qualification that meets the requirements of the EC Directive 2005/36/EC, Article 46, on training of architects (for recognition of foreign education see Article 9).
2. Another crucial condition for admission within the meaning of the Section 49 (1) of the Act is the verification of prerequisites for studying the programme; the fulfilment of the condition is verified via an admission exam. The admission exam cannot be waived.

### **Article 3 Maximum Number of Applicants**

No more than 10 applicants can be accepted to the study programme.

### **Article 4 Application Deadline**

E-application is open from 21/03/2022. The application deadline is on 20/04/2022.

## Article 5 Application Requirements

1. The applicant's admission procedure starts with the delivery of the application to the Faculty within the set deadline.
2. Applications are submitted electronically.
3. A portfolio of school work and extracurricular activities must be delivered to the Faculty no later than 22/04/2022. The portfolio includes a structured CV of the applicant. The format of the portfolio is a maximum size of A3, the maximum length is 50 pages and it is processed in the English language. The portfolio may also document any internship completed in architectural offices. The portfolio must contain the applicant's declaration of authorship of the submitted projects. Applicants upload the portfolio to the information system (electronic applications). One pdf file with a maximum size of 50 MB is submitted.
4. The applicant is also obliged to submit, no later than before the issuance of the decision on admission to study:
  - a. with the exception of graduates of BUT study programmes in the field of education Architecture and Urbanism, an officially certified copy of the certificate of completed higher education, which complies with Article 46 of the European Directive 2005/36/EC on the education of architects, and,
  - b. with the exception of graduates of study programmes with English study language and meeting condition of paragraph 1 of Article 2, proof of passing an English language examination at least at the level B2 of the European Reference Framework at an accredited institution.
5. Application fee for the academic year 2022/2023 is in accordance with the Rector's Decision No. 5/2021 set at:
  - a. 700 CZK in case of e-application submitted in the Czech Republic to be paid to the BUT bank account number 117729823/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ5603000000000117729823, BIC CEKOCZPP, account holder: Vysoké učení technické v Brně.
  - b. 28 € in case of e-application submitted outside the Czech Republic to be paid to the BUT bank account 1017476763/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account holder: Vysoké učení technické v Brně.
6. The bank details, including the variable symbol, will also be displayed on the BUT website after submitting the electronic application.
7. The fee for the assessment of foreign education within the admission procedure for the academic year 2022/2023 is in accordance with the Rector's Decision No. 4/2021 set at:
  - a. 750 CZK in case of a request for assessment of foreign education for payments in the Czech Republic to the BUT bank account 117729823/0300, name of the bank: Českoslov-

enská obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account holder: Vysoké učení technické v Brně,

- b. 30 € in case of a request for assessment of foreign education for payments outside the Czech Republic to the BUT bank account 1017476763/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account holder: Vysoké učení technické v Brně.
8. The bank details, including the variable symbol, will also be displayed on the BUT website after submitting the application for the assessment of foreign education. If the fee for the assessment of foreign education is not paid, the Faculty would not assess the foreign education pursuant to § 48 Section 4 Letter d) of the Act / § 48 Section 5 Letter c) of the Act. In such a case, the applicant is obliged to prove the condition of previous education in accordance with § 48 Section 4 Letter a), b) or c) of the Act / § 48 Section 5 Letter a) or b) of the Act, otherwise the Faculty will stop the admission procedure.
9. If there are any defects in the application, the Faculty will ask the applicant to eliminate them. If the applicant does not eliminate the defects of the application within the prescribed period or fails to pay the application fee, the Faculty will stop the admission procedure. The applicant must be informed of these consequences.
10. The conditions for foreigners studying in the Czech language are set out in Article 30 of the Statute. The condition for the admission of foreigners to study in the Czech language is a proof of a sufficient level of the Czech language according to Article 5, Section 4, Letter b) of the Statute.

#### **Article 6 Admission Exam**

1. The admission exam consists of two parts: an interview and portfolio assessment.
2. The first part of the admission exam takes place on 06/05/2022.
3. The alternative date of the admission exam is set for 13/05/2022.
4. The first part of the admission exam consists of an interview. The interview is conducted online in English. During the interview a committee appointed by the Dean will assess the suitability of the applicant for the admission to the MSP.
5. The evaluation of the first part of the admission exam is point-based. The committee will give points to the applicant. The maximum number of points is 50 (increments of 5 points). The minimum number of points required to pass the first part of the admission exam is 5 points.
6. An invitation to the first part of the admission exam is sent to the applicant at least 7 days before the event. The invitation is sent electronically to the e-mail address specified in the e-application. At the same time, the invitation is made available to the applicant in his/her e-application.

