

## **The Dean's Directive for Bachelor Degree Study Admission Procedure at FCE CTU in Prague**

### **Public announcement of the admission procedure to Bachelor degree study programmes organised by the Faculty of Civil Engineering CTU in Prague 2015/2016 academic year**

This Directive complements The Conditions for Admission to Study in Bachelor Degree Study Programmes Implemented at the Faculty of Civil Engineering CTU in Prague in the 2015/2016 Academic Year (hereinafter "Conditions for Admission to Study").

#### **I. LIST OF BACHELOR DEGREE STUDY PROGRAMMES**

The Dean of the Faculty of Civil Engineering CTU in Prague ("hereinafter FCE") hereby opens the admission procedure for the 2015/2016 academic year to the following Bachelor degree study programmes and branches:

Name of programme: **Civil Engineering / Stavební inženýrství B3651**  
 Language of instruction: Czech  
 Standard time of study: 4 years  
 from the 3<sup>rd</sup> year of study, students are divided into branches of study based on their interest, study results achieved in the 1<sup>st</sup> to 3<sup>rd</sup> terms, and the capacity of individual branches to admit students.  
 Students choose their branches in the 2<sup>nd</sup> year of study.

Branches of study: *Building Structures*  
*Structural and Transportation Engineering*  
*Water Management and Water Structures*  
*Environmental Engineering*  
*Management and Economics in the Building Industry*  
*Preparation, Erection and Operation of Constructions*  
*Fire Safety of Constructions*

Name of programme: **Geodesy and Cartography B3646**  
 Language of instruction: Czech  
 Standard time of study: 3 years  
 Branches of study: *Geodesy, Cartography and Geoinformatics*  
*Land Information Systems for Public Administration*

Name of programme: **Architecture and Building Engineering B3502**  
 Language of instruction: Czech  
 Standard time of study: 4 years  
 Branch of study: *Architecture and Building Engineering*

Name of programme: **Civil Engineering B3648**  
 Language of instruction: English  
 Standard time of study: 4 years  
 Branch of study: *Building Structures -*

The branch is opened at a minimum number of 10 admitted applicants.

Pursuant to § 58 Par. 5 of Act No. 111/1998 Coll. (Act on Universities) and Annex No. 7 to the Statute of CTU in Prague, Fees Related to Study, study in this branch is subject to a fee of Kč 20 000,- per semester.

Name of programme: **Building Engineering B3609**  
 Language of instruction: Czech  
 Standard time of study: 4 years  
 Branch of study: *Erection of Buildings and Engineering Constructions*

Name of programme: **Metrology B3964**  
 Language of instruction: Czech  
 Standard time of study: 4 years  
 Branch of study: Metrology in Surveying and Mechanical Engineering

The type of study **in all study programmes** at FCE is only **full-time** study.

## II. IMPORTANT DEADLINES

<b>Date for submitting applications for study</b>	<b>31. 3. 2015</b>
<b>Dates of entrance examination</b>	<b>9. - 11. 6. 2015</b>
<b>Substitute date of entrance examination</b> for excused applicants (see Par.V, point 5)	<b>2. 9. 2015</b>
<b>Date for sending authenticated copies of school-leaving certificates:</b>	<b>together with application forms</b>
	or <b>16. 6. 2015</b>
or immediately after receiving the certificate, but no later than	<b>24. 9. 2015</b>

Note: Applicants may be sent the decision on admission to study only after they have submitted an authenticated copy of the school-leaving certificate.

<b>Date for sending the authenticated copy of the school-leaving certificate validation and the certificate of an examination in Czech (or English) language at B2 level</b>	<b>24. 9. 2015</b>
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Note: Applicants may be sent the decision on admission to study only after they have submitted an authenticated copy of the school-leaving certificate validation and the B2 certificate.

<b>Regular registration dates for 1<sup>st</sup> year BS</b>	<b>1. – 3. 9. 2015</b>
<b>Late registration date for 1<sup>st</sup> year BS</b>	<b>23. 9. 2015</b>

A potential late registration date for the 1<sup>st</sup> year must be applied for in writing at [uchazec@fsv.cvut.cz](mailto:uchazec@fsv.cvut.cz) no later than by 1. 9. 2015.

If an applicant submits the application by post, the date of sending it is the date of posting stamped on the envelope. Applications forms may also be handed in personally to the Faculty of Civil Engineering CTU in Prague, Thákurova 7, Praha 6, Room No.C116a (in the Faculty entrance atrium) no later than by 2 p.m. on 31.3. 2015.

