

**DEAN'S DIRECTIVE NO. 5/2022  
RULES FOR ADMISSION PROCEDURE  
AND CONDITIONS FOR ADMISSION OF  
STUDENTS  
IN THE MASTER'S STUDY  
PROGRAMME  
ENVIRONMENTAL SCIENCES  
AND ENGINEERING  
FOR THE ACADEMIC YEAR 2023/2024**

Date of issue: September 27, 2022  
Effective date: September 27, 2022  
Responsibility: Dean of FCH BUT  
Binding for: FCH BUT  
Cancels: -  
Complements: -  
Number of pages: 7  
Number of annexes: 0

Approved by AS FCH BUT

The Academic Senate of the Faculty of Chemistry, Brno University of Technology approved these Rules for admission procedure and conditions for admission of students in the follow-up master's study programme Environmental Sciences and Engineering for the academic year 2023/2024 on September 27, 2022.

## **CONTENTS**

Article 1 Scope of regulation.....	4
Article 2 Conditions for admission.....	4
Article 3 Maximum number of applicants admitted to the programme.....	4
Article 4 Deadline for submitting the application for admission to study.....	4
Article 5 Application for admission to study.....	4
Article 6 Assessment of foreign higher education .....	5
Article 7 Entrance examination .....	6
Article 8 Admission to study .....	7
Article 9 Tuition fee .....	7
Article 10 Final provisions .....	7

## **Article 1**

### **Scope of regulation**

1. These rules regulate the conditions for admission to study for the academic year 2023/2024 to the master's degree study programme **Environmental Sciences and Engineering** (hereinafter "study programme") implemented by the Faculty of Chemistry (hereinafter "faculty") in accordance with Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other acts (the Higher Education Institutions Act), as amended (hereinafter "Act"), and the Statute of BUT (hereinafter "Statute").
2. The study programme allows a full-time form of study. It is realized as a double-degree study programme in cooperation with the University of Koblenz-Landau, Germany, with English as a language of instruction. The standard length of study is two years. Pursuant to Act No. 111/1998 Coll. (including amendments and supplements), the study programme is charged.

## **Article 2**

### **Conditions for admission**

1. In accordance with Section 48(1) / Section 48(3) of the Act, the basic condition of admission to a master's degree study programme is a duly completed education in a bachelor's or master's study programme in a technical / natural sciences field.
2. Subsequent conditions for admission are, namely, a successful result of an entrance exam and submission of required documents. Documents and deadlines are listed in Article 5.
3. Applicants who are not currently students of FCH BUT must also provide a medical certificate of fitness to study at the faculty.

## **Article 3**

### **Maximum number of applicants admitted to the programme**

1. Applicants will be listed by their total score, i.e. the number of points obtained during the entrance examination. A maximum of 6 students with the best total score shall be admitted to the study programme. If fewer students than the stated capacity of the programme enrol, other applicants, who have met prescribed conditions for admission and have originally exceeded the capacity of the study programme, will be notified about the possibility of admission.
2. The second round of admissions shall not be organized.

## **Article 4**

### **Deadline for submitting the application for admission to study**

1. Only those applicants who have submitted their electronic applications **between 1 January 2023 and 28 February 2023** will be qualified to continue with the admission procedure.

## **Article 5**

### **Application for admission to study**

1. Applications shall be submitted electronically via the online application platform. Further information is available on the website: <https://www.vutbr.cz/eprihlaska/en>.
2. In accordance with Rector's Decision No. 5/2022, the administrative fee for the admission procedure for the academic year 2023/2024 shall be:
  - **700 CZK** for each submitted application, when being paid in the Czech Republic in favour of 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. The variable symbol is assigned to each applicant while they complete their application.

- **30 EUR** for each submitted application, when being paid in any other state in favour of the 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.

Bank details are also available on the BUT website when the application is being submitted.

3. The applicant shall also submit the following documents:

- signed protocol of the electronic application
- cover letter that discusses in detail the applicant's motivation for choosing the given study programme
- professional structured CV
- medical certificate of fitness for work in a chemical laboratory (only applicants who are not currently students of FCH BUT)
- request for assessment of foreign education for purposes of the BUT admission procedure (applies only to students who received their previous education outside the Czech Republic).

All above-mentioned documents shall be submitted electronically with scanned signatures to the contact email address [jurcekova@fch.vut.cz](mailto:jurcekova@fch.vut.cz) no later than **28 February 2023**.

4. The applicant who meets all prescribed conditions receives a notification of acceptance of the application and an invitation to attend the entrance examination electronically within 30 days after the deadline for submitting applications.

5. Immediately after the applicant passes their final state examination, but no later than **30 June 2023**, they are obliged to submit a certified copy of their diploma to the study department of FCH BUT. If the applicant fails to submit the certified copy of the diploma in time, the decision to terminate their admission procedure is issued.

