

**BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY**

Heading

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Responsible:	Vice-Dean for Education of the FIT BUT
Replacing:	Guideline no. 3/2019 Admission Procedure Rules and Conditions for Admission of Students in the Bachelor's Programme at the Faculty of Information Technology of Brno University of Technology for the Academic Year 2021/2022
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**GUIDELINE No. 2/2021
ADMISSION PROCEDURE RULES AND CONDITIONS FOR ADMISSION OF
STUDENTS IN THE BACHELOR'S PROGRAMME AT THE FACULTY OF
INFORMATION TECHNOLOGY OF BRNO UNIVERSITY OF TECHNOLOGY FOR
THE ACADEMIC YEAR 2022/23**

**Article 1
General Provisions**

1. These *Admission Procedure Rules and Conditions for Admission* (hereinafter the Rules) stipulate the admission procedure rules and conditions for admission of students in the bachelor's programme at the Faculty of information technology (hereinafter the FIT) of Brno university of technology (hereinafter the BUT).
2. Admission of applicants for study at FIT is governed by Act No. 111/1998 Coll., on higher education institutions, as amended (hereinafter the "Act"), the BUT Statutes, FIT Statutes and these Rules.
3. The admission procedure is initiated by submitting an application for study.
4. The course of the admission procedure is directed by the Dean. To this end, the Dean appoints the admission board headed by a chairperson, usually the Vice-dean for Bc. education.

Article 2

Application for Study

1. Applications for study shall be submitted in electronic form through BUT IS at the following URL:

<https://www.vutbr.cz/eprihlaska>

Application in electronic form is considered submitted only after the administrative fee for the admission procedure is paid (see paragraphs 6 through 10 below).

2. The application must be properly completed (Section 50 (1) of the Act). The Applicant shall use the following information for identification of the programme:
 - Programme number: *B0613A140016*
 - Programme name: *Information technology (Informační technologie)*
 - Programme type: *bachelor's*
3. Only a single application can be submitted for a programme.
4. Applications shall be submitted by **31 March 2022**. In justified cases, the Dean may allow application submission after this date. Applications shall be submitted in paper form in such cases.
5. Applications in paper form are sent to the following address:
Student Affairs Department
FIT BUT
Božetěchova 2
612 66 Brno
Czech Republic
6. The administrative fee for the admission procedure is set out in **Rector's Directive No. 5/2021**.
7. When submitting the application in paper form, the applicant shall remit or deposit a fee of **CZK 700** into the FIT BUT's bank account **No. 27-8684040287/0100**, indicating his/her **birth identification number** (without the forward slash) as the variable symbol (VS), **0308** as the constant symbol (KS) and **14005** as the specific symbol (SS).
8. When submitting the application in electronic form, the applicant pays the fee according to the instructions contained in the electronic application.
9. The fee must be paid so that it is credited to BUT's bank account by **31 March 2022**.
10. The fee is non-refundable—once paid, the fee is not going to be returned to the applicant.

Article 3

Conditions for Admission of Students

1. Pursuant to Section 48 (1) of the Act, proper completion of secondary education with school leaving examination is a prerequisite for admission into the bachelor's programme. The applicant shall demonstrate compliance with this prerequisite by submitting an authenticated copy of the examination diploma or a document pursuant to Section 48 (4) of the Act, upon enrolment (article 6).
2. If the applicant does not comply with the conditions in paragraph 1 by the end of the enrolment period (Article 6), the applicant cannot be admitted for study and the admission procedure will be discontinued.
3. No medical certificate is required for admission.
4. Talent test is not a part of the admission procedure.

5. A condition for admission to study is a proof of sufficient level of Czech language, the applicant can prove this in the following ways:
 - a) citizenship of the Czech Republic or citizenship of the Slovak Republic,
 - b) passing the school leaving examination from Czech language or Slovak language within the achieved secondary education,
 - c) passing the state final examination from Czech language or Slovak language
 - d) achieving a percentile of 40 or above in the SCIO National Comparative Exams in the subject GAP - General Academic Prerequisites in Czech or Slovak.
 - e) achieving at least 30 % of points in the basic communication in Czech language test, organized by BUT FIT on Thursday **16 June 2022** (make-up test date is set to Friday **1 July 2022**) or
 - f) in exceptional cases, this condition may be waived by the Dean based on a justified request of the applicant.
6. Applicants admitted to the study will be those, who fulfil the conditions above and will be admitted preferentially (Article 4) or have achieved results in the National Comparative Examination (NCE) organized by the SCIO company, that are sufficient for admission (Article 5).

