



In Prague on 3. 11. 2021

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DEAN'S DIRECTIVE No. 4/2021

on Public Announcement of Admissions Proceedings to Follow-up Master Degree Study Programmes Organised at the Faculty of Civil Engineering CTU in Prague in the 2022/2023 Academic Year

To execute [The Dean's Measure No. 13/2021 Conditions for Admission to Study in Follow-up Master Degree Study Programmes Implemented at the Faculty of Civil Engineering CTU in Prague in the 2022/2023 Academic Year](#) (hereinafter "Conditions for Admission to Study"), pursuant to Art. 18 par. 4 of the Statute of the Faculty of Civil Engineering of the Czech Technical University in Prague, I hereby issue this directive:

Article 1

Subject of regulation

The Faculty Dean hereby opens the admissions proceedings to the follow-up Master degree study programmes implemented at the Faculty of Civil Engineering CTU in Prague (hereinafter "FCE") in the 2022/2023 academic year.

Article 2

List of Master degree study programmes and branches or specializations, follow-ups to Bachelor degree study programmes

The Faculty Dean hereby opens the admissions proceedings to the follow-up Master degree study programmes and branches or specializations below offered for the 2022/23 academic year:

Name of programme:	Civil Engineering/Stavební inženýrství
Standard time of study:	1.5 years
Type of study:	full-time
Branches of study:	<i>Building Structures</i>
	<i>Structural and Transportation Engineering</i>
	<i>Materials Engineering</i>
	the branch is opened at a minimum number of 10 admitted applicants *)
	<i>Water Management and Water Structures</i>
	<i>Environmental Engineering</i>
	<i>Project Management and Engineering</i>
	<i>Construction Management</i>
	<i>Preparation, Erection and Operation of Constructions</i>
Name of programme:	Integral Safety of Constructions
Standard time of study:	1.5 years
Type of study:	full-time
Study programme profile:	academically oriented
Name of programme:	Geodesy and Cartography
Standard time of study:	2 years
Type of study:	full-time
Study programme profile:	academically oriented
Specialization of study:	<i>Engineering Geodesy</i>
	<i>Geomatics</i>
Name of programme:	Architecture and Building Sciences
Standard time of study:	2 years
Type of study:	full-time
Study programme profile:	academically oriented
Name of programme:	Buildings and Environment
Standard time of study:	1.5 years

Type of study:	full-time
Branch of study:	<i>Buildings and Environment</i>
Name of programme:	Intelligent Buildings
Standard time of study:	2 years
Type of study:	full-time
Study programme profile:	academically oriented
Name of programme:	Civil Engineering
Language of instruction:	English
Standard time of study:	1.5 r years
Type of study:	full-time
Branch of study:	<i>Building Structures</i>
Name of programme:	Water and Environmental Engineering
Language of instruction:	English
Standard time of study:	2 years
Type of study:	full-time
Study programme profile:	academically oriented
Pursuant to § 58 Par. 5 of Act No. 111/1998 Coll. (Act on Higher Education Institutions) and Annex No. 5 to the Statute of CTU in Prague, Fees Related to Study, the study in this branch is subject to a tuition fee of CZK 66 000,- per semester.	

*) In the case that the branch of Materials Engineering is not opened for the reason of non-admission of the minimum number of applicants, pursuant to Art. 5 par.1 of "[Conditions for Admission to Study](#)", all applicants admitted to this branch can be admitted to and enrolled in one of the following branches: Building Structures/Konstrukce pozemních staveb, Structural and Transportation Engineering, Building Structures.

Article 3 Important deadlines

(1) The dates of admissions proceedings are announced as follows:

Deadline for submitting applications together with prescribed enclosures C) – I), if the applicant has them available at the time of submitting the application form	1.1. – 31. 3. 2022
Date for sending Enclosures A), B)	by 31. 3. 2022
Payment date of the administration fee in admissions proceedings	by 31. 3. 2022
Dates of the entrance examination	16. – 20. 5. 2022
Date for sending Enclosures C) – I), if the applicant did not send them together with the application form	by 1. 7. 2022
Registration for 1st year of Master degree studies – regular date	6. 9. 2022
Registration for 1st year of Master degree studies – late date	12. 9. 2022
Start of instruction in the 2022/2023 academic year	19. 9. 2022

- (2) Pursuant to Article 7 par. 3 of [Conditions for Admission to Study](#), the Dean may postpone the dates of the oral and written part of the entrance examinations to a later date so that they can be held in the face-to-face format to the maximum possible extent.
- (3) The dates specified in par. 1 of this article are non-exceedable, no documents can be received from an applicant after the above dates without an exception, previously individually granted by the Dean upon the applicant's written application.

Article 4 Choice of a study programme and branch or specialization

- (1) The applicants for follow-up Master degree studies at FCE CTU are admitted to study programmes, and, if the programmes are further subdivided, to their branches of study or specializations.
- (2) An applicant may submit more applications for study – a separate application for each selected programme, or branch of study or specialization, the number of applications is unlimited. The administration fee of CZK 850,- must be paid for each submitted application.
- (3) Order of preference of applications for different study programmes, or branches of study or specializations:
- In the case of submitting more applications, the applicant enters the order of preference of the applications in the database.
 - The decision on admission or non-admission to the respective study programme, or branch of study or specialization pursuant to [Conditions for Admission to Study](#) (i.e. considering the entrance examination results and the capacities of branches or specializations) will be sent to the applicant for each submitted application.
 - In the case of entering the second and further applications in the database, the order of preference for all applications entered by then may be edited.