7. The second part of the admission exam takes place on 06/05/2022 without the participation of the applicant.
8. The second part of the admission exam consists of the portfolio assessment. The presented portfolio will be assessed by a committee appointed by the Dean without the participation of the applicant. The members of the committee must be different from the members of the committee appointed for the interviews. The committee will assess the quality of the submitted portfolio, in particular in relation to the intention to train the applicant as a future architect.
9. The evaluation of the second part of the admission exam is point-based. The committee will give points to the applicant. The maximum number of points is 100 (increments of 1 point). The minimum number of points required to pass the second part of the admission exam is 10 points.
10. Taking an admission exam in an alternative date may be permitted only for serious and documented medical or other critical reasons. In the event that the candidate is unable to attend the admission interview for serious reasons, he/she will apologize in writing to the Dean through the study department before the set date of the admission exam, no later than the day following the admission exam. The Dean decides on the alternative date examination as set in Paragraph 3. The Dean's decision is final and the candidate is notified electronically via the e-mail address specified in the e-application. At the same time, the Dean's decision is made available to the applicant in the e-application.
11. The applicants who has successfully passed the admission exam and ranked in the place according to Article 3 may be admitted to the study. If more applicants with the same number of points rank in the last place, all these applicants are admitted to the study.

#### **Article 7 Technical Requirements and Applicant's Identity Verification**

1. The interview will take place online in the MS Teams environment. The applicant is obliged to have a communication device (PC, laptop, tablet, etc.) with a stable connection to the Internet, a microphone, headphones / speaker and a camera on which MS Teams will work.
2. The portfolio will be submitted via the BUT e-application.
3. The applicant is obliged to have the camera turned on during the entire interview while the camera will be viewing him/her. The interview will not be recorded.
4. The applicant's identity will be verified at the beginning of the interview. The applicant will show his/her identity document at the camera. The screenshot containing the applicant's personal data will be treated in accordance with the personal data protection legislation. The legal reason for the processing of this personal data is the fulfilment of the tasks of the public university in the organization of the admission procedure online. The screenshot will be deleted from the BUT information system no later than November 30, 2022.

### **Article 8 Admission to Study**

1. The applicant will receive the decision on admission to study within 30 days of verifying that all the conditions of the admission procedure were met.
2. It is possible to make an appeal against the decision within 30 days of its notification.

### **Article 9 Recognition of Acquired Foreign Education**

1. Applicants who obtained the higher-education qualification outside the Czech Republic must present an officially certified document of applicant's higher-education qualification. The following ways are acceptable in the MSP admission procedure (with respect to § 48, Section 4, of the Higher Education Institutions Act No. 111/1998 Coll.):
  - a. the proof of general recognition of the acquired higher-education qualification in the Czech Republic obtained with respect to § 89 and 90 of the Higher Education Institutions Act No. 111/1998 Coll. or former legal regulations,
  - b. a foreign certificate of applicant's foreign higher education, if automatically equivalent in the Czech Republic without further official steps based on the Czech Republic's international obligations<sup>1</sup>, or
  - c. a foreign certificate of applicant's foreign higher education obtained after completing studies in a higher education programme at a foreign higher education institution operating under the laws of a foreign country. The Dean decides on the acceptance of a specific document in accordance with the Directive No. 11/2019. In case of any doubts, the Dean may request that the proof of completed higher-education qualification is presented in accordance with Letter a) of this paragraph.
2. No other ways than those listed above are acceptable in the admission procedure.

### **Article 10 Final Provisions**

1. The applicant has the right to inspect the admission exam file from the date of notification of the decision during the office hours of the study department. The Faculty may instead provide the applicant with a copy of the file.
2. This Decision on Rules and Requirements for Admissions to MSP was approved by the FA BUT Academic Senate in accordance with § 27 Section 1 Letter e) of the Act/§ 9 Section 1 Letter g) of the Act on 15/03/2022.

Ing. arch. MArch Jan Kristek, Ph.D.

Dean

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<sup>1</sup> Slovakia, Poland, Slovenia, Hungary and Germany