

## **DEAN´S DIRECTIVE**

### **on Public Announcement of Admissions Proceedings to Bachelor´s Degree Study Programmes Organised at the Faculty of Civil Engineering CTU in Prague in the 2024/2025 Academic Year**

To execute [The Dean´s Order Conditions for Admission to Study in Bachelor´s Degree Study Programmes Implemented at the Faculty of Civil Engineering CTU in Prague in the 2024/25 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 admissions proceedings to the Bachelor´s degree study programmes implemented at the Faculty of Civil Engineering CTU in Prague (hereinafter "FCE") in the 2024/2025 academic year.

#### **Article 2**

##### **List of Bachelor´s degree study programmes**

The Faculty Dean opens admissions proceedings to the following Bachelor´s degree study programmes for the 2024/25 academic year.

<b>Name of programme:</b>	<b>Civil Engineering/Stavební inženýrství</b>
Study programme code:	B0732A260008
Language of instruction:	Czech
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	academically oriented
Starting from the 3 <sup>rd</sup> year of study, students are divided into specializations based on their choice and the capacity of individual specializations to admit students. Students choose their specializations in the 2 <sup>nd</sup> year of study.	
<b>Name of programme:</b>	<b>Construction Management and Economics</b>
Study programme code:	B0732A260011
Language of instruction:	Czech
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	academically oriented
<b>Name of programme:</b>	<b>Geodesy and Cartography</b>
Study programme code	B0732A260004
Language of instruction:	Czech
Standard time of study:	3 years
Type of study:	full-time
Study programme profile	academically oriented
<b>Name of programme:</b>	<b>Architecture and Building Sciences</b>

Study programme code:	B0731A010002
Language of instruction:	Czech
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	academically oriented
<b>Name of programme:</b>	<b>Building Engineering</b>
Study programme code:	B0732P260002
Language of instruction:	Czech
Standard time of study:	4 years
Type of study:	full-time
Study programme profile	Professionally oriented
<b>Name of programme:</b>	<b>Scenic Technology</b>
Study programme code:	B0788P260001
Language of instruction:	Czech
Standard time of study:	3 years
Type of study:	full-time
Study programme profile	Professionally oriented
<b>Name of programme:</b>	<b>Civil Engineering</b>
Study programme code:	B0732A260010
Language of instruction:	English
Standard time of study:	4 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 programme is subject to a fee of CZK 55,000,- per semester.	

### Article 3 Important deadlines

- (1) List of important deadlines  
The documents listed below are uploaded by applicants as attachments to the electronic application form – see Art. 6.

<b>Dates of submitting applications for study</b>	<b>1. 1. – 31. 3. 2024</b>
<b>Payment date of the administration fee in admissions proceedings</b>	<b>by 31. 3. 2024</b>
<b>Deadline for uploading the document for the entrance examination waiver</b> (for details see Art. 5 below), applies to 2023 and 2024 school leavers	<b>30. 4. 2024</b>
<b>Deadline for uploading the school-leaving certificate</b> in the case of passing the school-leaving examination in the Czech Republic or the Slovak Republic. Applicants are not admitted to study without submitting this certificate. A later date, if needed, will be received by applicants individually based on an apology sent by e-mail ( <a href="mailto:uchazec@fsv.cvut.cz">uchazec@fsv.cvut.cz</a> ) no later than by 16. 6. 2024 (e.g. in the case of taking the school-leaving examination in September).	<b>by 16. 6. 2024</b>

<b>Deadline for uploading</b> - <a href="#">certificate of validity of foreign secondary education</a> in the Czech Republic in one of the ways specified in Art. 6 par. 3. b below, - <a href="#">certificate of passing an examination in Czech</a> (or English) at a B2 level Applicants are not admitted to study without submitting these certificates.	<b>by 6. 9. 2024</b>
<b>Dates of the entrance examination</b>	<b>4. – 6. 6. 2024</b>
<b>Alternative date of the entrance examination</b> for applicants excused from taking the examination on the regular date.	<b>11. 6. 2024</b>
<b>Registration for 1<sup>st</sup> year of Bachelor´s degree study – on-line registration at <a href="http://www.prihlaska.cvut.cz">www.prihlaska.cvut.cz</a></b>	<b>See the dates published on the Faculty website in May</b>
<b>Start of instruction in the 2024/25 academic year</b>	<b>23. 9. 2024</b>

