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DEAN'S DIRECTIVE No. 2/2022

RULES OF EXTRAORDINARY ADMISSION PROCEDURE AND CONDITIONS FOR ADMISSION TO STUDIES IN BACHELOR'S AND FOLLOW-UP MASTER'S STUDY PROGRAMMES TAUGHT IN THE CZECH LANGUAGE AND IN BACHELOR'S AND FOLLOW-UP MASTER'S STUDY PROGRAMMES TAUGHT IN THE ENGLISH LANGUAGE FOR THE ACADEMIC YEAR 2022/2023

Article 1

Subject of adjustment

1. These rules regulate the conditions for admission to study for the academic year 2022/2023 in bachelor's and follow-up master's degree programmes taught in the Czech language and in bachelor's and follow-up master's degree programmes taught in the English language carried out by the Faculty of Mechanical Engineering (FME) in accordance with § 8 Paragraph 1 (a) of Act No. 67/2022 Coll., On measures in the field of education in connection with the armed conflict in the territory of Ukraine caused by the invasion of the Russian Federation and Act No. 111/1998 Coll., On Higher Education Institutions and on amendments to other acts (Act on Higher Education Institutions) as amended (hereinafter the "Act") and the BUT Statute (hereinafter the "Statute").

2. Offered study programmes:

Bachelor's degree programmes in the Czech language

| Study programme | Specialization | Form of study |
|---|--|--|
| Energy | – | full-time |
| Physical Engineering and Nanotechnology | – | full-time |
| Mathematical Engineering | – | full-time |
| Mechatronics | – | full-time |
| Professional Pilot | – | full-time |
| Engineering | Applied Computer Science and Control | full-time combined |
| | Quality, Reliability and Safety | full-time |
| | Machine and Equipment Construction | full-time combined |
| | Manufacturing technology | full-time combined |
| | Engineering (joint 1st year for specializations of this program) | full-time combined |
| | Fundamentals of Mechanical Engineering | Fundamentals of Mechanical Engineering Material Engineering |

Bachelor's degree programmes in the English language

| Study programme | Specialization | Form of study |
|--|----------------|---------------|
| Fundamentals of Mechanical Engineering | – | full-time |

Follow-up master's degree programmes in the Czech language

| Study programme | Specialization / field | Forma studia |
|--|---|---------------------|
| Applied Computer Science and Control | – | full-time |
| | | combined |
| Automotive and Material Handling Engineering | – | full-time |
| Power and Thermo-Fluid Engineering | Power Engineering | full-time |
| | Fluid Engineering | full-time |
| | Environmental Engineering | full-time |
| Physical Engineering and Nanotechnology | – | full-time |
| Engineering Mechanics and Biomechanics | Biomechanics | full-time |
| | Engineering Mechanics | full-time |
| Structural Engineering | – | full-time |
| Quality, Reliability and Safety | – | full-time |
| | | combined |
| Aerospace Technology | Aircraft Design | full-time |
| | Aircraft and Airport Equipment Operation Technology | full-time |
| Mathematical Engineering | – | full-time |
| Material Engineering | – | full-time |
| Mechatronics | – | full-time |
| Process Engineering | – | full-time |
| Mechanical Engineering Design | – | full-time |
| Precise Mechanics and Optics | – | full-time |
| Foundry Technology | – | full-time |
| Manufacturing Technology | Modern Technologies of Lighting Systems | full-time |
| | | combined |
| | Manufacturing Technology | full-time |
| | | combined |
| | Manufacturing Technology and Management in Industry | full-time |
| | | combined |
| Production Machines, Systems and Robots | – | full-time |
| | | combined |
| Production Systems | Production Systems | full-time |

Follow-up master's degree programs in the English language

| Study programme | Specialization | Form of study |
|--------------------------|----------------|---------------|
| Mechanical Engineering | – | full-time |
| Aerospace Technology | – | full-time |
| Mathematical Engineering | – | full-time |

3. The conditions for admission to full-time study and combined forms of study are the same.
4. The combined form of study is a combination of full-time study, which takes place once a week, and self-study. In the combined form, the hourly range of joint guided consultations corresponds to about 1/3 of the hourly load of full-time teaching.
5. The condition for opening the programme in the combined form of follow-up master's studies is that at least 20 students are admitted to study.
6. At the latest by the beginning of the 2nd year of the Professional Pilot programme, the student must hold a "PPL (A) private pilot's license".
7. The study of the Production Systems programme is with a double diploma and takes place in Czech and German at the Faculty of Mechanical Engineering and the Technische Universität Chemnitz.
8. A fee of € 0 per academic year of study is set for studying in English in accordance with Section 58, Paragraph 4 of the Act.