Article 5
General content of the entrance examination

- (1) The general content of the entrance examination for individual study programmes, or branches of study or specializations is specified in the [Annex to this Directive](#).
- (2) The applicants take an entrance examination for each study programme, or branch of study or specialization listed in their application(s).
- (3) Should an applicant require some modification of the admissions proceedings due to a health-related handicap, they must contact the CTU ELSA Centre for the Support of Students with Special Needs, phone No.: 224 358 463, e-mail: stredisko@elsa.cvut.cz, no later than by 31. 3. 2022.

Article 6
Procedure of submitting the application for study

- (1) Fill in the CTU electronic application form at www.prihlaska.cvut.cz (the database is open from 1. 1. 2022 to 31. 3. 2022).
- (2) Settle the administration fee of CZK 850,- for costs related to admissions proceedings by 31.3.2022. For the procedure see below.
- (3) The application will be included in the admissions proceedings if the requirements specified in points 1 and 2 above have been met by the prescribed deadline.
- (4) Payment of the administration fee for acts related to admissions proceedings
Settle the administration fee of CZK 850,- in one of the following ways:
 - on-line payment by credit card while filling in the application form (preferred by the Faculty)
 - bank transfer
 - cash deposit at any Komerční banka branch office
 - payment by postal order at the post office

Bank data for the administration fee payment:

KB Praha 6, account

No.: 19-5504610227/0100

variable symbol: 77777

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

or

0379 - cash payment – data for payment by postal order of type A – the 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 paid administration fee cannot be returned in any case.

Incorrectly filled in applications will be discarded from the admissions proceedings.

Article 7
Enclosures to the application form

- (1) The documents listed in par. 2 of this article can be sent to the Faculty by post or handed in to the Faculty mailroom in person.

Address for sending/handing in documents:

Fakulta stavební ČVUT v Praze/Faculty of Civil Engineering CTU in Prague

přijímací řízení/admissions proceedings

Thákurova 7

166 29 Praha 6

- (2) All the enclosures to the application form listed below must be original certificates issued by the respective college or authenticated copies of these certificates.
Enclosures A – I are not enclosed to the application form by the applicants who are studying in a Bachelor degree study programme at the Faculty of Civil Engineering CTU in Prague, or who have completed their Bachelor degree studies there.
Enclosures D – F can be replaced by the diploma supplement – if the diploma supplement contains all data listed in enclosures D – F.

- A. Up-to-date certificate of on-going studies in a Bachelor degree study programme, including the name of the programme and the branch of study
(the enclosure must be sent together with the application),

- B. Up-to-date transcript of courses completed in the on-going studies in a Bachelor degree study programme (the enclosure must be sent together with the application),
- C. Certificate of a successful completion of Bachelor degree studies, or an authenticated copy of the Bachelor degree diploma,
- D. Transcript of all courses completed in Bachelor degree studies, including the number of credit points and the evaluation grade achieved for individual courses,
- E. Certificate issued by the respective college of the study weighted average of all courses completed in Bachelor degree studies calculated using the formula listed in Art. 12 of the [Study and Examination Rules for Students of CTU in Prague](#).
The calculation of the study weighted average assigns credit points for individual courses their weight. If another university does not use a credit system, the course weight is given by the number of teaching units per week.
- F. Certificate of the mark obtained for the defence of the Bachelor Thesis,
- G. Authenticated copy of a certificate of validation or a decision on the recognition of a foreign Bachelor degree diploma, including the enclosure to the decision, i.e. a certificate of its validity on the territory of the Czech Republic (so-called nostrification clause) in the case that the applicant has completed Bachelor degree studies at a college abroad (not applicable to applicants from the Slovak Republic).
- H. One of the following certificates proving the passing of an examination in Czech or Slovak pursuant to [Conditions for Admission to Study](#), Art. 1 par. 1e) – refers to foreign citizens (excluding applicants from the Slovak Republic) applying for study in Czech:
 - certificate of completion of a Bachelor degree study programme taught in Czech or Slovak,
 - 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 CTU](#) or at any faculty/part of CTU, or at the Institute for Language and Preparatory Studies, Charles University,
 - certificate of passing the school-leaving or state examination in Czech or Slovak.
- I. One of the following certificates proving the passing of an examination in English pursuant to the [Conditions for Admission to Study](#), Art. 1 par. 1f) – refers to applicants for study in English (programme of *Civil Engineering*):
 - certificate of completion of a Bachelor degree study programme taught in English,
 - certificate of passing an examination in English at min. a B2 level according to the “Common European Framework of Reference for Languages”,
 - certificate of passing the school-leaving or state examination in English.

Article 8

Results of admissions proceedings

- (1) The results of the admissions proceedings will be published on the Faculty web site no later than by 14. 8. 2022, together with information on the registration for Master degree studies, unless the Dean applies Article 7 par. 3 of the [Conditions for Admission to Study](#) and decides to change the deadlines.
- (2) The Dean's decision on admission to study will be subsequently sent to the applicants in writing, no later than within 30 days after the publication of the results of the admissions proceedings.
- (3) 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 as the date of the decision's delivery.
- (4) 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.

Article 9

Effect

This Directive comes into effect on the day of its public announcement.

prof. Ing. Jiří Máca, CSc., m.p.
Dean