## III. PROCEDURE OF SUBMITTING APPLICATIONS

An applicant submits an application for a selected study programme. An applicant may submit more applications for study – one application for each selected study programme, and pays the administration fee for each submitted application; the number of applications is unlimited.

- Fill in the CTU electronic application form** at [www.prihlaska.cvut.cz](http://www.prihlaska.cvut.cz) (applications may be entered in the database from 1. 1. 2015 to 31. 3. 2015).
- Print the application form**, sign it and have the study results in Mathematics certified by secondary school (applies only to schools based in the Czech Republic or the Slovak Republic). (For information on filling in secondary school study results see below).  
No application is registered for the admission procedure without sending the printed copy.

3. **Send the printed and signed application form, together with compulsory enclosures**, if applicants have them available at the time of submitting the application form (see Par. IV), by post (preferably by registered letter) no later than **by 31<sup>st</sup> March 2015** at the address:  
 Faculty of Civil Engineering CTU in Prague  
 Admission Procedure  
 Thákurova 7  
 166 29 Praha 6
4. **Settle the administration fee** for costs related to the admission procedure amounting to Kč **500,-** for each submitted application form in one of the ways specified below.

Applications submitted after the deadline of 31. 3. 2015 will be returned to applicants.  
 Incorrectly filled in applications will be discarded from the admission procedure.

Information on filling in data on study results in Mathematics from secondary school in the application form:

- Applicants write all marks in the subject of Mathematics received for the second half-year of the last four years of secondary school.
- The applicants who take their school-leaving examination in the 2014/2015 school year will write the mark in Mathematics received for the first half-year of the last year instead of the second half-year.
- The marks are only related to the compulsory subject of Mathematics, not to seminars in Mathematics.
- The certification of marks in the application form by secondary school is required for applicants who take their school-leaving examination in the 2014/15 school year. The other applicants who are no longer in contact with secondary school shall enclose authenticated copies of reports for the last four years of secondary school to their application so that the marks can be checked.
- The applicants who passed their school-leaving examination outside the Czech Republic and the Slovak Republic do not fill in the data on their study results at secondary school.

The administration fee in the admission procedure:

Kč 500,- is sent to the following account:

KB Praha 6, Account No.: 19-5504610227/0100

variable symbol: 77777

constant symbol: 0308 - bank transfer – a proof of payment need not be enclosed to the application form

or  
 0379 - cash payment – data for payment by postal order of type A  
 – a proof of payment must be enclosed to the application form

specific symbol: application form code

Additional data for payment from abroad:

IBAN: CZ7601000000195504610227

SWIFT code: KOMBCZPPXXX

Note for applicants from abroad (including the Slovak Republic): Banking fees are always paid by the applicant.

The Faculty postal order is available at the Faculty Admissions Office.

The administration fee for the admission procedure cannot be returned in any case.

**IV. ENCLOSURES TO APPLICATION FOR STUDY**

1. **Authenticated copy of the school-leaving certificate.**
2. Proof of payment of the administration fee for the admission procedure in the case of payment by postal order.

**Further potential enclosures:**

3. **Authenticated copies of school reports for the last 4 years of secondary school study** (applies only in schools based in the Czech Republic or the Slovak Republic). This is not applicable to applicants whose study results in the subject of Mathematics are certified in the application form by a secondary school stamp and signature.

4. **Authenticated copy of a certificate of validation** or recognition of the school-leaving certificate. This refers to applicants who passed their school-leaving examination abroad (other than the Slovak Republic).

5. One of the following certificates proving the **passing of an examination in Czech language** pursuant to Conditions for Admission to Study, Par. 1f) – applies to foreign citizens (excluding applicants from the Slovak Republic) applying for study in Czech:

- certificate of passing the school-leaving or state examination in Czech,
- certificate of passing an examination in Czech at min. a B2 level according to the "Common European Framework of Reference for Languages" at the Department of Languages FCE or at any faculty/part of CTU or at the Institute for Language and Preparatory Studies Charles University.

6. One of the following certificates proving the **passing of an examination in English language** pursuant to Conditions for Admission to Study, Par. 1g) – refers to applicants for study in English (programme of Civil Engineering):

- certificate of passing the school-leaving or state examination in English,
- certificate of passing an examination in English at min. a B2 level according to the "Common European Framework of Reference for Languages".