Article 3 Preferential Admission of Students

1. The applicant can submit an application for preferential admission to the Dean, if they satisfy at least one of the following requirements:
 - a) The results of international examination SAT in *Mathematics* is at least 545 points or *SAT Subject Test in Mathematics Level 1* is at least 665 points or *SAT Subject Test Mathematics Level 2* is at least 745 points.
 - b) Applicant has passed the regional round of *Mathematical Olympiad* organized by Ministry of Education Youth and Sports (MEYS) in categories A, B, C or P.
 - c) Applicant has passed the regional round of *Physics Olympiad* organized by MEYS in categories A, B, C or D.
 - d) Applicant has placed 1st through 3rd in the regional round of *Logic Olympiad* organized by Mensa Czech Republic in category C.
 - e) Applicant has placed 1st through 3rd in the regional round of *High-school vocational activity* competition organized by MEYS.
 - f) Applicant has passed the regional round of *Mathematical Olympiad* organized by Ministry of Education, Science, Research and Sport of the Slovak Republic (MESRS SR) in categories A, B or C.
 - g) Applicant has passed the regional round of *Physics Olympiad* organized by MESRS SR in categories A, B, C or D.
 - h) Applicant has passed the regional round of *Olympiad of Informatics* organized by MESRS SR in categories A or B.
 - i) Applicant has placed 1st through 3rd in the regional round of *High-school vocational activity* competition organized by MESRS SR.
 - j) Applicant successfully presented a solution to a *High-school vocational activity* organized by either MEYS or MESRS SR topic under the supervision of a BUT FIT employee.

- k) Applicant advanced to the national round of the international programming competition *Creative Baltie* organized by the SGP Systems company in category D.
 - l) Applicant has passed the national round of Mathematical Kangaroo in the Student category or has scored 80th percentile or higher within their country.
 - m) Applicant has placed 1st through 10th in the Beaver of Informatics competition or iBobor competition in the Senior category.
 - n) Applicant has achieved results 4 or 5 in the Advanced Placement examination from Mathematics (Calculus, Statistics), Physics or Information technology (Computer Science).
 - o) Applicant has passed The General Certificate of Education Advanced Level (A-levels) examination in Computer Science, Information Technology, Mathematics or Physics with result of A* or A.
 - p) Applicant has placed 1st through 10th in the regional round of programming competition in category Programming languages youth, Programming youth, Web programming or Microcontroller programming organized by MEYS.
 - q) Applicant has placed 1st through 10th in the regional round of ZENIT in programming competition in category A, B or WebDeveloper, or in electronics in category A or B organized by CVTI SR – SVS BB.
 - r) Applicant has placed 1st through 10th in the cyber security competition organized by AFCEA.
 - s) Applicant has placed 1st through 3rd in technically oriented competition (co-)organized or guaranteed by BUT FIT, FEEC or FME.
 - t) Applicant has placed 1st through 3rd in the Best student competition or Student of the Year poll on the regional or national level.
 - u) Applicant is among 10% best competitors in the 2nd (usually regional) or higher round of national or international competition in mathematics, physics or information technology for secondary education students, where the number of participants was not less than 100.
 - v) Applicant has completed courses included in the bachelor's programme within the FIT BUT Lifelong Learning programme which can be recognized (worth at least 36 credits) once the applicant is admitted. Up to 18 credits can be earned for courses currently studied within the FIT BUT Lifelong Learning programme.
 - w) Applicant has achieved at least 45 credits within previous study at a technical university. Once the applicant has enrolled in study at BUT FIT, the credits achieved will be recognized for this study.
 - x) Applicant has scored 80th percentile or higher in the mathematical part of school leaving examination.
 - y) Applicant has scored 60th percentile or higher in mathematical examination (*Mathematics+*) organized by MEYS.
 - z) Applicant has scored 97th percentile or higher in the standardized entry IQ test carried out by the Mensa organisation.
2. The Dean may decide on a preferential admission based on the application as well as other activities that prove technical knowledge and skills (e.g. high placement in other student competitions).
 3. A document proving that either of the requirements above was met can only be used once.
 4. A document proving that requirement a) was satisfied can be no older than 2 years. Documents proving that requirements a) or n) have been met must be verified by sending the results to FIT