- (2) The dates specified in par. 1 of this article are non-exceedable, no documents can be accepted from an applicant after the above dates without an exception previously individually granted by the Dean upon the applicant's written application.
- (3) The registration for study is carried out exclusively on-line, see the information published on the Faculty website. Detailed information on the course of the registration procedure will be specified on the decision on admission to study and also in the electronic application at ([prihlaska.cvut.cz](http://prihlaska.cvut.cz)) under the application form code.
- (4) In the context of the application of §95a - § 95d of the Act on Higher Education Institutions or another exceptional Government measure, the Dean may modify the announced dates related to the admissions proceedings by a Supplement to this Directive.

#### **Article 4**

### **Applicant´s procedure in submitting the application**

- (1) The applicant may submit more applications for study – one application for each selected study programme, the number of applications is unlimited.
- (2) The administration fee of CZK 900,- must be paid for each submitted application.
- (3) Application submission procedure:
  - a. Fill in the CTU electronic application form at [prihlaska.cvut.cz](http://prihlaska.cvut.cz) (the database is open from 1. 1. 2024 to 31. 3. 2024).
  - b. Settle the administration fee of CZK 900,- for costs related to admissions proceedings by 31.3.2024.  
For the procedure see below.
- (4) The application will be included in the admissions proceedings if the requirements specified in point 3 letter a, and point 3 letter b above have been met by the prescribed deadline. Incorrectly filled in applications will be discarded from the admissions proceedings.
- (5) Payment procedure of the administration fee for acts related to admissions proceedings:  
Settle the administration fee of CZK 900,- in one of the following ways:
  - on-line payment by credit card while filling in the application form (preferred by the Faculty),
  - bank transfer.

Bank data for the administration fee payment:

KB Praha 6,                   19-5504610227/0100  
account No.:  
variable symbol:   77777  
constant symbol:   0308 – bank transfer – proof of payment is not attached

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.

## Article 5

### Applicant´s procedure if the examination in Mathematics is waived

- (1) Waiver of the entrance examination in Mathematics based on the marks in the subject of Mathematics from secondary school whose average is no higher than 1.75 (see Art. 5 par. 5. 1 part I of [Conditions for Admission to Study](#)):
  - a. fill in the respective marks in the subject of Mathematics from secondary school (hereinafter SS) in the "Study Results" box while submitting the application form;
  - b. certify these marks to the Faculty in one of the ways below:
    - upload the application form printout from the database with filled in marks from SS where SS certifies the marks on the printout by a stamp and a signature as an attachment to the electronic application;
    - upload reports with the respective marks in the subject of Mathematics (scans of both sides of the document) as an attachment to the electronic application;
    - upload an excerpt of marks from the catalogue with the student's date of birth certified by SS as an attachment to the application;
  - c. information on filling in marks in the subject of Mathematics from SS in the application form in the case of a title to the waiver of the entrance examination in Mathematics:
    - applicants write all marks in the subject of Mathematics received for the second half-year of the last four years of SS;
    - the applicants who take their school-leaving examination in the 2023/2024 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 only relate to the compulsory subject of Mathematics, not e.g. to seminars in Mathematics.
- (2) Waiver of the entrance examination in Mathematics on the basis of passing the school-leaving examination in Mathematics – scoring 85 to 100% in the common part, or with the result "excellent" in the profile part of the school-leaving examination:  
the applicant does not fill in the title to the waiver in the application form, only uploads the school-leaving certificate with the respective result as an attachment to the electronic application by the required date.
- (3) Waiver of the entrance examination in Mathematics on the basis of passing the school-leaving examination in extended Mathematics scoring 66 to 100 %:  
The applicant does not fill in the title to the waiver in the application form, only uploads the school-leaving certificate with the respective result as an attachment to the electronic application by the required date.
- (4) The applicants who did not pass their school-leaving examination in the Czech Republic pursuant to Act No. 561/2004 Coll. (Education Act) or in the Slovak Republic pursuant to Act No. 245/2008 Coll. (Education Act) are not eligible for the entrance examination waiver, and they do not fill in or certify the data on their study results from secondary school in the application form.