No "Certificate of Health" is required for an application to FCE.

## **V. COURSE OF ADMISSION PROCEDURE**

1. The entrance examination consists of a written test in Mathematics. The applicants for the branch of Architecture and Building Engineering further take an oral part – an interview in Architecture.
2. The applicants for study programmes of **Civil Engineering / Stavební inženýrství, Geodesy and Cartography, Building Engineering, Metrology, Civil Engineering** whose **entrance examination has been waived based on their study results from secondary school** will be notified of the entrance examination waiver in the database [www.prihlaska.cvut.cz](http://www.prihlaska.cvut.cz) no later than by 30. 4. 2015. These applicants will receive a written decision on admission to study after they have sent the authenticated copy of the school-leaving certificate.
3. The applicants for the study programme of **Architecture and Building Engineering** whose **written entrance examination** in Mathematics **has been waived based on their study results from secondary school** will be notified of the waiver of the entrance examination in Mathematics in the database [www.prihlaska.cvut.cz](http://www.prihlaska.cvut.cz) no later than by 30.4.2015 and, at the same time, they **will be invited to the oral part** of the entrance examination by registered letter no later than three weeks before the entrance examination date.
4. The applicants whose **written entrance examination** in Mathematics **has not been waived will be invited to the entrance examination** by registered letter no later than three weeks before the examination date. If an applicant has submitted more applications for study programmes taught in Czech, they will only receive one invitation and take only one entrance test in Mathematics. The result of the test is valid for all applications submitted by the applicant. In the case that an applicant has submitted an application for study programmes taught in Czech and, at the same time, another application for a study programme taught in English, they take 2 written entrance examinations in Mathematics, one in Czech and one in English.

5. A potential **substitute date of the entrance examination** must be applied for in writing (by e-mail at [uchazec@fsv.cvut.cz](mailto:uchazec@fsv.cvut.cz) no later than on the day of the regular date of the entrance examination).
6. The written entrance **examination in Mathematics consists of** a test in Mathematics covering secondary school subject matter as presented in the publication "Mathematics, Entrance Examinations to CTU", CTU Publishing House, Praha 2007. The publication may be purchased from the CTU bookshop selling technical literature in the National Technical Library, Technická 6, Praha 6; there is also an electronic test version available and an offer of preparatory courses for the entrance examination - see the website of the Department of Mathematics on <http://mat.fsv.cvut.cz/>.
7. **Evaluation procedure of the oral examination in Architecture:**
  - graphic works: max. 3 points for each work, i.e. max. 9 points;
  - motivation sheet: max. 5 points;
  - interview: max. 6 points;For basic fulfilment of the requirements specified in Conditions for Admission to Study, the applicant will always receive 1 point for each submitted work or the motivation sheet (with a maximum gain of 4 points in this part), while additional points up to the maximum above will be awarded by the Entrance Examination Board depending on the level of works and the manifested interest in the branch of study, the total maximum number of awarded points being 20.
8. Should an applicant require some modification of the admission procedure due to a health-related handicap, they must contact the CTU ELSA Centre for the Support of Students with Special Needs, tel.: 224 358 463, e-mail: [stredisko@elsa.cvut.cz](mailto:stredisko@elsa.cvut.cz).

## **VI. RESULTS OF ENTRANCE EXAMINATIONS**

Each applicant will be informed about the entrance examination result on the day of taking the examination. The assessment of tests in Mathematics in points will be available to applicants on the day of the test, no later than by 2 p.m., on the door of the room in which the test was held and, subsequently, the following day after the entrance examination, in the database [prihlaska.cvut.cz](http://prihlaska.cvut.cz). The assessment of the oral interview in architecture in points will be announced to applicants by the Entrance Examination Board immediately after the interview.

The applicants may see their corrected test in Mathematics on the day of the entrance examination.

**The Dean's decision on admission** to study will be sent to the applicants in writing no later than within 30 days after the publication of the admission procedure results.

If an applicant fails to collect the sent decision, this decision will be published on the official Faculty board, and the eighth day after its publication is considered the date of the decision's delivery.

Part of the decision is the justification and notice for applying for a review of this decision within 30 days after the delivery of the decision.

In Prague on 27. 11. 2014

prof. Ing. Alena Kohoutková, CSc.  
Dean