



DEAN'S DECISION NO. 10/2023

**ADMISSION PROCEDURE RULES AND CONDITIONS
FOR ADMISSION TO STUDY INTO
THE MASTER'S DEGREE STUDY PROGRAMME
N0731P010003 ARCHITECTURE AND URBAN DESIGN
FOR THE ACADEMIC YEAR 2024/2025**

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Article 1 Scope of regulation

1. These rules regulate the conditions for admission to study for the academic year 2024/2025 into the Master's degree study programme "Architecture and Urban Design" (hereinafter the "study programme") implemented by the Faculty of Architecture (hereinafter the "Faculty") in accordance with Act No 111/1998, on higher education institutions and amending and supplementing other acts (the Higher Education Institutions Act), as amended (hereinafter the "Act") and the Statute of BUT (hereinafter the "Statute").
2. The study programme allows full-time study.

Article 2 Conditions for admission

1. In accordance with Section 48(1) of the Act, the basic condition for admission to study into a master's degree study programme is the acquisition of a higher education that meets the requirements of the EC Directive 2005/36/EC, Article 46, on training of architects.
2. Another condition for admission to study are the prerequisites for studying the study programme in question, as defined in Section 49(1) of the Act; this is verified by an admission examination. An admission examination cannot be waived.

Article 3 Maximum number of admitted applicants

In total, 20 applicants can be admitted.

Article 4 Deadline for submitting the application for admission to study

Admission applications can be submitted in the following periods from 1 December 2023 to 31 March 2024.

Article 5 Application for admission to study

1. The admission procedure is initiated by the delivery of the application to the Faculty within the specified period.
2. Admission applications shall be submitted electronically.

3. A portfolio of schoolwork and extracurricular activities must be delivered to the Faculty no later than 15 April 2024. 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 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, at the latest before the decision on admission to study is issued, the following:
 - a. with the exception of graduates of BUT study programmes in the field of education Architecture and Urbanism, an officially certified copy of the document certifying completion of 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. In accordance with Decision No 3/2023 of the Rector of BUT, the fee for acts related to the admission procedure for the academic year 2024/2025 shall be:
 - a. **CZK 700** for each application for admission to study submitted when paying in the Czech Republic to the following BUT account: account number 117729823/0300; name of the bank Československá obchodní banka, a.s.; IBAN CZ5603000000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně.
 - b. **EUR 30** for each application for admission to study submitted when paying in any state other than the Czech Republic to the following BUT account: 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 submitting the online application.
6. In accordance with Decision No 2/2023 of the Rector of BUT, the fee for acts related to the assessment of foreign education in the admission procedure for the academic year 2024/2025 shall be:
 - a. **CZK 750** for each submitted application for assessment of foreign education when paying in the Czech Republic to the following BUT account: account number 117729823/0300; name of the bank Československá obchodní banka, a.s.; IBAN CZ5603000000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně;
 - b. **EUR 32** for each submitted application for assessment of foreign education when paying

in any state other than the Czech Republic to the following BUT account: 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 submitting the online application. If the fee for acts related to the assessment of foreign education is not paid, the Faculty shall not carry out the assessment in accordance with Section 48(5)(c) of the Act. In such a case, the applicant is obliged to demonstrate the condition of previous education in accordance with Section 48(5)(a) or (b) of the Act, otherwise the Faculty shall terminate the admission procedure.

7. The fee is paid when it is credited to the BUT account. The fee is non-refundable.
8. If the application has defects, the Faculty shall invite the applicant to remove them. If the applicant fails to remedy the defects in the application within the prescribed time limit or fails to pay the fee for acts connected with the admission procedure in the prescribed form, the Faculty shall terminate the admission procedure. The applicant must be informed of this consequence.

Article 6 Admission examination

1. The admission examination is split into two parts, and it is held before an examination board.
2. The first part of the admission examination will be held between 24 April 2024 and 26 April 2024.
3. The first part of the admission examination consists of an interview. The interview is conducted online in English. During the interview the examination board will assess the suitability of the applicant for the admission to the study program.
4. The first part of the admission examination is evaluated as follows: The board will give points to the applicant. The maximum number of points is 50. The minimum number of points required to pass the first part of the admission exam is 20 points.
5. Invitation to the first part of the admission examination is sent to applicants at least 7 days before the event. The invitation is sent electronically to the e-mail address provided in the electronic application. At the same time, the invitation is made available to the applicant in his or her electronic application.
6. The second part of the admission examination will be held on 26 April 2024 without the participation of the applicant.
7. The second part of the admission examination consists of the portfolio assessment. The presented portfolio will be assessed by the examination board without the participation of the applicant. The members of the board must be different from the members of the board appointed for the interviews. The board will assess the quality of the submitted portfolio, in particular in relation to the intention to educate the applicant as a future architect.

8. The second part of the admission examination is evaluated as follows: The board 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 40 points.
9. The admission examination may be allowed to be held on an alternate date only for serious and documented medical, technical, or other comparably serious reasons. The alternate date shall be set on 3 May 2024. In the event that a candidate is unable to attend the examination for serious reasons, he or she must apologise by email to the Dean via the Office for Studies before the date of the admission examination or within three days of the date of the examination at the latest. The Dean shall decide on the acceptance of the apology and on the holding of the examination on an alternate date. The decision of the Dean is final and is communicated to the applicant electronically to the e-mail address provided in the electronic application. It is also made available to the applicant in the electronic application.
10. Only those applicants who have successfully passed the admission examination and have been adequately ranked in accordance with to Article 4 may be admitted to study. If more than one applicant is ranked last with the same number of points, all such applicants shall be admitted to study.

Article 7 Technical requirements and applicant's identity verification

1. The portfolio will be submitted via the BUT e-application.
2. 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.
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 30 November 2024.

Article 8 Admission to study

1. The decision on admission to study shall be issued within 30 days of verification that all conditions of the admission procedure have been met.
2. The decision may be appealed within 30 days of its notification.

Article 9 Final provisions

1. The applicant has the right to inspect the file from the date of notification of the decision during opening hours of the Office for Studies. The Faculty may instead provide the applicant with a copy of the file.
2. These rules have been approved in accordance with Section 27(1)(e) of the Act by the AS of the Faculty on 28 November 2023.

Ing. arch. Radek Suchánek, Ph.D.

Dean