

# BRNO UNIVERSITY OF TECHNOLOGY

## Faculty of Civil Engineering

Date of issue: 8. 11. 2023  
Effective date: 1. 12. 2023  
Responsibility: Office of Student Affairs and Office for Internal and External Relations  
Binding for: Faculty of Civil Engineering  
Number of pages: 3  
Number of annexes: 0

### Dean's Directive No 13/2023

#### ADMISSION PROCEDURE RULES AND CONDITIONS FOR ADMISSION TO THE MASTER'S DEGREE STUDY PROGRAMME CIVIL ENGINEERING FOR THE ACADEMIC YEAR 2024–25

##### Article 1

###### Scope of regulation

1. These rules regulate the conditions for the academic year 2024–25 for admission to the *master's degree* study programme *CIVIL ENGINEERING* (hereinafter the "study programme") implemented by the Faculty of Civil Engineering (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 Brno University of Technology (hereinafter the "Statute").
2. The study programme allows *full-time* study.
3. This study programme is intended for self-financing students (the fee for studying for a master's degree in a foreign language is EUR 3,500 per academic year).

##### Article 2

###### Conditions for admission

1. In accordance with *Section 48(1)* of the Act, the basic condition for admission to a *master's degree* study programme is the completion of *higher education (a bachelor's degree)*.
2. The Dean of the Faculty has ruled that applicants shall be accepted to the master's degree study programme *Civil Engineering* without taking an entrance examination, but English level B2 is required.

##### Article 3

###### Maximum number of admitted applicants

The maximum number of applicants that can be accepted in the academic year 2024–25 is 48.

##### Article 4

###### Deadline for submitting the admission application

Admission applications can be submitted **from 1. 12. 2023 to 31. 5. 2024**.

##### Article 5

###### Submission of admission applications

1. The admission procedure is initiated by the delivery of an application to the Faculty within the specified period.
2. Admission applications shall be submitted electronically.
3. Along with the application, the following documents must be uploaded to the e-application: an original or approved copy of the applicant's university (bachelor's) diploma, the diploma supplement, and confirmation of their recognition.

4. The applicant is also obliged to submit, at the latest before the decision on admission to study at the Faculty is issued, the following: an original or approved copy of his/her university (bachelor's) diploma, the diploma supplement, and confirmation of their recognition.
5. In accordance with Decision No 3/2023 of the Rector of Brno University of Technology (hereinafter BUT), the fee for acts related to the admission procedure for the academic year 2024–25 shall be:
  - CZK **700** for each application for admission to study at the Faculty submitted when paying in the Czech Republic to the following BUT account: account number 117729823/0300; bank name Československá obchodní banka, a.s.; IBAN CZ560300000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně;
  - EUR **30** for each application for admission to study at the Faculty submitted when paying in any state 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 bank details will also be displayed on the BUT website after the online application has been submitted.

6. 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 2024–25 shall be:
  - 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; bank name Československá obchodní banka, a.s.; IBAN CZ560300000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně;
  - 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; bank name 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 the online application has been submitted. 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 completion and characteristics of his/her previous education in accordance with *Section 48(4)(a), (b) or (c) of the Act*; otherwise, the Faculty shall terminate the admission procedure.

7. The fee is paid when it is credited to the aforementioned account. The fee is non-refundable.
8. If the application has deficiencies, the Faculty shall invite the applicant to remove them. If the applicant fails to remedy the deficiencies 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**

### **Admission decision notification**

1. The decision on admission to study at the Faculty 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.
3. Applicants admitted to study at the Faculty 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.

**Article 7**  
**Final provisions**

1. The applicant has the right to inspect the file from the date of notification of the decision during the *opening hours of the Office of Student Affairs*. 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 Act by the Academic Senate of the Faculty on 8<sup>th</sup> November 2023.

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Dean of the Faculty of Civil Engineering, BUT

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*Ing. Petr Beneš, CSc.*  
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