## Article 6

### Documents electronically submitted to the Faculty within admissions proceedings

- (1) The documents below are submitted to the Faculty only electronically, the applicants upload the scanned document as an attachment to their electronic application.
- (2) The school-leaving certificate if the school-leaving examination was passed in the Czech Republic pursuant to Act No. 561/2004 Coll. (Education Act) or in the Slovak Republic pursuant to Act. No. 245/2008 Coll. (Education Act).
- (3) Potential other documents:
  - a. In the case of interest in the waiver of the entrance examination on the basis of marks in the subject of Mathematics at secondary school, one of the documents certifying the title to the waiver:
    - application form printout from the database with filled in marks from secondary school where the secondary school certifies the marks on the printout by a stamp and a signature;
    - reports with the respective marks in the subject of Mathematics;
    - excerpt of marks from the catalogue certified by the secondary school.
  - b. In the case of completing secondary school education outside the Czech Republic (and the Slovak Republic) and also in the case of completing secondary school education in the Czech Republic at a school where the school-leaving examination is not regulated by § 77 of Act No. 561/2001 Coll. (CR Education Act), or in the case of completing secondary school education in the Slovak Republic at a school where the school leaving examination is not regulated by Act No. 245/2008 Coll. (SR Education Act): authenticated copy of a certificate of secondary education validation on the territory of the Czech Republic, issued in one of the ways below:
    - document issued by the CTU Rector´s Office - recognition of secondary education valid only for the current admissions proceedings to CTU, i.e. with limited time validity and valid only for CTU, this document is issued by the CTU Rector´s Office, Department of Studies, Procedure: <https://www.cvut.cz/en/assessment-of-education-for-applying-to-ctu>, contact: <https://www.cvut.cz/en/validation-of-foreign-university-education-and-qualifications-nostrification>
    - document issued by the Regional Office, Department of Education or the Prague City Hall, Department of Education - recognition of secondary education within the whole of the Czech Republic with unlimited validity, i.e. recognition of equivalence or decision on the recognition of the validity (nostrification) of a foreign certificate, including an annex to the decision – nostrification clause. This document is issued e.g. by the Prague City Hall, Department of Education, for more information see: [https://skoly.praha.eu/86754\\_Uznavani-rovnocennosti-a-nostrifikace-vysvedceni-vydanych-zahranicnimi-skolami](https://skoly.praha.eu/86754_Uznavani-rovnocennosti-a-nostrifikace-vysvedceni-vydanych-zahranicnimi-skolami).
  - c. In the case of foreign nationals (excluding applicants from the Slovak Republic) applying for study in Czech, 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. 1.1 letter e):
    - certificate of passing the school-leaving or state examination 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 or at Departments of Languages of other CTU faculties/parts or at the Institute for Language and Preparatory Studies, Charles University.
  - d. In the case of applicants for study in English (programme of *Civil Engineering*), one of the following certificates proving the passing of an examination in English pursuant to [Conditions for Admission to Study](#) Art. 1 par. 1.1 letter f) – applies 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“;
  - certificate of completed secondary education stating that instruction at the secondary school was exclusively in English.
- (4) No “Certificate of Health” is required as an attachment to the application to FCE.