## Article 6

### Assessment of foreign higher education

1. In order to meet one of the conditions for admission, which is the assessment of previous foreign higher education, the applicant shall submit the following documents:

- a) For the assessment pursuant to Directive No. 11/2019, Article 8, the applicant submits a certificate of recognition of foreign higher education and qualification in the Czech Republic issued by a Czech public university or the Ministry of Education, Youth and Sports.
- b) For the assessment pursuant to Directive No. 11/2019, Article 9,
  - i. as for the education completed in Slovakia, they shall submit a diploma or an equivalent certificate proving a completed bachelor's degree;
  - ii. as for the education completed in Poland, they shall submit a diploma or an equivalent certificate proving a completed "licencjat" or "inżynier" degree in Poland or a completed master's degree ("magister" or "lekarz") in Poland;
  - iii. as for the education completed in Hungary, they shall submit a diploma or an equivalent certificate proving a completed bachelor's degree;
  - iv. as for the education completed in Germany, they shall submit a diploma or an equivalent certificate proving a completed bachelor's degree.
- c) For the assessment pursuant to BUT Directive No. 11/2019, Article 10, the applicant submits both:
  - i. certificate proving a completed higher education (diploma) with authentication of signatures and stamps, pursuant to BUT Directive No. 11/2019
  - ii. request for assessment of foreign higher education for purposes of the BUT admission

procedure (an annexe of BUT Directive No. 11/2019 – The assessment of foreign education of applicants for study at BUT within the admission procedure).

2. In accordance with Rector's Decision No. 3/2022, the administrative fee for acts related to the assessment of foreign education in the admission procedure for the academic year 2023/2024 shall be:

- **750 CZK** for each submitted request for assessment of foreign education, when being paid in the Czech Republic in favour of the BUT account number: 117729823/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ5603000000000117729823, BIC: CEKOCZPP, account name: Vysoké učení technické v Brně.
- **32 EUR** for each submitted request for assessment of foreign education, when being paid in any other state in favour of the 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.

Bank details are also available on the BUT website when the application is being submitted. If the fee for acts related to the assessment of foreign education is not paid until **30 June 2023**, the faculty shall not carry out the assessment in accordance with Section 48(4)(d) of the Act / Section 48(5)(c) of the Act.

The fee is paid when it is credited to the respective bank account. The fee is non-refundable.

#### **Article 7**

#### **Entrance examination**

1. The course of the admission procedure is governed by the admissions committee appointed by the Dean. The admission to study is conditional on passing an entrance examination.
2. Only applicants who proved they had achieved GPA of 2.5 and better within their previous bachelor's study programme will be invited to participate in the entrance examination. Applicants who had received their education in another country than the Czech Republic, Slovakia, Poland, Hungary or Germany will submit a stamped confirmation of their GPA.
3. The entrance examination takes the form of an oral interview that verifies prerequisites for university study of chemistry and knowledge of the stated level of English. The admissions committee evaluates the applicant within a 50-point scale in four sections.

#### **Points for individual sections:**

Knowledge of chemical disciplines and scholarly prerequisites for further study	0–20
Motivation and interest in the selected topic	0–10
Study results	0–10
Knowledge of English	0–10

4. A successful applicant obtains at least 25 points out of 50.
5. The entrance examination is held between **11 April 2023 and 21 April 2023**. An alternative date might be set in justified cases. The applicant submits a written request for an alternative date to the study department of FCH BUT, no later than the regular date of the entrance examination.

## **Article 8**

### **Admission to study**

1. The result of the admission procedure will be available to the applicant after logging in to their electronic application **between 11 April 2023 and 28 April 2023**. If the applicant had allowed this option in their application, a decision on admission is sent electronically. Alternatively, they receive the decision by post (a delivery to the addressee only). A decision on non-admission is delivered by post (a delivery to the addressee only).
2. The Dean decides on admission based on a proposal of the admissions committee. The committee submits a record of the admission procedure to the Dean, together with a proposal for admission or non-admission to study. It also submits statements on possible review procedures. The applicant receives the decision on admission to the programme within 30 days after the date of the entrance examination.
3. The applicant may appeal the decision within 30 days of its notification. The appeal shall be submitted to the Dean via the study department of the faculty. The Dean may grant an appeal; otherwise, they shall forward the appeal to the Rector of BUT.
4. The admission is conditional on passing the admission procedure at the partner University of Koblenz-Landau, as defined by the agreement on implementing of the double-degree study programme. The enrolment to study at FCH BUT is impossible without confirmation from the partner university that is accompanied by the Letter of Admission issued by the University of Koblenz-Landau.

## **Article 9**

### **Tuition fee**

1. There is no tuition fee prescribed for this study programme.
2. For the academic year 2023/2024, students are required to pay an administrative semestral fee in the maximum amount of 200 EUR per semester. The amount is in accordance with the agreement on implementation of the study programme.

## **Article 10**

### **Final provisions**

1. The applicant has the right to inspect the file from the date of notification of the decision on **5 May 2023, between 9.00 am and 11.00 am**, at the study department of the faculty. The faculty may instead provide the applicant with a copy of their file.
2. Pursuant to Section 27(1)(e) of the Act / Section 9(1)(g) of the Act, these rules have been approved by AS FCH BUT on September 27, 2022.

doc. Ing. Pavel Diviš, Ph.D.  
Chair of AS FCH BUT

prof. Ing. Michal Veselý, CSc.  
Dean of FCH BUT