

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

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

This Directive complements The Conditions for Admission to Study in Follow-up Master 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 MASTER DEGREE STUDY PROGRAMMES AND BRANCHES**

follow-ups to Bachelor degree study programmes

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

Name of programme:	<b>Civil Engineering/Stavební inženýrství N3607</b>
Language of instruction:	Czech
Standard time of study:	1.5 years
Branches of study:	<i>Building Structures Structural and Transportation Engineering Materials Engineering Water Management and Water Structures Environmental Engineering Management and Economics in the Building Industry Project Management and Engineering Construction Management Preparation, Erection and Operation of Constructions Integral Safety of Constructions</i>
Name of programme:	<b>Geodesy and Cartography N3646</b>
Language of instruction:	Czech
Standard time of study:	2 years
Branches of study:	<i>Geodesy and Cartography Geomatics</i>
Name of programme:	<b>Architecture and Building Engineering N3502</b>
Language of instruction:	Czech
Standard time of study:	2 years
Branch of study:	<i>Architecture and Building Engineering</i>
Name of programme:	<b>Buildings and Environment N3649</b>
Language of instruction:	Czech
Standard time of study:	1.5 years
Branch of study:	<i>Buildings and Environment</i>
Name of programme:	<b>Intelligent Buildings N3946</b>
Language of instruction:	Czech
Standard time of study:	2 years
Branch of study:	<i>Intelligent Buildings</i>

Name of programme: **Nuclear Engineering Constructions N3951**  
 Language of instruction: Czech  
 Standard time of study: 2 years  
 Branch of study: *Constructions for Power Engineering*

Name of programme: **Civil Engineering N3648**  
 Language of instruction: English  
 Standard time of study: 1.5 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 tuition fee of Kč 40 000,- per semester.

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<sup>st</sup> March 2015</b>
together with compulsory enclosures, if applicants have them available at the time of submitting the application	
<b>Date for sending Enclosures A) – H)</b>	<b>3<sup>rd</sup> July 2015</b>

If an applicant submits the application by post, the date of submitting it is the date of posting stamped on the envelope. Applications may also be handed in to the Faculty of Civil Engineering CTU in Prague, Thákurova 7, Praha 6, Faculty filing room, personally by 31.3.2015 (box marked: Applications for Master Degree Study) or to the Admissions Office, Room C116a (in the Faculty entrance atrium) by 2 p.m. on 31.3.2015).

## **III. CHOICE OF A STUDY PROGRAMME AND BRANCH OF STUDY**

Applicants to follow-up Master degree study at FCE CTU are **admitted to BRANCHES of study**.

**An applicant submits a separate application form for each BRANCH of study selected.**

One or more application forms may be submitted for Master degree study at FCE CTU in Prague. The number of applications is unlimited.

### **Order of preference for different branches of study:**

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 branch of study pursuant to Conditions for Admission to Study (i.e. considering entrance examination results and branch capacities) 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.

#### **IV. GENERAL CONTENT OF ENTRANCE EXAMINATION**

The general content of the entrance examination for individual branches of study is specified in **Annex No.1 to this Directive**.

Applicants take an entrance examination for each branch of study listed in their application(s). 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](mailto:středisko@elsa.cvut.cz).

#### **V. PROCEDURE OF SUBMITTING APPLICATIONS FOR STUDY**

- **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 and sign it.**  
No application form is registered for the admission procedure without sending the printed copy.
- **Send the printed and signed application form, together with compulsory enclosures, by post** (preferably by registered letter) **at the Faculty address, or hand it in personally to the Faculty filing room** (box marked: Applications for Master Degree Study). The mailing address for sending application forms:  
Faculty of Civil Engineering CTU in Prague  
Admission Procedure  
Thákurova 7,  
166 29 Praha 6
- **Settle the administration fee** for costs related to the admission procedure amounting to **500,- Kč** 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.

#### **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.

#### **VI. ENCLOSURES TO APPLICATION FOR STUDY**

Enclosures A – F to the application must be made in the form of an original certificate issued by the college where the study was completed, or in the form of an authenticated copy of the diploma supplement – provided the diploma supplement contains all data listed in enclosures A – F.

- A) **Certificate of a successful completion of Bachelor degree study**, or an authenticated copy of the Bachelor degree diploma.
- B) **Transcript of all courses completed** in the Bachelor degree study, including the number of credit units and the evaluation grade achieved for individual courses.
- C) **Certificate of the study weighted average** of all courses completed in the Bachelor degree study calculated using the formula listed in Par. 16 of The Study and Examination Code for Students of CTU in Prague.  
The calculation of the study weighted average assigns credit units 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.
- D) **Certificate of the mark obtained for the defence** of the Bachelor thesis.
- E) **Certificate of the final overall mark for the state graduation examination** in Bachelor degree study.
- F) **Authenticated copy of a certificate of recognition or validation of the Bachelor degree diploma** in the case that the applicant completed Bachelor degree study at a college abroad (not applicable to applicants from the Slovak Republic).
- G) One of the following certificates proving the passing of **an examination in Czech language** pursuant to Conditions for Admission to Study, 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,
  - 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.
- H) One of the following certificates proving the passing of **an examination in English language** pursuant to Conditions for Admission to Study, 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.

Enclosures A) – F) are not enclosed to application forms submitted by applicants attending Bachelor degree study at FCE CTU in the 2014/2015 academic year.

## **VII. ADMISSION PROCEDURE RESULTS**

The results of the admission procedure will be published on the Faculty web site no later than by **20. 8. 2015** together with information on registration for Master degree study.

The Dean's decision on admission to study will be subsequently sent to 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.

26. 11. 2014

prof. Ing. Alena Kohoutková, CSc. p.p.  
Dean