



**DEAN'S DECISION NO. 08/2023**

**ADMISSION PROCEDURE RULES AND  
CONDITIONS FOR ADMISSION TO STUDY  
INTO THE BACHELOR'S DEGREE PROGRAMME  
ARCHITECTURE AND URBAN DESIGN  
FOR THE ACADEMIC YEAR 2024/2025**

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**Article 1 Scope of regulation**

1. These rules regulate the conditions for admission to study for the academic year 2024/2025 into the Bachelor’s degree study programme B0731P010003 Architecture and Urban Design (hereinafter the “study programme”) implemented by the Faculty of Architecture (hereinafter the “Faculty”) in accordance with Act No 111/1998, on higher education institutions and amending and supplementing other acts (the Higher Education Institutions Act), as amended (hereinafter the “Act”) and the Statute of BUT (hereinafter the “Statute”).
2. The study programme allows full-time study.

**Article 2 Conditions for admission**

1. In accordance with Section 48(1) of the Act, the basic condition for admission to study into a bachelor’s degree study programme is the acquisition of a secondary education with a school-leaving examination (Matura).
2. Another condition for admission to study are the prerequisites for studying the study programme in question, as defined in Section 49(1) of the Act; this is verified by an entrance examination. An entrance examination cannot be waived.

**Article 3 Maximum number of admitted applicants**

In total, 30 applicants can be admitted.

**Article 4 Deadline for submitting the application for admission to study**

Admission applications can be submitted **from 1 November 2023 to 16 February 2024**.

**Article 5 Application for admission to study**

1. The admission procedure is initiated by the delivery of the application to the Faculty within the specified period.

2. Admission applications shall be submitted electronically.
3. The applicant is also obliged to submit, at the latest before the decision on admission to study is issued, the following:
  - a. a certified copy of the document certifying completion of secondary education or a plain copy if the applicant is a graduate of BUT; and
  - b. proof of passing an English language examination at least at the level B2 according to the Common European Framework of Reference for Languages (CEFR) at an accredited institution.
4. In accordance with Decision No 3/2023 of the Rector of BUT, the fee for acts related to the admission procedure for the academic year 2024/2025 shall be:
  - a. **CZK 700** for each application for admission to study submitted when paying in the Czech Republic to the following BUT account: account number 117729823/0300; name of the bank Československá obchodní banka, a.s.; IBAN CZ560300000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně.
  - b. **EUR 30** for each application for admission to study submitted when paying in any state other than the Czech Republic to the following BUT account: account number 1017476763/0300; name of the bank Československá obchodní banka, a.s.; IBAN: CZ0403000000001017476763; SWIFT (BIC) CEKOCZPP, account name Vysoké učení technické v Brně.

The bank details will also be displayed on the BUT website after submitting the online application.

5. In accordance with Decision No 2/2023 of the Rector of BUT, the fee for acts related to the assessment of foreign education in the admission procedure for the academic year 2024/2025 shall be:
  - a. **CZK 750** for each submitted application for assessment of foreign education when paying in the Czech Republic to the following BUT account: account number 117729823/0300; name of the bank Československá obchodní banka, a.s.; IBAN CZ560300000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně;
  - b. **EUR 32** for each submitted application for assessment of foreign education when paying in any state other than the Czech Republic to the following BUT account: account number 1017476763/0300; name of the bank Československá obchodní banka, a.s.; IBAN: CZ0403000000001017476763; SWIFT (BIC) CEKOCZPP, account name Vysoké učení technické v Brně.

The bank details will also be displayed on the BUT website after submitting the online application. If the fee for acts related to the assessment of foreign education is not paid, the Faculty shall not carry out the assessment in accordance with Section 48(4)(d) of the Act. In such a case, the applicant is obliged to demonstrate the condition of previous education in accord-

ance with Section 48(4)(a), (b) or (c) of the Act, otherwise the Faculty shall terminate the admission procedure.

6. The fee is paid when it is credited to the account. The fee is non-refundable.
7. If the application has defects, the Faculty shall invite the applicant to remove them. If the applicant fails to remedy the defects in the application within the prescribed time limit or fails to pay the fee for acts connected with the admission procedure in the prescribed form, the Faculty shall terminate the admission procedure. The applicant must be informed of this consequence.

