

*Attachment No. 2 to the CTU Statutes*

**THE CTU ADMISSION PROCEDURE RULES**

**PART ONE  
BASIC PROVISIONS**

**Article 1**

**Basic provisions of the Admission Procedure Rules**

These CTU Admission Procedure Rules (hereafter the „Rules“) in compliance with Art. 49 and 50 of the Act, stipulate the rules and conditions for admission to study for all Bachelor's, Master's and Doctoral degree study programs accredited and implemented at the faculties of CTU and the university institutes of CTU.

**PART TWO  
CONDITIONS FOR APPLYING FOR A STUDY PROGRAM**

**Article 2**

**Basic conditions for admission**

1. The basic conditions for admission to study in Bachelor and Master degree study programs at all faculties and university institutes is completion of full secondary, full secondary professional education or higher professional education.
2. The basic condition for admission to study in Doctoral degree study programs is achievement of university education in a Master degree study program.
3. Candidates who have achieved the required education at a foreign school to study in a study program at the faculties or university institutes can be admitted to study after acknowledgement of the successfully passed final examination at the relevant foreign school, in compliance with the Act, unless there is an international contract binding on Czech Republic that stipulates otherwise.
4. The provisions of these Rules shall be duly used for the admission of foreigners to study in study programs implemented at the faculties or university institutes in Czech language based on international contracts binding on the Czech Republic (Art. 49 para. 2 of the Act).
5. The basic condition for admission to study in a Master degree study program following a Bachelor degree study program is successful completion of the preceding Bachelor degree study program in a similar branch or in the same branch of study.
6. The basic condition for admission to study is submission of a written application for study in the prescribed manner, within the set deadline, and with all required documentation. The application must include proof of payment of the fee for admission procedures, in compliance with Art. 58 para. 1 of the Act and the Art. 11 para. 1 letter a) of the Statutes.

**Article 3**  
**Other conditions for admission**

1. Other conditions for admission to study are stipulated in relation to the specific requirements of the study programs implemented at CTU, related determining predisposition to study, in particular knowledge, skills, abilities and proficiencies, and, in some cases, artistic and other talents.
2. These other conditions and predispositions for study are tested by an entrance examination, which forms a part of the admission procedures.
3. Other conditions for admission to study are published in advance, usually together with an announcement of the admission procedures.

**Article 4**  
**Announcement of the admission procedures, and publication of conditions for acceptance on a study program**

1. The conditions for admission to study in Bachelor's, Master's and Doctoral degree study programs, the deadline for submitting an application, the amount of the fee for the admission procedures, the date of the entrance examination and its content, including the possibility of exemption from certain parts of the entrance examination, are published with the announcement of the admission procedures. The announcement is published at least four months prior to the deadline for applications, except in the case of newly accredited study programs, where the deadline for submitting an application is at least one month after the announcement.
2. The admission procedure for studying in a doctoral degree study program is of a flexible nature. The announcement of the admission procedures takes place separately from the announcement of the admission procedures for studying in Bachelor's and Master's study programs. The admission procedure is announced by the dean or the head of the university institute, based on a proposal by the head of a workplace and by the branch board of themes and topics approved for a dissertation thesis. The public announcement of the admission procedure for studying in a doctoral degree study program specifies the available doctoral degree study programs (branches) and the possible forms of study; thematic topics for dissertation theses, or areas of study in which a dissertation topic can be negotiated by the candidate; the previous university education required for this study program, and a contact address providing more detailed information, information on dissertation thesis topics that have been announced, or thematic ranges in which topics can be negotiated
3. The conditions for admission to study in Bachelor's and Master's degree study programs according to para. 1 and 2 are announced by the dean or the director of the university institute upon prior approval by the Academic Senate of the faculty of CTU.
4. The conditions for admission to study in the scope according to para. 1 and 2 shall be published by the faculty or the university institute on its official notice board and shall be made available for publication in the press.

5. The conditions for admission to study in Bachelor's and Master's degree study programs cannot be changed after they have been announced and remain valid for the relevant academic year. However, they can be amended by an announcement of substitute and extra-ordinary dates. (Art.8).
6. The dates for submission of applications for study in Bachelor's and Master's study programs are stipulated by the Rector.
7. The dates for submission of applications to study in doctoral degree study programs are stipulated by the dean or by the director of the university institute that announced the admission procedure.

