

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 2018/19 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 2018/19 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 2018/19 academic year to the follow-up Master degree study programmes and branches below:

Name of programme:	Civil Engineering/Stavební inženýrství N3607
Standard time of study:	1.5 years
Type of study:	full-time
Branches of study:	<i>Building Structures/Konstrukce pozemních staveb</i> <i>Structural and Transportation Engineering</i> <i>Materials Engineering - the branch is opened at a minimum number of 10 admitted applicants *)</i> <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> <i>Integral Safety of Constructions</i>
Name of programme:	Geodesy and Cartography N3646
Standard time of study:	2 years
Type of study:	full-time
Branches of study:	<i>Geodesy and Cartography</i> <i>Geomatics</i>
Name of programme:	Architecture and Building Engineering N3502
Standard time of study:	2 years
Type of study:	full-time
Branch of study:	<i>Architecture and Building Engineering</i>
Name of programme:	Buildings and Environment N3649
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 N3946
Standard time of study:	2 years
Type of study:	full-time
Branch of study:	<i>Intelligent Buildings</i>

Name of programme: **Civil Engineering N3648**
 Language of instruction: English
 Type of study: full-time
 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. 5 to the Statute of CTU in Prague, Fees Related to Study, study in this branch is subject to a tuition fee of Kč 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. 7 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.

II. IMPORTANT DEADLINES

Deadline for submitting applications together with prescribed enclosures, if the applicant has them available at the time of submitting the application form	31. 3. 2018
Date for sending Enclosures A), B)	31. 3. 2018
Date for the payment of the administration fee in the admission procedure	31. 3. 2018
Dates of the entrance examination	21. – 25. 5. 2018
Date for sending Enclosures C) – J)	4. 7. 2018

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 31.3.2018 (box marked: Applications for Master Degree Study) or to the Admissions Office, Room C116a (in the Faculty entrance atrium) by 2 p.m. on 31.3.2018.

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 may submit more applications for study – one application for each selected branch of study, the number of applications is unlimited.

The administration fee of Kč 650,- must be paid for each submitted application.

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 THE 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: [stredisko @ elsa.cvut.cz](mailto:stredisko@elsa.cvut.cz)

V. PROCEDURE OF SUBMITTING APPLICATIONS FOR STUDY

- **Fill in the CTU electronic application form** at www.prihlaska.cvut.cz (applications may be entered in the database from 1. 1. 2018 to 31. 3. 2018).
- **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 (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
přijímací řízení/Admission Procedure
Thákurova 7, 166 29 Praha 6
- **Settle the administration fee of Kč 650,-** 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. 2018 will be returned to the applicants. Incorrectly filled in applications will be discarded from the admission procedure.

Administration fee in the admission procedure:

Kč 650,- is sent to the following account:

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

variable symbol: 77777

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

or 0379 (cash payment, data for payment by postal order of type 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 cannot be returned in any case.

VI. ENCLOSURES TO THE APPLICATION FOR STUDY

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

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

B) **Up-to-date transcript of courses completed** in the Bachelor degree study programme (the enclosure must be sent together with the application),

- C) **Certificate of a successful completion of Bachelor degree study**, or an authenticated copy of the Bachelor degree diploma,
- D) **Transcript of all courses completed** in the Bachelor degree study, including the number of credit units 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 the Bachelor degree study calculated using the formula listed in Par. 12 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.
- F) **Certificate of the mark obtained for the defence** of the Bachelor thesis,
- G) **Certificate of the final overall mark for the state graduation examination** in Bachelor degree study,
- H) **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).
- I) 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 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.
- J) 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 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) – J) are not enclosed to application forms submitted by the applicants who attend Bachelor degree study at the Faculty of Civil Engineering CTU in Prague or who have completed their Bachelor degree study there.

VII. ADMISSION PROCEDURE RESULTS

The results of the admission procedure will be published on the Faculty web site no later than by **17. 8. 2018**, 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.

28. 11. 2017

prof. Ing. Alena Kohoutková, CSc.
Faculty Dean