

## BRNO UNIVERSITY OF TECHNOLOGY FACULTY OF INFORMATION TECHNOLOGY

Approved by AS FIT: 27. 6.2022  
Issued on: the date of approval  
Valid from: the date of approval  
Effective from: the date of coming into force  
Responsibility: vice-dean of bachelor study  
Replaces: Guideline n. 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 2022/2023  
Number of pages: 9  
Number of appendixes: 0

### GUIDELINE No. 4/2022

#### RULES AND CONDITIONS FOR ADMISSION OF STUDENTS IN THE BACHELOR DEGREE PROGRAMME AT THE FACULTY OF INFORMATION TECHNOLOGY OF BRNO UNIVERSITY OF TECHNOLOGY FOR THE ACADEMIC YEAR 2023/2024

##### Article 1

##### Subject of the guideline

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) in pursuant to the Act No. 111/1998 Coll., on higher education institutions, as amended (hereinafter the "Act"), the BUT Statute and FIT Statute.
2. The study programme only allows for full-time study.
3. 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 of Bc. Education.

## **Article 2**

### **Requirements for admission**

1. The main requirement for admission is, pursuant to Section 48 (1) of the Act, proper completion of secondary education with school leaving examination.
2. The additional requirements for the admission are pursuant to the Section 49 (1) of the Act requirements for study of the study programme. The applicants can meet the technical prerequisites by meeting any of the conditions for the preferential admission (Article 7) or by gaining a percentile at least 10 at the National Comparative Examination (GAP – General Academic Prerequisites; in Czech and Slovak Republic) and MAT – Mathematics) – Article 8. The language prerequisite (sufficient level of Czech language), can be proven by the applicant by:
  - 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 58 or above in the SCIO National Comparative Exams in the subject GAP - General Academic Prerequisites in Czech or Slovak,
  - e) proving the successful completion of the Czech language course at least at the B2 proficiency level accredited by the Ministry of Education Youth and Sports (MEYS),
  - f) passing the Czech language exam at least at the B2 proficiency level organized by any language department at the BUT,
  - g) successfully passing the Czech language course at least at the B2 proficiency level for foreigners organized by the Lifelong learning institute of BUT.
  - h) achieving at least 58 % of points in the basic communication in Czech language test, organized by BUT FIT on **Thursday 16 June 2023** (make-up test date is set to **Friday 30 June 2023**) or
  - i) in exceptional cases, this condition may be waived by the Dean based on a justified request by the applicant.

## **Article 3**

### **Maximum number of enrolled applicants**

1. At most **800 applicants** can be enrolled.

## **Article 4**

### **Timeframe for submission of the application**

1. The application can be submitted:
  - a) from 1st January 2023 to 31st March 2023 for the first round of the admission procedure,
  - b) specified by a guideline of the dean and published in the public section of the FIT BUT website for the second round of the admission procedure (if such is announced).
2. The second round of the admission procedure does not take place, if the maximum number of applicants was enrolled (Article 3).

3. In justified cases, the Dean may allow application submission after the dates specified in par. 1. Applications shall be submitted in paper form in such cases.

## **Article 5**

### **Application for study**

1. The admission procedure of the applicant starts by delivering the application to the FIT BUT within the specified timeframe.
2. 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 submission procedure is paid (see paragraphs 6 through 10 below).

3. 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: *bachelors*
4. Only a single application can be submitted for a programme.
5. Applications in paper form (Article 4, par. 3) shall be sent to the following address:

Student Affairs Department  
FIT BUT  
Božetěchova 2  
612 66 Brno  
Czech Republic

6. No later than before releasing the decision on the acceptance to study, the applicant must submit:
  - a) the authenticated copy of an examination diploma or the original that can be copied, or
  - b) the authenticated copy of a document pursuant to Section 48 (4) of the Act, or the original that can be copied.
7. The administrative fee for the admission procedure is set out in **Rector 's Directive No. 5/2022**.
8. The administrative fee for the evaluation of the foreign education is set out in **Rector 's Directive No. 3/2022**.

The banking details are also displayed on the BUT webpages after submitting the electronic application. If the fee is not paid, FIT BUT is not going to evaluate the foreign education pursuant to Section 48 (4) d). In such case, the applicant must provide the prove of foreign education as specified in Section 48 (4) a), b) or c) or the Act. Without this proof, FIT BUT shall terminate the admission procedure.

9. The fee is paid by bank transfer and is non-refundable. Once paid, the fee is not going to be returned to the applicant.
10. If the application contains errors, FIT BUT invites the applicant to rectify them. If the applicant does not correct found errors in the specified timeframe or does not pay the administrative fees

associated with the admission procedure, FIT BUT shall terminate the admission procedure. The applicant must be informed about this consequence.

11. Conditions for admission of foreigners are set by Article 30 of the BUT Statute. The prerequisite for admission to the study programme instructed in the Czech language is also proving the sufficient proficiency in the Czech language. The proficiency can be proven by for example having completed a state language exam, or successfully completing a language course accredited by MEYS, or passing a language exam on any language department at BUT, or successfully completing the Czech language course organized by the Lifelong Learning Institute of BUT pursuant to Article 2 paragraph 3.
12. When submitting the application in paper form, the applicant shall remit or deposit a fee of the amount specified by the **Rector 's Directive No. 5/2022** 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).
13. When submitting the application in electronic form, the applicant pays the fee according to the instructions contained in the electronic application.
14. The fee must be paid so that it is credited to BUT's bank account by **31 March 2023**.
15. In some cases, specified by Article 4 paragraph 3, the Dean can allow payment of the fee later than is specified in the paragraph 14.

