

Date of issue: 1. 12. 2023  
 Effectivity: date of issue  
 Responsibility: Mgr. Jana Hoderová, Ph.D., Vice-Dean of FME BUT  
 Number of pages: 4  
 Number of attachments: 0  
 Distribution list: Vice-Deans, AS FME, Heads of Institutes, Study Department, System Integrator

## **DEAN'S DIRECTIVE No. 6/2023**

### **ADMISSION RULES AND CONDITIONS FOR ADMISSION TO STUDY IN BACHELOR'S AND FOLLOW-UP MASTER'S STUDY PROGRAMMES TAUGHT IN ENGLISH FOR THE ACADEMIC YEAR 2024/2025**

#### **Article 1 Subject of regulation**

1. These rules regulate the conditions for admission to study for the academic year 2024/2025 in Bachelor's and follow-up Master's degree programmes taught in English carried out by the Faculty of Mechanical Engineering (hereinafter FME) in accordance with Act No. 111/1998 Coll., On Universities and on Amendments and supplements to other acts (the Higher Education Act) as amended (hereinafter the "Act") and the Statute of BUT.
2. Study programmes offered:

<b>Level of studies</b>	<b>Study programme</b>	<b>Form of studies</b>
Bachelor's	Fundamentals of Mechanical Engineering	Full-time
Follow-up Master's	Mechanical Engineering	Full-time
Follow-up Master's	Aerospace Technology	Full-time
Follow-up Master's	Applied and Interdisciplinary Mathematics	Full-time
Follow-up Master's	Mathematical Engineering	Full-time
Follow-up Master's	Logistics Analytics	Full-time

3. A fee of € 3,000 per academic year of study is set for studying in English in accordance with Section 58 Paragraph 4 of the Act. The fee may be reduced by the Dean in justified cases.
4. The Applied and Interdisciplinary Mathematics programme is a double degree and takes place in English at FME and the University of L'Aquila in Italy.
5. The Logistics Analytics programme is a double degree and takes place in English at FME and the Molde University College - Specialized University in Logistics, Norway.

#### **Article 2 Conditions for admission**

1. The basic condition for admission to study in a bachelor's study programme is, in accordance with Section 48 Paragraph 1 of the Act, obtaining a secondary school degree.

2. The basic condition for admission to study in the follow-up master's study programme is, in accordance with Section 48 Paragraph 1 of the Act, obtaining of a university degree.
3. Another condition for admission to study in bachelor's and subsequent master's degree programmes is, in the sense of § 49 Paragraph 1 of the Act, to achieve knowledge of English at the level of at least B1 according to the Common European Framework of Reference (hereinafter "CEFR"). The condition for admission to study in study programme Logistics Analytics is to achieve knowledge of English at the level at least B2 according to CEFR.

### **Article 3**

#### **Maximum number of applicants accepted**

1. In total, a maximum of 120 applicants for bachelor's studies and 120 applicants for follow-up master's studies can be accepted.

### **Article 4**

#### **Deadline for submitting an application for study**

1. The application for the study can be submitted in the period from **December 1, 2023 to March 31, 2024**.

### **Article 5**

#### **Application for study**

1. The applicant's admission procedure begins with the delivery of the application to the FME within the set deadline.
2. Applications for the study are submitted electronically.
3. Along with the submission of the application, it is necessary to deliver to FME a document proving the achievement of English language proficiency at the level of at least B1 according to CEFR, for study programme Logistics Analytics at the level at least B2 according to CEFR.
4. The applicant is also obliged to submit, no later than before issuing the decision on admission to study, an officially certified copy of the document of the completed secondary education in the case of bachelor's study and an officially certified copy of the document of the completed higher education in the case of follow-up master's study. Other documents are delivered by **May 15, 2024**:
  - **electronically in the form of an attachment in the e-application**
  - **and subsequently by post or in person to the address**  
**Faculty of Mechanical Engineering**  
Study Department – admission procedure EN  
Technická 2896/2  
616 69 Brno, Czech Republic
5. According to Decision No. 3/2023 of the Rector of BUT, the fee for acts connected with the admission procedure for the academic year 2024/2025 is:
  - **CZK 700 CZK** for each application submitted for study when paying in the Czech Republic to the BUT account number 117729823/0300, the bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, the account name: the Brno University of Technology.
  - **€ 30** for each study application submitted for payment on the territory of all other countries except the Czech Republic, BUT account number 1017476763/0300, bank name Československá obchodní banka, as, IBAN: CZ040300000001017476763, SWIFT (BIC) CEKOCZPP, account name: the Brno University of Technology.

