

DEAN'S DIRECTIVE NO. 5/2019

Rules Regarding the Admission Procedures and Enrollment Prerequisites for the Study Programs in English at the FEEC, BUT

Valid as of:	October 8, 2019
Effective as of:	October 8, 2019
Pages:	5
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ARTICLE 1 GENERAL PROVISIONS

- 1) These *Rules Regarding the Admission Procedures and Enrollment Prerequisites* (hereinafter referred to as the *Rules*) shall apply to the three-year Bachelor's study program **Electrical Engineering** (hereinafter referred to as the *BPA-ELE*)

and the follow-up Master's programs

Bioengineering (hereinafter referred to as the *MPA-BIO*),

Communications and Networking (the *MPA-CAN*),

Power Systems and Communication Technology (the *MPA-EAK*),

Electrical Power Engineering (the *MPA-EEN*),

Telecommunications (the *MPA-TEC*)

at the Faculty of Electrical Engineering and Communication, Brno University of Technology (hereinafter referred to as the *FEEC BUT*). The programs are accredited for full-time study in the English language.

- 2) The admission of Applicants to the study programs (hereinafter referred to as the *SPs*) is governed by Act No. 111/1998 Coll., On Higher Education Institutions (hereinafter referred to as the *Act*); the BUT Statute; the internal directive regarding the *assessment of educational qualifications in foreigners applying for admission to BUT* (hereinafter referred to as the Directive on educational qualifications); the Statute of the FEEC; and these Rules.

- 3) The prerequisite for both the participation in the admission procedures and the eventual enrollment in the Bachelor's study program shall be secondary education duly completed with a school-leaving examination. The relevant document(s), such as a certificate, to be presented by the Applicant are specified within the Directive on educational qualifications.

The prerequisite for both the participation in the admission procedures and the eventual enrollment in the follow-up Master's *SPs* shall be a completed university degree; the relevant document(s), such as an academic certificate, to be presented by the Applicant are specified within the Directive on educational qualifications.

Graduates from any and all foreign schools and universities shall be also required to submit evidence that their educational qualifications have been recognized by BUT and/or, where applicable, other relevant institutions.

- 4) Four months prior to the commencement of the admission procedures, the Dean of the FEEC shall specify the following parameters and details:
 - total number of Applicants to be admitted;
 - amount of the handling fee charged for the admission procedures, by Rector's decision;
 - deadline to submit the application form and supporting document(s);
 - application delivery address;
 - regular date of the entrance examination;
 - alternative date of the entrance examination;
 - day on which the Applicants may inspect their admission files, and the date(s), terms, and conditions relevant for the exam review and appeal procedures.
- 5) In a case when the full capacity of an SP has not been reached, the Dean may initiate another round of regular admission procedures. The application deadline, participation conditions, and entrance examination date (if eventually offered) shall be defined within an internal regulation of the FEEC and released via the public section of the Faculty's website.

ARTICLE 2 APPLICATION ESSENTIALS

- 1) Applications to study a particular SP are usually submitted electronically. Such an application shall then be confirmed (signed) by the Applicant when sitting the entrance exam; alternatively, the Applicant may submit a printed and signed electronic application record.
- 2) The non-refundable fee charged for the admission procedures in a given academic year is set via Rector's decision. The corresponding bank connection details are displayed on the BUT webpage after the electronic application has been sent. Any and all Applicants whose fees remain unpaid at the application deadline shall be denied participation in the admission procedures and shall not be invited to the entrance examination.
- 3) The application form shall be mandatorily supplemented by a pre-specified document certifying the Applicant's educational qualifications, as set forth in Section 1 (3) here above. Any and all Applicants participating in the admission procedures shall deliver such a document to the Faculty's department of student affairs not later than the day of the entrance examination; a failure to do so shall render the application null and void. Exemptions may be granted by the Dean of the Faculty, upon written request.

Where an Applicant has submitted multiple applications, he or she shall be obliged to affix the document to each and every copy of the form.

- 4) No medical certificates of fitness to study are required to accompany the application.

ARTICLE 3 ENTRANCE EXAMINATION

- 1) The invitation to sit the entrance examination shall be sent out only electronically.
- 2) The Applicants' competences shall be assessed via a written knowledge test and a two-stage English language exam.
- 3) **In the BPA-ELE study program**, the written knowledge test shall comprise diverse topics and problems of **mathematics, physics, and elementary information and computer science**. Structurally, the test consists of individual tasks and problems to be solved; each of these shall

be marked separately, being worth a particular number of points that contribute to the overall score.

In the follow-up Master's SPs, the written knowledge test shall comprise 10 problems/tasks selected from **fields and topics** set out in relevant subsections of the Faculty's website. The fields, topics, and their concrete contents are invariably defined by the Study program board.

The test shall last 75 minutes, and the maximum overall score available is 100.

