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DEAN'S DIRECTIVE NO. 8/2020

Rules for the admission procedure and conditions for the admission to study in Bachelor's degree programs taught in the English language and follow-up Master's degree programs taught in the English language in the academic year 2021/2022

Part A – General information on the admission procedure

This Directive lays down the rules for the admission procedure and conditions for admission to study in Bachelor's degree programs taught in the English language and to study in follow-up Master's degree programs taught in the English language carried out at the Faculty of Mechanical Engineering (FME), BUT in accordance with Sections 48 - 50 of Act No. 111/1998 Coll. on Universities, as amended (hereinafter referred to as the Act on Universities) and with Articles 24 - 31 of the BUT Statute.

Admission to study is carried out by the admission procedure, which (according to Part 5 of the BUT Statute):

- a) is announced publicly in accordance with Section 49, Paragraphs 5 and 6 of the Act on Universities,
- b) is initiated at the request of the applicant.

The condition of admission is at the same time:

- a) Achieving secondary education with a final school-leaving exam (evidenced by a school-leaving certificate or an equivalent document), in the case of the admission procedure to Bachelor's degree programs
- b) Achieving a Bachelor's degree (evidenced by a Diploma and a Diploma Supplement), in the case of the admission procedure to follow-up Master's degree programs
- c) Proving your English language knowledge at the level of B1 at least (according to the "Common European Framework of Reference: Learning, Teaching, Assessment" set by the Council of Europe).

If the applicant submits all the required documents by the set deadline and the faculty accepts these documents on the basis of the Rector's Directive No. 11/2019 Assessment of Foreign Education of Applicants to study at BUT within the admission procedure, he/she will be accepted to study without any entrance examinations.

According to Methodological Sheet No. 3/2020, **the deadline for submitting applications is from December 1, 2020 to March 31, 2021**. By accepting the application, the admission procedure is initiated.

An applicant who is under the age of 18 by August 31, 2021 cannot be admitted to study.

The following Bachelor's degree program can be studied in English:

- Fundamentals of Mechanical Engineering

The following follow-up Master's degree programs can be studied in English:

- Mechanical Engineering
- Aerospace Technology

The list of fields can be changed based on the current situation.

The fee associated with the admission procedure

Based on the Rector's Decision No. 5/2017 - *Attachment 1*, the fee for the acts connected with the admission procedure at BUT for the academic year 2020/2021 when submitting the application to study is set at the amount of:

- **28, - €** for each submitted application when paying outside the territory of the Czech Republic.

According to the BUT Statute, the fee is non-refundable, i.e. the fee paid once will not be returned to the applicant. If the applicant does not pay the fee within the set deadline (see text below in this Directive), the admission procedure is stopped. The applicant follows the instructions on the Internet and is not obliged to send the proof of payment to the faculty. The fee can only be paid by bank transfer.

The fee for acts connected with the admission procedure must be paid or credited to the account of BUT no later than **April 9, 2021**, otherwise the admission procedure is stopped.

Payment details for the **application**:

- the account number for payment from other countries: 1017476763/0300, Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, an account name: Brno University of Technology.
- a constant, variable and specific symbol will be assigned after filling in the e-application.

Contacts and detailed information can be found on the faculty's website <http://www.fme.vutbr.cz/en/>

The Study Officer, who coordinates the admission procedure, can be contacted by e-mail cupakova@fme.vutbr.cz

The address of the study department is the Faculty of Mechanical Engineering, Brno University of Technology, Study Department, Alena Cupáková, Technická 2896/2, 616 69 Brno.

The condition for starting the field of study in the English language is the **admission of at least 8 applicants**. An exception may be granted by the Dean on the basis of a recommendation from the Head of the guaranteeing institute.

A fee of € 3,000 per academic year of study is set for study in a foreign language (Section 58, Paragraph 4 of the University Act). The fee may be reduced by the Dean in justified cases.

Part B – Common provisions

D.1 Cases where the admission procedure will be stopped:

- The application has formal shortcomings that have not been remedied within the deadline.
- The required fee for the acts related to the admission procedure was not paid within the set deadline.

Furthermore, the admission procedure may be stopped if the applicant's previous studies have been terminated on the basis of disciplinary proceedings or proved fraudulent conduct.

D.2 The application for review of the decision (appeal) is submitted to the Rector pursuant to Section 68, Paragraph 4 of the Act on Universities in accordance with Section 81 et seq. Act No. 500/2004 Coll., on Administrative Procedure (Administrative Procedure Code), within 30 days from the date of delivery of this decision, through the Dean. If no appeal is lodged within that period, the decision shall come into force on the day following the expiry of the appeal period.

Part E – Final provisions

The study department of the FME is responsible for the interpretation of individual provisions of this directive.

This directive was approved by the AS FME on October 22, 2020 (see Section 27 Paragraph 1 (e) of the Act on Universities) and enters into force on the date specified in its title.

doc. Ing. Jaroslav Katolický, Ph.D.
Dean of FME