

BRNO UNIVERSITY OF TECHNOLOGY FACULTY OF INFORMATION TECHNOLOGY

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GUIDELINE No. 4/2023:

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 2024/2025

Article 1

Subject of the guideline

1. These *rules* stipulate the conditions for admission into the bachelor study programme Information technology (hereinafter “study programme”) at the Faculty of information technology (hereinafter “FIT”) Brno University of Technology (hereinafter “BUT”) for the academic year 2024/2025 pursuant to the Act No. 111/1998 Coll. On Higher Education as amended (hereinafter the “Act”), BUT statute (hereinafter “statue”) and FIT statute.
2. Study programme allows full-time study.
3. The admission procedure is directed by the Dean. To that end, the Dean appoints the admission board, headed by a chairperson, usually a vice-dean for bachelor study.

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 par. 1 of the Act requirements for study of the study programme. The applicant 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, MAT – Mathematics or VŠP - Všeobecné študijné predpoklady (Article 8). The language prerequisite (sufficient level of Czech language), can be proven by the applicant by:
 - a) By having 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 68 or above in the SCIO National Comparative Exams in the subject GAP - General Academic Prerequisites in Czech or Slovak or ČJ – Czech for Foreigners,
 - e) passing the Czech language exam at least at the B2 proficiency level organized by any language department at the BUT,
 - f) successfully passing the Czech language course at least at the B2 proficiency level for foreigners organized by the Lifelong learning institute of BUT.
 - g) in exceptional cases, this condition may be waived by the Dean based on a justified request by the applicant.

Article 3
The maximum number of accepted applicants

1. At most 800 applicants can be accepted.

Article 4
Timeframe for submission of the application for study

1. The application can be submitted:
 - a) From the 1st January 2024 to 31st March 2024 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 specified in Article 3 was accepted.
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.vut.cz/eprihlaska>

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 one application can be submitted to the study 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. On 2024-06-10 or earlier, the applicant is required to submit one of the following:

- 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.

The documents above can be submitted electronically via the electronic application after the document is converted using authorized means. The documents can be submitted on paper on the Student Affairs department FIT BUT. The Dean can allow the submission of the document after the deadline if required.

7. The administrative fee for the admission procedure is set out in Rector's Directive no. **č. 3/2023**.

8. The administrative fee for the evaluation of the foreign education is set out in **Rector 's Directive No. 2/2023**.

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 admissions of foreigners are set by Article 30 of the BUT Statue. To study in the Czech study programme, the applicant must prove the sufficient proficiency in the Czech language pursuant to Article 2 par. 2.

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. 3/2023** 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 2024**.
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. The decision on admission is going to be delivered to the applicant via IS BUT if the electronic communication was agreed to in the application. Otherwise, the applicant will receive the decision by mail using personal delivery.
3. The decision can be appealed for 30 days after it is issued.

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 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 topic under the supervision of a FIT BUT or FEKT BUT employee.
 - k) The applicant has passed the national round of *Mathematical Kangaroo* in the Student category or has scored 80th percentile or higher within their country.
 - l) The applicant has placed 1st through 20th in the *Beaver of Informatics* competition in the Senior category.

- m) The applicant has achieved a percentile 90 or higher in competition *iBobor* 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 one of the following categories: Programming languages youth, Programming youth, Programming of microcontrollers. The applicant must obtain at least 80 % of points of the round.
 - q) The applicant has placed 1st through 10th in the regional round of *ZENIT in programming* competition in category A, B (the applicant is successful) or WebDeveloper (the applicant was awarded at least 50 % of points), or in electronics in category A or B (the applicant was awarded at least 50 % of points) organized by CVTI SR – SVS BB. In
 - r) The applicant has participated in the third (final) round of the *cyber security competition* organized by AFCEA and was awarded at least 20 % of the points.
 - 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 not listed in points b) – t) above, where the number of participants was not less than 100. The round of the competition must have been in person.
 - 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 university with a similar aim and can continue the study on that 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 60th percentile or higher in the select exam from mathematics (Matematika+) organized by MEYS.
 - z) The applicant has scored 97th percentile or higher in the standardized entry IQ test for adults 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. The document proving that either of the requirements above was met can only be used once.
 4. The document proving that the 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. In person visit can be substituted by a video conference

agreed upon in advance. Similar verification also applies to the 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 z) 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. The request for preferential admission shall be submitted through electronic application by **31 March 2024** (in justified cases, the request 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 2024**. 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 7), 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 **6th term of the NCE** held in the academic year 2023/2024. **Other NCE terms held in 2023/2024 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. By submitting the application, the applicant agrees that within the admission procedure, FIT BUT provides the SCIO company with personal information of the applicant 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 form, 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 the e-mail address corresponding to the one they used when submitting application for study at FIT BUT.

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 according to par. 2 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 7th term of NCE held in the academic year 2023/2024 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 75th 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 denied admission in paper form by the letter to own hand within 30 days of verifying the conditions for admission to studies.

Article 9 Enrolment

1. Proper enrolment takes place on **Thursday 13 June 2024**. Applicants are going to be notified of the time and location through an enrolment invitation.
2. If an applicant cannot attend the enrolment, they can authorize another person to enrol on their behalf.
3. 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.
4. Alternative enrolment takes place on **Thursday 4 July 2024** at 9:00 a.m.

5. The last chance to enrol will be on **Wednesday 18 September 2024** 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 can look through the materials relevant for the decision on admission to study on Thursday **4 July 2024** from 1:00 p.m. to 2:00 p.m. at the FIT Study Affairs Department.
3. Applicant that was not accepted may appeal against the decision pursuant to Section 50 (6) of the Act. The appeal is submitted to Rector via the Dean within 30 days of the date of notification 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 2024/25.

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 27 (1) e) of the Act by the FIT BUT academic senate on 26 June 2023.

Ing. Radek Kočí, Ph.D.
Chairperson of the FIT academic senate

prof. Dr. Ing. Pavel Zemčík, dr. h. c.
Dean of FIT BUT