The English language competence assessment as the other component of the entrance examination shall consist in **a)** a written test at the intermediate level that corresponds to the B2 class of the Common European Framework of Reference for Languages (CEFRL), and **b)** an oral interview. The English test shall last 30 minutes, with the maximum score achievable being 30 points; the pass threshold allowing an Applicant to sit the interview is 15 points.

- 4) The test tasks and questions shall be drafted by instructors and/or lecturers, in such a manner that all of the items are equal in terms of difficulty. Before being disclosed to the Applicants at the time of the examination, the tasks and questions shall be kept strictly confidential.
- 5) The reviewing and correction of any and all entrance tests submitted for assessment shall begin immediately after the examination has ended, and the responsibility for the entire procedure and/or its outcomes shall be with the academic staff member(s) involved. The test results shall be made available to the Applicants, not later than 48 hours from the end of the examination, at the Internet address where they previously filed their application.
- 6) A waiver of the entrance examination or a part thereof, namely, the knowledge test or the English language exam, may be granted by the Dean in justified cases, such as those where the Applicant's activities and/or achievements point to their outstanding knowledge and abilities (including but not limited to major success in student-oriented technology and science competitions or excellent academic performance when in a Bachelor's SP). An Applicant seeking exemption from the entrance exam must submit to the Dean, not later than 21 days from the date of the application to study at the FEEC, a written request supplemented by a proof of the relevant activities and/or achievements.
- 7) If the admission procedures are entered into by fewer persons than the maximum number of admissions, the Dean may exempt all registered Applicants from the obligation to sit the entrance exam.
- 8) Any and all Applicants who have not been notified of an examination waiver by the Dean shall have to attend the exam on the day and hour set by the Faculty and communicated to them not less than a month before the examination proper.

The Faculty shall invariably offer only one alternative date to sit the entrance exam, and this option shall be available exclusively to those Applicants who missed the regular date for serious, demonstrable reasons, such as health-related issues; participation in another entrance exam held concurrently with the regular date shall not be deemed a serious reason, and any and all requests in this respect shall be dismissed. Relevant notes of excuse, supplemented by a proof of the cause of absence, must be delivered to the department of study affairs not later than the working day that follows the regular date.

ARTICLE 4 ADMISSION TO STUDY AT THE FEEC

- 1) The final decision on the acceptance or non-admission to study at the Faculty shall invariably be made by the Dean.
- 2) The Dean shall set up a chief admissions committee to administer, report on, and propose the procedures and actions, including concrete proposals and recommendations regarding admission to study at the FEEC. The committee shall be chaired by the Vice-Dean of Study Affairs, in compliance with usual practice.
- 3) As regards applicable prerequisite(s), an admission candidate is required to have passed or been exempted from the entrance examination.
- 4) **Entrance examination assessment.** Based on the outcomes of the exam, a ranking list of Applicants wishing to enroll in the given SP shall be compiled to organize such candidates by their overall scores in descending order. The chief admissions committee shall set the entrance exam pass limit, pre-selecting for final admission candidates from the actual top of the list (above the pass threshold). These Applicants shall be chosen in such a manner that their number, together with the count of candidates exempted from the entrance exam, shall not exceed the defined limit on Applicants admissible to the given SP. Subsequently, the committee shall consider and recommend all candidates whose listed scores are equal to that of the last Applicant accepted. The remaining candidates shall not be eligible for study within the relevant program.
- 5) The results of the admission procedures shall be provided to the Applicant within due time, in writing; if the Applicant has agreed to electronic communication with the Faculty, he or she shall be informed only electronically.

ARTICLE 5 REVIEW AND APPEAL PROCEDURES

- 1) Applicants who have been notified of their non-admission to the desired SP may, within 30 days from the delivery of the relevant Dean's decision, appeal to the Rector of BUT via the Dean of the Faculty. The letter of appeal must be signed by the Applicant; as he or she is the sole participant in the admission procedures, no appeal made by a person other than the Applicant shall be taken into account.
- 2) The review and appeal processes shall involve reviewing the entrance examination assessment results and considering the relevance of the candidate's appeal by a committee set up through a decision of the Dean. If the appeal is found reasonable and justified, the Dean shall be delivered a proposal recommending that the Applicant be eventually admitted to study at the FEEC.
- 3) Any and all unsuccessful appeals shall be transferred to the Rector of BUT.
- 4) An Applicant has the right to inspect the admission files and records that relate to and are of importance for the decision regarding his or her admission to study at the FEEC. Such inspection shall be possible exclusively on the day specified by the corresponding Dean's decision.

ARTICLE 6 FINAL PROVISIONS

The *Rules Regarding the Admission Procedures and Enrollment Prerequisites for the Study Programs in English at the FEEC, BUT* were approved by the Academic Senate of the FEEC, BUT on October 8, 2019.

Assoc. Prof. Miloslav Steinbauer, signed
Chair of the Faculty Academic Senate

Prof. Vladimír Aubrecht, signed
Dean of the Faculty