

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 in 2016/2017 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 2016/2017 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 2016/2017 academic year to the Bachelor degree study programmes and branches below.

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

Name of programme: **Civil Engineering / Stavební inženýrství B3651**
 Standard time of study: 4 years
 from the 3rd year of study, students are divided into branches of study based on their interest, study results achieved in the 1st to 3rd semesters, and the capacity of individual branches to admit students. Students choose their branches in the 2nd 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**
 Standard time of study: 3 years
 students are registered for branches of study already from the 1st year – application forms are submitted for a specific branch.
 Branches of study: *Geodesy, Cartography and Geoinformatics*
Land Information Systems for Public Administration – the branch is opened at a minimum number of 5 admitted applicants

In the case that the branch is not opened for the reason that the number of registered applicants is lower than the minimum number of 5, the applicants admitted to this branch will get a chance to be admitted to and registered for study in any other Bachelor degree study programme/branch of study except for the branch of Architecture and Building Engineering. The condition for admission to these other branches is gaining the minimum number of points in the entrance examination in Mathematics and gaining the minimum total recalculated number of points in the admission procedure required for these branches in Par.4 of Conditions for Admission to Study.

Name of programme: **Architecture and Building Engineering B3502**
 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*

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 55 000,- per semester.

Name of programme: **Building Engineering B3609**

Standard time of study: 4 years

Branch of study: Erection of Buildings and Engineering Constructions

Name of programme: **Metrology B3964**

Standard time of study: 4 years

Branch of study: Metrology in Surveying and Mechanical Engineering - the branch is opened at a minimum number of 10 admitted applicants

In the case that the branch is not opened for the reason that the number of registered applicants is lower than the minimum number of 10, the applicants admitted to this branch will get a chance to be admitted to and registered for study in any other Bachelor degree study programme/branch of study except for the branch of Architecture and Building Engineering. The condition for admission to these other branches is gaining the minimum number of points in the entrance examination in Mathematics and gaining the minimum total recalculated number of points in the admission procedure required for these branches in Par.4 of Conditions for Admission to Study.

II. IMPORTANT DEADLINES

Date for submitting applications for study	31. 3. 2016
Date for settling the fee related to the admission procedure	31. 3. 2016
Date for sending a certificate of passing the examination in Mathematics+ signed and stamped by secondary school (with the result "excellent", "very good", "good" for the waiver of the entrance examination in mathematics)	6. 6. 2016
Dates of entrance examination	13. - 15. 6. 2016
Substitute date of entrance examination for excused applicants (see Par.V, point 5 below)	31. 8. 2016
Date for submitting the authenticated copy of the school-leaving certificate in the case of passing the school-leaving examination in CR or SR	-- together with the application form or -- in June 2016 immediately after receiving it, -- no later than by 26.9.2016 personally during registration for study on late registration date

If an applicant submits the application by post, the date of sending it is the date of posting stamped on the envelope.

Important note: Applicants will be sent the decision on admission to study only after the faculty has received the authenticated copy of the school-leaving certificate.

Date for submitting the authenticated copy of a certificate of validation or recognition of a school-leaving certificate from abroad and the certificate of an examination in Czech (or English) language at B2 level	-- together with the application form or -- in June 2016 immediately after
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	receiving it, -- no later than by 26.9.2016 personally during registration for study on late registration date
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Important note: Applicants will be sent the decision on admission to study only after the faculty has received the authenticated copies of the recognition and B2 examination certificate.

Regular registration dates for 1st year of Bachelor degree study	5. - 9. 9. 2016
Late registration date for 1st year of Bachelor degree study	26. 9. 2016

A potential late registration date for the 1st year must be applied for in writing at uchazeč@fsv.cvut.cz no later than by the regular registration date. The reason for absence at the regular registration date need not be stated.

III. PROCEDURE OF SUBMITTING APPLICATIONS

An applicant submits an application for a selected study programme **except for the programme of Geodesy and Cartography where the application form must be submitted for a specific branch.**

An applicant may submit more applications for study – a separate application form for each selected study programme/branch of study, the number of applications is unlimited.

The administration fee of 550,- Kč must be paid for each submitted application form.

1. **Fill in the CTU electronic application form** at www.prihlaska.cvut.cz (applications may be entered in the database from 1. 1. 2016 to 31. 3. 2016).
2. **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 by post by registered letter by 31. 3. 2016,** together with compulsory enclosures, if applicants have them available at the time of submitting the application form (see Par. IV), at the address:
Faculty of Civil Engineering CTU in Prague
Admission Procedure
Thákurova 7
166 29 Praha 6

Applications may also be handed in to the Faculty of Civil Engineering CTU in Prague, Thákurova 7, Praha 6, Room C116a (in the Faculty entrance atrium) by 2 p.m. on 31.3.2016.

4. **Settle the administration fee of 550,- Kč** for costs related to the admission procedure for each submitted application form in one of the ways specified below.

Applications submitted after the deadline of 31. 3. 2016 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 the subject of 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 2015/2016 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 2015/16 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 550,- 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 administration fee for the admission procedure cannot be returned in any case.

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

IV. ENCLOSURES TO APPLICATION FOR STUDY

1. **Authenticated copy of the school-leaving certificate** if the school-leaving examination was taken in the Czech Republic or the Slovak Republic.
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 a school-leaving certificate from abroad.** 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) – refers 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** pursuant to Par. 9, 10 of Conditions for Admission to Study will be notified of the entrance examination waiver in the database www.prihlaska.cvut.cz no later than by 30. 4. 2016. 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** pursuant to Par. 9 of Conditions for Admission to Study will be notified of the waiver of the entrance examination in Mathematics in the database www.prihlaska.cvut.cz no later than by 30.4.2016 and, at the same time, they **will be invited to the oral part** of the entrance examination in Architecture 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. If an applicant is unable to come to the entrance examination on the regular date to which he/she has been invited, they may apply for a **substitute date of the entrance examination**; the reason for absence need not be stated. The application is sent by e-mail at 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: středisko @ 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. 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 who have submitted all required enclosures to the application form 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 26. 11. 2015

prof. Ing. Alena Kohoutková, CSc.
Dean