The bank connection will also be displayed on the BUT website after sending the electronic

application. The fee for acts connected with the admission procedure must be credited to the BUT account no later than **till April 5, 2024**.

6. According to the decision No. 2/2023 of the BUT Rector, the fee for the acts connected with the assessment of foreign education within the admission procedure for the academic year 2024/2025 is:
  - **CZK 750** for each submitted application for the assessment of foreign education when paying in the Czech Republic to the BUT account number 117729823/0300, the bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, the account name: the Brno University of Technology,
  - **€ 32** for each submitted application for assessment of foreign education when paying on the territory of all other states except the Czech Republic, BUT account number 1017476763/0300, the bank name Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, the account name: the Brno University of Technology.

The bank connection will also be displayed on the BUT website after sending the electronic application. If the fee for acts connected with the assessment of foreign education is not paid, the FME will not perform the assessment according to Section 48 par. 4 (d) of the Act. In such a case, the applicant is obliged to prove the condition of previous education according to Section 48 par. 4 (a), (b) or (c) of the Act, otherwise FME will stop the admission procedure.

7. The fee is paid when it is credited to the account. The fee is non-refundable.
8. If the application has formal deficiencies, FME will ask the applicants to eliminate them. If the applicant does not eliminate the deficiencies of the application within the prescribed time limit or fails to pay the fee for the activities related to the admission procedure, FME will stop the admission procedure. The applicant must be informed of this consequence.

#### **Article 6**

##### **Admission to study**

1. The applicant will receive a decision on admission to study within 30 days of verifying that all the conditions of the admission procedure have been met.
2. The decision may be appealed against within 30 days of its notification.

#### **Article 7**

##### **Other provisions**

1. The condition for opening the study programme is the **admission of at least 8 applicants**. An exception may be granted by the Dean on the basis of the recommendation of the Head of the guaranteeing Institute.
2. Foreign applicants who need to obtain a visa to study at FME and who apply to FME for inclusion in the Student Regime will be nominated according to the capacity of FME, taking into account the following priorities (ranked from the highest priority):
  1. doctoral study programmes in a foreign language within the framework of diploma mobility,
  2. doctoral study programmes in the Czech language within the framework of diploma mobility,
  3. master's degree programmes in a foreign language within the framework of diploma mobility,
  4. bachelor's study programmes in a foreign language within the framework of diploma mobility,
  5. master's degree programmes in the Czech language within the framework of diploma mobility,
  6. bachelor's study programmes in the Czech language within the framework of diploma mobility,
  7. doctoral study programmes within mobility programmes,
  8. master's degree programmes within mobility programmes,
  9. bachelor study programmes within mobility programmes.Applicants are required to accept FME nomination.

3. Contact  
Faculty of Mechanical Engineering  
Study Department - Admission Procedure EN  
Technická 2896/2  
616 69 Brno, Czech Republic  
<https://www.fme.vutbr.cz/>  
e-mail: [study@fme.vutbr.cz](mailto:study@fme.vutbr.cz)  
tel.: +420 541 142 134

4. Important dates

**Deadlines for submitting electronic applications**

from 1. 12. 2023 to 31. 3. 2024

**Fee for admission procedures**

All programs uniformly **CZK 700 or € 28** for each submitted application.

The fee is non-refundable.

to 5. 4. 2024

**Deadline for supporting documents**

to 15. 5. 2024

**Article 8  
Final provisions**

1. The applicant has the right to look in the file from the date of notification of the decision during office hours of the FME Study Department. The FME may instead provide the candidate with a copy of the file.
2. In exceptional cases justified by external circumstances, the rules on admission may be adjusted.
3. These rules were approved according to § 27 par. 1 (e) of the Act by the Academic Senate of FME on November 30, 2023.

m. p.

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