### **Article 6 Entrance examination**

1. The entrance examination is split into two parts, and it is held before an examination board.
2. The entrance examination is held in English.
3. The description and conditions of individual parts are given in articles 7 and 8.
4. The entrance examination may be allowed to be held on an alternate date only in its second part and for serious and documented medical or other comparably serious reasons. In the event that a candidate is unable to attend the examination for serious reasons, he or she must apologise not later than the following day to the of the second part to the Dean via the Office for Studies to email [fa-studium@vutbr.cz](mailto:fa-studium@vutbr.cz). The Dean shall decide on the acceptance of the apology and then set an alternative date for holding the entrance examination. The decision of the Dean is final and is communicated to the applicant electronically to the e-mail address provided in the electronic application. It is also made available to the applicant in the electronic application.
5. Only those applicants who have successfully passed the entrance examination and have been adequately ranked in accordance with the Article 3 may be admitted to study. If more than one applicant is ranked last with the same number of points, all such applicants shall be admitted to study.

### **Article 7 Entrance examination – first part**

1. The first part of the entrance examination will be held from 8 March 2024 to 10 March 2024.
2. Invitation to the first part of the entrance examination is sent to applicants by 27 February 2024. The invitation is sent electronically to the e-mail address provided in the electronic application. At the same time, the invitation is made available to the applicant in his or her electronic application.
3. The first part of the entrance examination consists in homework, which is assigned and submitted electronically, see Article 10.
4. The evaluation of the first part of the entrance examination is point-based. Homework is graded in the range of 0–100 points, the minimum number of points obtained for successfully passing the entrance examination is 40 points. The basic criteria for assessing the homework

are: the ability to think creatively, spatial imagination and basic knowledge of spatial representation.

### **Article 8 Entrance examination – second part**

1. Advancing to the second part the examination shall be conditional: only applicants who obtained the minimum point evaluation for success in the first part of the entrance examination and placed 36th or better according to the sum of points advance to the second part.
2. The second part of the entrance examination will be held from 4 April 2024 to 5 April 2024.
3. Invitation to the second part of the entrance examination is sent to applicants by 22 March 2024. The invitation is sent electronically to the e-mail address provided in the application. At the same time, the invitation is made available to the applicant in the electronic application.
4. The second part of the entrance examination consists in online interview.
5. The evaluation of the second part of the entrance examination is point-based. Interview is graded in the range of 0–100 points, the minimum number of points obtained for successfully passing the entrance examination is 40 points. The basic criteria for assessing the interview are: prerequisites for study in the field of architecture and urban design, the ability to think creatively, the ability to verbally present and spatial orientation.

### **Article 9 Admission to study**

1. The decision on admission to study shall be issued within 30 days of verification that all conditions of the admission procedure have been met.
2. The decision may be appealed within 30 days of its notification.

### **Article 10 Technical requirements and applicant's identity verification**

1. The assignment of the homework and interviews will take place in the MS Teams environment. The applicant is required to have a communication device (PC, laptop, tablet, etc.) with a stable Internet connection on which MS Teams will be functional, a microphone, headphones/speaker and a camera.
2. The homework will be submitted via the web application <https://eprijimacky.vut.cz/> in jpeg format.
3. The applicant is obliged to have the camera turned on during the entire interview while the camera will be viewing him/her. The interview will not be recorded.
4. The applicant's identity will be verified at the beginning of the interview. The applicant will show his/her identity document at the camera. The screenshot containing the applicant's personal data will be treated in accordance with the personal data protection legislation. The legal reason for the processing of this personal data is the fulfilment of the tasks of the public university in the organization of the admission procedure online. The screenshot will be deleted from the BUT information system no later than 30 November 2024.

### **Article 11 Final provisions**

1. The applicant has the right to inspect his/her file from the date of notification of the decision during opening hours of the Office for Studies. The Faculty may instead provide the applicant with a copy of the file.
2. These rules have been approved in accordance with Section 27(1)(e) of the by the AS of the Faculty on 31 October 2023.

Ing. arch. Radek Suchánek, Ph.D.

Dean