

CONSOLIDATED VERSION OF DEAN'S DECISION No. 01/2025

ADMISSION PROCEDURE RULES AND CONDITIONS FOR ADMISSION TO STUDY INTO THE JOINT MASTER'S DEGREE STUDY PROGRAMME N0731A010005 INTEGRATIVE URBAN STUDIES FOR THE ACADEMIC YEAR 2025/2026

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Article 1 Scope of regulation

1. These rules regulate the conditions for admission to study for the academic year 2025/2026 into the joint Master's degree study programme N0731A010005 "Integrative Urban Studies" (hereinafter the "study programme") implemented by the consortium of Faculty of Architecture of Brno University of Technology (hereinafter the "Faculty"), European Humanities University Vilnius and Faculty of Social Sciences of University of Wrocław 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 (at least Bachelor's degree) in appropriate or equivalent study programme.
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

1. In total, **20 applicants** can be admitted.
2. Applicants with any governmental scholarship¹ awarded can be admitted to study over this limit. These applicants must fulfill all conditions of acceptance given by this decision and the

¹ eg. Czech Government Scholarships - Developing Countries

law, including the admission examination (see article 7). This examination can be held on a special date in this case.

Article 4 Opening of the study programme

The study programme does not have to be opened, if less than 15 applicants successfully passed the entrance examination according to article 7.

Article 5 Deadline for submitting the application for admission to study

Admission applications can be submitted in the following period: from 1 April 2025 to 14 May 2025.

Article 6 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 previous professional or university projects must be delivered to the Faculty no later than 7 days before the admission examination (article 8, paragraph 1). The portfolio includes a structured CV of the applicant and a list of publications. The portfolio is adapted for viewing on a PC, its maximum extent is 50 pages, and it is processed in English language. 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 and no later than 15 August 2025, the following:
 - a. with the exception of graduates of BUT, EHU and UWr study programmes in the fields related to the study programme, an officially certified copy of the document certifying completion of higher education, 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 5/2024 of the Rector of BUT, the fee for acts related to the admission procedure for the academic year 2025/2026 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 28** 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 4/2024 of the Rector of BUT, the fee for acts related to the assessment of foreign education in the admission procedure for the academic year 2025/2026 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 CZ560300000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně;
- b. **EUR 30** 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 7 Admission examination

1. The admission examination is split into two parts, and it is held before an examination board.
2. The admission examination is held in English.
3. The description and conditions of individual parts are given in articles 8 and 9.
4. The entrance examination may be allowed to be held on an alternate date only for serious and documented medical, technical, other comparably serious reasons or for applicant according to article 3, paragraph 2. In the event that a candidate is unable to attend the exami-

nation 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 then set an alternative date for holding the entrance examination. 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.

5. Only those applicants who have successfully passed the admission examination and have been adequately ranked in sum of points for both parts in accordance with to article 3 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 8 Entrance examination – first part

1. The first part of the admission examination will be held 25 May 2025 without the participation of the applicant.
2. The first part of the admission examination consists of evaluation of candidates' CV, list of publications, and their portfolio. The presented portfolio will be assessed by the examination board without the participation of the applicant.
3. 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 40. The minimum number of points required to pass the first part of the admission exam is 20 points. The board will assess the common excellence criteria of the submitted portfolio, CV and list of publication, in particular in relation to applicant's ability to study in the programme. The board also assess the suitability of applicants' previous studies.
4. No invitation for this part is sent to the applicants. All complete applications without defects are evaluated.

Article 9 Entrance examination – second part

1. Advancing to the second part the examination shall be conditional upon passing the first part.
2. The second part of the admission examination will be held between 18 June 2025 and 20 June 2025.
3. Invitation to the second part of the entrance 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 application. At the same time, the invitation is made available to the applicant in the electronic application.
4. The second part of the admission examination consists of the interview. The interview is held online in English.
5. 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 60. The minimum number of

points required to pass the second part of the admission exam is 30 points. The basic criteria for assessing the interview are prerequisites for study in the field of urban studies, the ability to think creatively and the ability to verbally present.

Article 10 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 2025.

Article 11 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 12 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 13 January 2025.

Ing. arch. Radek Suchánek, Ph.D.
Dean