## **Article 6**

### **Admission to study**

1. The decision on admission to study is issued no later than 30 days after verifying all conditions of the admission procedure.
2. In the 30 days after the decision is issued, the decision can be appealed.

## **Article 7**

### **Preferential admission to study**

1. The applicant can apply 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) The 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) The applicant has passed the regional round of *Physics Olympiad* organized by MEYS in categories A, B, C or D.
  - d) The applicant has placed 1st through 3rd in the regional round of *Logic Olympiad* organized by Mensa Czech Republic in category C.
  - e) The applicant has placed 1st through 3rd in the regional round of *High-school vocational activity competition* organized by MEYS.

- f) The 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) The applicant has passed the regional round of *Physics Olympiad* organized by MESRS SR in categories A, B, C or D.
- h) The applicant has passed the regional round of *Olympiad of Informatics* organized by MESRS SR MŠVVŠ SR in categories A or B.
- i) The applicant has placed 1st through 3rd in the regional round of *High-school vocational activity competition* organized by MESRS SR.
- j) The 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) The applicant advanced to the national round of the international programming competition *Creative Baltie* organized by the SGP Systems company in category D.
- l) The applicant has passed the national round of Mathematical Kangaroo in the Student category or has scored 80th percentile or higher within their country.
- m) The applicant has placed 1st through 10th in the *Beaver of Informatics competition* or *iBobor* competition in the Senior category.
- n) The applicant has achieved results 4 or 5 in the *Advanced Placement* examination from *Mathematics* (Calculus, Statistics), *Physics* or *Information technology* (Computer Science).
- o) The applicant has passed *The General Certificate of Education Advanced Level* (A-levels) examination in Computer Science, Information Technology, Mathematics or Physics with the result of A\* or A.
- p) The applicant has placed 1st through 10th in the regional round of programming competition in the category *Programming languages youth, Programming youth, Web programming* or *Microcontroller programming* organized by MEYS.
- q) The 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) The applicant has placed 1st through 10th in the *cyber security competition* organized by AFCEA.
- s) The applicant has placed 1st through 3rd in technically oriented competition (co-)organized or guaranteed by BUT FIT, FEEC or FME.
- t) The applicant has placed 1st through 3rd in the *Best student competition* or *Student of the Year* poll on the regional or national level.
- u) The applicant is among 10% of the 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) The 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) The 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) The applicant has scored 80th percentile or higher in the mathematical part of school leaving examination.
- y) The 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 y) can be used without a time constraint.
5. Result of the Mensa organisation IQ test (according to paragraph 1, letter y) 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 2023** (in justified cases, the submission can be in paper form according to Article 4, paragraph 3).
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. The applicant must do so without delay and by **31 May 2023**. 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 is going to be satisfied, unless the bachelor's programme capacity is exhausted. In such case, date of the submission of the application shall be the deciding factor.
9. Applicants shall receive a confirmation of preferential admission together with an invitation to the enrolment.

## **Article 8**

### **Additional conditions for admission to study**

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 2022/2023. **Other NCE terms held in 2022/2023 may be attended by the applicant at his/her own expense, while the best achieved result, according to paragraph 8 is going to 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 NCEs.

4. The applicant that hasn't been accepted either preferentially or based on the results of prior NCE, must sign up for a test (GAP or MAT) at <https://www.scio.cz/nsz/>. The generated discount code can be used in the sign up from, making that applicant eligible for an examination free of charge. The 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 the applicant cannot 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 2022/2023 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 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.
9. 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 workdays 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 workdays of original date of enrolment (Article 9).
10. 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.
11. Applicants that are not admitted preferentially (Article 7) and do not achieve results high enough for admission (paragraph 9), won't be admitted to studies. Applicants are going to 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.

## **Article 9 Enrolment**

1. Proper study enrolment takes place on **Thursday 15 June 2023**. Applicants are going to be notified of the time and location through an enrolment invitation.
2. At the enrolment, the applicant shall give FIT BUT a certified copy of their school leaving examination diploma (Article 2). The applicant is going to 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 workdays of enrolment day. The chairperson of the admission board decides whether 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 **Friday 7 July 2023** at 9:00 a.m.
6. The last chance to enrol will be on **Wednesday 13 September 2022** at 9:00 a.m.

## **Article 10 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 to study on **Friday 7 July 2022** 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 recommendation for the Dean is going to be that the appeal can 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 11 Admission procedure for foreigners**

1. The conditions for studies of foreigners are identical to those of applicants who are citizens of the Czech Republic.



2. Bachelor's programme in English language will not be opened in academic year 2023/24.

## **Article 12**

### **Closing provisions**

1. The applicant has the right to inspect the admission procedure file in the opening hours of the study affairs department (Article 10). The faculty might provide the applicant with the copy of the file instead.
2. If needed (mainly 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 are going to be stated by a guideline of the dean and published in the public section of the faculty website.
3. These rules were approved pursuant to Article 50 (1) e) of the Act by the FIT BUT academic senate on 27 June 2022.

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

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