## **Article 7**

### **Course of admissions proceedings**

- (1) The entrance examination consists of a written test in Mathematics. The applicants for the branch of *Architecture and Building Sciences* further take an oral part of the entrance examination – an interview about Architecture.
- (2) The applicants registered for the study programmes of *Civil Engineering/Stavební inženýrství, Construction Management and Economics, Geodesy and Cartography, Building Engineering, Scenic technology* and *Civil Engineering* whose entrance examination has been waived pursuant to Art. 5 par. 5.1 of [Conditions for Admission to Study](#) will be notified of the entrance examination waiver in the [prihlaska.cvut.cz](http://prihlaska.cvut.cz) database no later than by 15.5. 2024. These applicants will be admitted to study after they have uploaded their school-leaving certificate as an attachment to their application, and the Dean´s decision on admission to study will be displayed in their electronic application.
- (3) The applicants registered for the study programme of *Architecture and Building Sciences* whose entrance examination in Mathematics has been waived pursuant to Art. 5 par. 5.1 of [Conditions for Admission to Study](#) will be notified of the entrance examination waiver in Mathematics in the [prihlaska.cvut.cz](http://prihlaska.cvut.cz) database no later than by 15.5.2024 and, at the same time, the date of the oral part of the admission examination in Architecture will be displayed in their electronic application 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 notified of the entrance examination date in the electronic application no later than three weeks before the examination date. If an applicant has submitted more applications for study programmes taught in Czech, the examination date will be displayed only in one application, the applicant takes 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 two written entrance examinations in Mathematics, one in Czech and one in English.
- (5) If an applicant is unable to attend the entrance examination on the regular date (see the table with important deadlines in Art. 3) to which they have been invited, they can take the entrance examination on the alternate date. The applicant is moved to this alternate date based on an e-mail apology for non-attendance on the regular date. The apology is sent at [uchazec@fsv.cvut.cz](mailto:uchazec@fsv.cvut.cz) no later than on the regular examination date. The students who will not come to the entrance examination on the regular date without sending their apology for non-attendance on that date to the Faculty, cannot be admitted to study.
- (6) The written entrance examination in Mathematics consists of a test in Mathematics covering secondary school subject matter as published in the publication “Mathematics, Entrance Examinations to CTU”, CTU Publishing House, Praha 2007. The publication can be purchased from the CTU bookshop selling technical literature in the National Technical Library, Technická 6, Praha 6; there is also an electronic version of tests available and an offer of preparatory courses for the entrance examination - see the website of the [Department of Mathematics](#).
- (7) Evaluation procedure of the oral examination in Architecture:
  - graphic works created exclusively by the applicant: max. 3 points for each work, i.e. max. 9 points;

- motivation sheet created exclusively by the applicant for the respective admissions proceedings: max. 5 points;
- interview: max. 6 points;

For the basic fulfilment of the requirements specified in [Conditions for Admission to Study](#), the applicant will always receive 1 point for each submitted artwork (with a maximum gain of 4 points in this part), while additional points up to the above maximum will be awarded by the Entrance Examination Board depending on the level of the works and the manifested interest in architecture, the total maximum number of awarded points being 20.

- (8) Should an applicant require some modification of the admissions proceedings or studies 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](mailto:stredisko@elsa.cvut.cz), no later than by 31. 3. 2024.
- (9) In the case that the Dean applies Art. 6 par. 3 of [Conditions for Admission to Study](#) in connection with an emergency situation, the entrance examination procedure may be modified. The modification will be issued as a supplement to this Directive.

## **Article 8**

### **Results of entrance examinations**

- (1) Each applicant will be informed about the entrance examination result on the day of taking the examination. The point evaluation of tests in Mathematics will be available to the applicants in Room C113 in the Faculty entrance hall, the Student Administration office, no later than by 1 p.m. on the day of taking the test, and, subsequently, the following day after the entrance examination, in the [prihlaska.cvut.cz](http://prihlaska.cvut.cz) database. The point evaluation of the oral interview in architecture will be announced to the applicants by the Entrance Examination Board immediately after the interview and, subsequently, the following day after the entrance examination, it will be published in the [prihlaska.cvut.cz](http://prihlaska.cvut.cz) database.
- (2) The applicants can see the evaluation of their test in Mathematics in Room C113 in the Faculty entrance hall, the Student Administration office, from 1 p.m. to 2 p.m. on the day of the entrance examination.
- The Dean's decision on admission to study will be issued by the Faculty to the applicants who have submitted all prescribed attachments to the application form, no later than within 30 days after the publication of the admissions proceedings results.

## **Article 9**

### **Effect**

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

m.p.  
prof. Ing. Jiří Máca, CSc.  
Faculty of Civil Engineering's Dean