BUT directly from College Board. The results can also be made available on the webpages of College Board during a personal visit to the FIT study affairs department within the time frame of submitting an application. The same applies to requirement o). A document proving that either of requirements b) through u) were satisfied can be no older than 4 years. A document proving that either of requirements v) through z) can be used without a time constraint.

5. Result of the Mensa organisation IQ test (according to paragraph 1, letter s) can be proven by providing the original or an officially certified copy of the test result. If an applicant completed the IQ test in Czech Republic or Slovak Republic and they agree that we check their results with the Mensa organisation, they only need to provide a notification of results (without the original signature) or at least a date and place of the test.
6. Application shall be submitted through electronic application by **31 March 2022** (in justified cases, the submission can be in paper form according to article 2, paragraph 4).
7. If satisfying of some requirement for preferential admission cannot be proven by this date (e.g. the results of mathematical part of the school leaving examination or Mathematics+ were released after this date), the applicant can submit the application for preferential admission later. They must do so without delay and by **31 May 2022**. This does not apply to an IQ test passed after the application submission deadline, because it can be passed at earlier time. The Dean may allow applicants to submit an application after this date in justified cases.
8. If either of the conditions stated above are met, the application for preferential admission will be satisfied, unless the bachelor's programme capacity is exhausted. In such case, date of application submission shall be the deciding factor.
9. Applicants shall receive a confirmation of preferential admission together with an invitation to the enrolment.

Article 5

Other Conditions for Admission of Students

1. The faculty does not carry out entrance exams. The order of all applicants that were not admitted preferentially (Article 4), will be based on the results of National Comparative Examination (GAP – General Academic Prerequisites (in Czech and Slovak Republic) and MAT – Mathematics).
2. If the application is submitted and the administrative fee is paid early, the applicant can take the National Comparative Examination (GAP or MAT) for free within the 5th term of the NCE held in the academic year 2021/2022. **Other NCE terms held in 2021/2022 may be attended by the applicant at his/her own expense, while the best achieved result, according to paragraph 9) will be decisive for admission.**
3. Within the admission procedure, FIT BUT provides the SCIO company with personal information of applicants necessary for their identification so that SCIO can provide FIT BUT with the results of the National Comparative Examination and generate vouchers for the examination. Vouchers are not generated for applicants, that were admitted either preferentially or based on their results from prior NCE.
4. Applicant that hasn't been accepted either preferentially or based on the results of prior NCE, is obliged to sign up for a test (GAP or MAT) at the following website: <https://www.scio.cz/nsz/>. The generated discount code can be used in the sign up form, making that applicant eligible for an examination free of charge. Applicant must consent to SCIO providing FIT BUT with their results. When signing up for NCE, applicants must use email address corresponding to the one they used when submitting application for study at FIT BUT, for easier identification.

