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Responsibility for factual content: Assoc. Prof. Ing. Jan Jandora, Ph.D., Ing. Světlana Popelová

DEAN'S DIRECTIVE No. 15/2021

ADMISSIONS PROCEDURE AT FCE BUT FOR THE ACADEMIC YEAR 2022–23

FOR THE CONSECUTIVE MASTER'S STUDY PROGRAMME *CIVIL ENGINEERING*

1. BASIC PROVISIONS

The admission of applicants to study at the FCE takes place via an admissions procedure, which is announced publicly in accordance with Section 48, Paragraph 1 of Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts, as amended (hereinafter the “Act”) and § 49 paragraph 5 of the Act.

The condition for the admission of an applicant to study at the FCE is the full and successful completion of studies in any type of study programme. The FCE’s entrance exam is waived by the Dean.

2. OPEN STUDY PROGRAMME

This directive lays down the rules of the admissions procedure and the conditions for admission to the three-semester consecutive master's degree programme *Civil Engineering* in the full-time mode of study with instruction in the English language. **This study programme is intended for self-financing students (the fee for studying in a foreign language is EUR 3,500 per academic year.**

3. APPLICATION TO STUDY AT THE FCE

3.1. Deadline for submission of applications

Applicants shall submit their application in electronic form (hereinafter referred to as an "electronic application"), which is accessible from the BUT website (www.vutbr.cz/eprihlaska/en). **The application must be submitted (sent):**

- a) **between 1st December 2021 and 31st March 2022** for the first round of the admission procedure,
- b) **between 1st June 2022 and 15th July 2022** for the second round of the admission procedure.

Applications are to be submitted electronically.

The second round of the admission procedure shall not take place if the maximum number of candidates has been accepted in accordance with paragraph 5 in the first round.

3.2. Fee for administration related to the admission procedure

A fee is set for the administration connected with the admissions procedure, which the applicant must pay by **1st April 2022** (according to paragraph 3.1 letter a) or by **16th July 2022** (according to paragraph 3.1 letter b). The fee is non-refundable. The amount of the fee is set as follows:

- CZK 700 for each application submitted when paying in the Czech Republic to the following BUT account: account number 117729823/0300; bank name Československá obchodní banka, a.s.; IBAN CZ5603000000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně,

- EUR 28 for each application submitted when paying in any country other than the Czech Republic to the following BUT account: account number 1017476763/0300; bank name Československá obchodní banka, a.s.; IBAN: CZ0403000000001017476763; SWIFT (BIC) CEKOCZPP, account name Vysoké učení technické v Brně.

The above bank details shall be displayed on the website next to the electronic application. The applicant is obliged to fill in the variable symbol and the specific symbol according to the instructions given in the electronic application.

3.3. Fee for administration related to the assessment of foreign education

The fee for administration related to the assessment of foreign education within the admissions procedure for the academic year 2022–23 is determined as follows:

- CZK 750 for each submitted application for the assessment of foreign education when paying in the Czech Republic to the following BUT account: account number 117729823/0300; bank name Československá obchodní banka, a.s.; IBAN CZ5603000000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně,
- EUR 30 for each submitted application for the assessment of foreign education when paying in any country other than the Czech Republic to the following BUT account: account number 1017476763/0300; bank name Československá obchodní banka, a.s.; IBAN: CZ0403000000001017476763; SWIFT (BIC) CEKOCZPP, account name Vysoké učení technické v Brně.

If the fee for administration connected with the assessment of foreign education is not paid, the Faculty of Civil Engineering at BUT (hereinafter ‘the Faculty’) will not perform the assessment pursuant to § 48 para. c) of the Act. In such a case, the applicant is obliged to prove that they have fulfilled the condition of having successfully completed their previous education according to § 48 par. a) or b) of the Act. Otherwise, the Faculty will discontinue the admissions procedure.

3.4. Requirements for the application to study at the FCE

All of the required data must be completed in the electronic application, with the exception of marks from individual subjects previously studied.

An obligatory appendix to the application is an officially certified copy of a document proving the completion of university education.

An applicant who has obtained or will obtain a university degree by completing a university programme at a foreign university (except in the Slovak Republic) must prove via one of the documents specified in § 48 paragraph 5 of the Act (e.g. a certificate of recognition of higher education) that the condition for admission to study at the FCE has been met. If the applicant has not yet been issued the relevant document, they shall provide it during registration.

If the applicant is a student in the final year of any type of study programme, then:

- a) in the case that the applicant is studying at our faculty, the required copies and information shall be provided by the staff of the Faculty’s Office of Student Affairs and the applicant need not attach the above-mentioned appendix to the application,
- b) applicants studying outside our faculty must enclose the mandatory appendices to the application (scanned in pdf format electronically as an appendix to the e-application); an officially certified copy of the diploma and the diploma supplement can only be delivered at the time of enrolment.

If there are deficiencies in the application, the Faculty will ask the applicant to eliminate them. If the applicant does not eliminate the deficiencies in the application within the prescribed period or fails to pay the fee for the administration connected with the admissions procedure, the Faculty will discontinue the admissions procedure. The candidate must be informed that this step has been taken.

Neither a doctor's opinion on eligibility for study nor a CV are required.

3.5. Suspension of the admissions procedure

The admissions procedure will be discontinued in the following cases:

- the application has formal deficiencies which have not been remedied within the prescribed period,
- the fee according to paragraph 3.2 has not been paid.

4. ADMISSIONS TEST

The Dean of the Faculty has decided that applicants shall be accepted to study the consecutive master's degree programme *Civil Engineering* without taking an entrance examination.

The applicant shall receive a decision on their admission to study at the FCE within 30 days of verifying that all the conditions of the admissions procedure have been met. An appeal may be lodged against the decision within 30 days of receiving notification.

5. NUMBER OF STUDENTS ACCEPTED

The maximum number of applicants that can be accepted in the academic year 2022–23 is 48.

6. REGISTRATION OF APPLICANTS ADMITTED TO STUDY AT THE FACULTY

Applicants admitted to study at the FCE are obliged to appear in person for enrolment within the deadline set by the Faculty – see Article 29 of the BUT Statute. Enrolment will take place at individually agreed times at the Faculty's Office of Student Affairs.

7. FINAL PROVISIONS

The applicant has the right to inspect their file from the date of notification of the decision during office hours at the Faculty's Office of Student Affairs. The Faculty may instead provide the applicant with a copy of the file.

This directive was approved by the Academic Senate of the Faculty on 24th November 2021.

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Prof. Ing. Miroslav Bajer, CSc.
Dean of the Faculty of Civil Engineering, BUT

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Ing. Petr Beneš, CSc.
Head of the Academic Senate, Faculty of Civil Engineering, BUT