Article 2 Conditions for admission

1. In the admission procedure according to these rules, only applicants who are foreigners according to § 1 Paragraph 1 of Act No. 67/2022 Coll., i.e. foreigners who have been granted temporary protection under the Act on Certain Measures in relation with the armed conflict on the territory of Ukraine caused by the invasion of the troops of the Russian Federation.
2. The basic condition for admission to study in a bachelor's study programme is, in accordance with § 48 Paragraph 1 of the Act, obtaining a secondary school education with a school-leaving examination.
3. The basic condition for admission to study in the follow-up master's study program is, in accordance with § 48 Paragraph 1 of the Act, the obtaining of a university degree.
4. Another condition for admission to study in bachelor's and follow-up master's degree programmes in the Czech language is knowledge **of the Czech language** within the meaning of § 49 Paragraph 1 of the Act. Fulfilment of this condition is verified by a certificate of completion of a Czech language course.
5. Another condition for admission to bachelor's and follow-up master's degree programmes in English is, in the sense of § 49 Paragraph 1 of the Act, to achieve knowledge of **the English language** at the level of at least B1 according to the Common European Framework of Reference (CEFR).

Article 3

Deadline for submitting an application for study

1. The application for the study can be submitted in the period **from May 9, 2022 to August 31, 2022.**

Article 4

Application for study

1. The applicant's admission procedure begins with the delivery of the application to the FME within the set deadline.
2. 3. Applications for the study are submitted electronically to the e-mail **studyforua@fme.vutbr.cz** or, if applicable, by letter or in person to the address:

Faculty of Mechanical Engineering

Study Department – Ukraine

Technická 2896/2

616 69 Brno, Czech Republic

3. Together with the submission of the application, it is necessary to deliver to the FME a document on the provision of temporary protection in the Czech Republic in connection with the armed conflict in the territory of Ukraine caused by the invasion of Russian troops.
4. The applicant is also obliged to submit, no later than before the issuance of the decision on admission to study:
 - a) an officially certified copy of the document on completed secondary higher education or a affidavit on the required level of previous education in accordance with § 8 Par. 1 (b) of Act No. 67/2022 Coll., and
 - b) a copy of the certificate of completion of a Czech language course in case of enrolment in a bachelor's or follow-up master's study programme in the Czech language, or
 - c) a copy of the certificate or affidavit of the required knowledge of English at the level of at least B1 according to the Common European Framework of Reference (CEFR) in case of enrolment in a bachelor's or follow-up master's degree programme in the English language.
5. The fee for acts connected with the admission procedure for the academic year 2022/2023 was in accordance with § 8 Par. 1 (d) of Act No. 67/2022 Coll. by Decision No 9/2022 was waived for the applicants referred to in Article 2 Paragraph 1.
6. The fee for acts connected with the assessment of foreign education within the admission procedure for the academic year 2022/2023 was in accordance with § 8 Par. 1 (c) of Act No. 67/2022 Coll. by Decision No 9/2022 was waived for the applicants referred to in Article 2 Paragraph 1.

7. If the application has defects, FME will ask the applicants to eliminate them. If the applicant does not eliminate the defects of the application within the prescribed period, FME will stop the admission procedure. The candidate must be informed of this consequence.
8. The conditions for studies of foreigners in the Czech language are set out in Article 30 of the Statute. The condition for admitting foreigners to study in the Czech language is also proving a sufficient level of the Czech language.

**Article 5
Admission to study**

1. The decision on admission to study is issued within 30 days of verification of compliance with all conditions of the admission procedure.
2. The decision may be appealed against within 30 days of its notification.

**Article 6
Final provisions**

1. The applicant has the right to study the file from the date of notification of the decision during the office hours of the Study Department. The FME may instead provide the applicant with a copy of the file.
2. These rules were approved according to § 27 par. 1 (e) of the Act by the Academic Senate of FSI on May 5, 2022.

Assoc. prof. Ing. Jiří Hlinka, Ph.D.
Dean of FME