5. Applicant shall take the NCE test in compliance with the rules set out by the SCIO company (<https://www.scio.cz/nsz/podminky.asp>). Among other things, these rules regulate delivery of the NCE invitation, the NCE course, delivery of the results and public discussion for the test. After completing the test, the SCIO company evaluates the test and provides FIT BUT with the results.
6. If an applicant can't attend the NCE test due to serious circumstances, they shall write a letter of excuse to the chairperson of the FIT BUT admission board without undue delay, but no later than five working days after the NCE test. If it is accepted, the faculty will allow the applicant to take the GAP test within the 6th term of NCE held in the academic year 2021/2022 free of charge.
7. Not signing up for the NCE, not attending the examination without writing a letter of excuse or if the letter of excuse is not accepted, or not consenting with SCIO providing FIT BUT with the results is considered not satisfying the conditions to be admitted to studies.
8. The minimum requirements to be admitted to studies is to score at least 10th percentile in GAP or MAT within the NCE.
9. The deciding factor for admission to studies is the best achieved result (total percentile) from GAP or MAT tests within all the NCE organized in academic year 2021/22, where the applicant consented to SCIO providing FIT BUT with their results. By giving this consent, the applicant agrees that FIT BUT provides the SCIO company the personal information of the applicant so that SCIO company can deliver the NCE results to FIT BUT.
10. Applicants that score a percentile equal or higher to the admission threshold will be admitted. The admission threshold is set by the Dean pursuant to the proposal of admission board, within three work days of receiving the results of 3rd and the last term of each NCE, where the initial admission threshold is expected as a 65th percentile in GAP or MAT tests within the NCE. Once the admission threshold is set, it shall not be raised. The admission threshold can be lowered within three work days of original date of enrolment (Article 6).
11. Applicants that will be admitted to studies as described in the previous paragraph, will be sent a notification and an invitation to the enrolment. Notification and invitation to the enrolment will be sent to the applicant in electronic form through BUT IS, if they consent to this method of delivery when submitting their application for study.
12. Applicants that are not admitted preferentially (Article 4) and do not achieve results high enough for admission (paragraph 10), won't be admitted to studies. Applicants will receive the decision of non-admission in a paper form by the letter to own hand within 30 days of verifying the conditions for admission to studies.
13. If needed (namely if the capacity of the degree programme would not be filled), the Dean may announce another round of admission procedure. The application submission deadline, conditions for participating in the next round of the admission procedure and other dates will be stated by a guideline of the dean and published in the public section of the faculty website.

Article 6 Enrolment

1. Proper study enrolment takes place on Friday **17 June 2022**. Applicants will be notified of the time and location through an enrolment invitation.
2. At enrolment, applicant shall give FIT BUT a certified copy of their school leaving examination diploma (Article 2). Applicant will receive the decision of admission through BUT IS, if they consented to this method of delivery when they submitted their application for study. Otherwise, they receive the decision of admission in paper form by the letter to own hand within 30 days of the enrolment.

3. If an applicant cannot attend the enrolment, they can authorize another person to enrol on their behalf.
4. If an applicant cannot appear at the enrolment due to serious circumstances, they send a letter of excuse within 5 work days of enrolment day. The chairperson of the admission board decides whether or not the excuse is accepted. If the applicant cannot appear at the enrolment and they don't submit a written excuse or if their excuse is not accepted, the applicant loses their right to enrol in studies and the admission procedure is discontinued.
5. Alternative enrolment takes place on Thursday **7 July 2022** at 9:00 a.m.
6. The last chance to enrol will be on Wednesday **14 September 2022** at 9:00 a.m.

Article 7 Appeals Procedure

1. Should the applicant have reservations relating to the course or result of the NCE, they can exercise their right to make a complaint in compliance with the rules set by the SCIO company (<https://www.scio.cz/nsz/podminky.asp>).
2. The applicant may peruse the materials relevant for the decision on admission for studies on Thursday **7 July 2025** from 1:00 p.m. to 2:00 p.m. at the FIT study affairs department.
3. Applicants who were notified of the non-acceptance to the faculty may appeal against the decision pursuant to Section 50 (6) of the Act. The appeal is submitted to the Dean within 30 days of the date of delivery of the decision.
4. The legitimacy of the appeal shall be examined by the admission board. The Dean will be recommended that the appeal be satisfied only if the board establishes an error leading to a wrong decision. Following the positive recommendation of the board, the Dean will satisfy the applicant's appeal and reverse the original decision on non-admission. Otherwise, the Dean will forward the recommendation to the Rector for a decision pursuant to Section 50 (8) of the Act.

Article 8 Admission Procedure for Foreigners

1. The conditions for studies of foreigners are identical to those of applicants who were citizens of the Czech Republic.
2. Bachelor's programme in English language will not be opened in academic year 2022/23.

Ing. Radek Kočí Ph.D.
Chairperson of the FIT Academic Senate

prof. Dr. Ing. Pavel Zemčík
Dean of the FIT BUT