### **Part three**

## **ADMISSION PROCEDURE**

### **Article 5**

#### **How to submit an application**

1. Applications for study in the individual study programs shall be submitted within the set dates and at the place specified in the announcement. An application may be submitted personally to an assigned employee of the study department, or of the research department of the faculty or university institute, the name of which is provided on the official notice board, or it may be submitted by registered letter to the address of the faculty or university institute. An application for study may be also submitted in an electronic format.
2. An application to study in Bachelor's and Master's degree study programs is either in written format and shall be submitted on the standard forms issued for the relevant academic year by the Ministry, or in an electronic format by filling in a form on the CTU internet pages. The personal data provided in the application must be full and true. The completeness and correctness of the data is affirmed by the applicant by her/his signature in both cases, in a form which, together with the data on educational results at the high school, high professional school or a college, is confirmed by the school at which the applicant achieved and completed full secondary education. In an application to study in a consecutive Master's degree study program the applicant shall provide data on passing a Bachelor's degree study program. The applicant may provide officially certified copies of the documents, or original documents.
3. An application to study in a doctoral degree study program shall be submitted in writing. Application forms are issued by the faculty or university institute, or an application can be made individually, in compliance with the following requirements:
  - a) chosen doctoral degree study program (branch) and the planned form of study,
  - b) topic of the dissertation thesis from the announced topics (or - if the candidate is allowed to choose a topic from an announced thematic area - after prior discussion at the workplace. the proposed study topic),
  - c) documents on the previous university education, and, if applicable, current work,
  - d) curriculum vitae,
  - e) a list of professional activities (e.g., published work, participation in competitions), name of the diploma thesis and, if applicable, opinions on the thesis,

- f) information on language competencies.
4. An application to study may be also sent by an applicant who has not yet passed the required final examination for the given type of study, and thus cannot provide the relevant data on passing the examination. Such an applicant shall provide a document showing that the examination has been passed, on a substitute date, usually in the framework of the entrance examination. If the applicant fails to provide such proof, he/she cannot be admitted to study or enrolled for the study program.
  5. The application to study may be submitted according to para. 1 or sent by mail not later than the stipulated date. An application to study must include a proof of payment of the fee for the admission procedures, in accordance with Art. 58 para. 1 of the Act.
  6. False or incomplete or late applications to study may not be considered. No appeal can be submitted against rejection of an application that contains false or incomplete data or was submitted after the deadline.
  7. An applicant to study in a Bachelor's and Master's degree study program may apply for an unlimited number of study programs (branches of study) at one faculty or a university institute within a single application, or may simultaneously submit applications to study simultaneous at more than one faculty or university institute. For doctoral degree study programs all applications to study must be submitted separately.

## **Article 6**

### **Admission procedure**

1. The admission procedure commences with the delivery of a written application to study to the relevant faculty or university institute. The submitted and accepted applications to study in each study program are processed in the faculties at which these study programs are accredited and implemented, and at the university institutes offer the study programs.
2. The dean or the director of the university institute establishes admission boards for each Bachelor's and Master's degree study program, appoints the members and establishes the an agenda for their sessions.
3. The dean or the director of the university institute establishes the main admission board, usually a joint board for all Bachelor's and Master's degree study programs.
4. The members of the board for admission to study in doctoral degree study programs and its chairperson are appointed by the dean or by the director of the university institute on the basis of a proposal by the head of the workplace, with the approval of the Branch Board. The Board has a minimum of 5 members, of which at least one shall not be a CTU employee. The future supervisor usually participates in the entrance examination. The supervisor has the right of veto over the decision to admit the applicant, and over the topic of her/his thesis, but if she/he is not a member of the board, she/he does not cast a vote. The board has a quorum if a clear majority of all its members are present.
5. An applicant must be invited to the entrance examination, by registered mail, not later than three weeks before the examination is held. The hour, date and place of the entrance examination, or parts of the examination, must be stated in the invitation.

6. The faculty or the university institute is not responsible for failure to deliver the invitation due to omissions or failures of the mail service. However, if such omissions or failures are proven, the dean or the director of the university institute may grant a substitute date of the entrance examination for the applicant.

#### **Article 7**

##### **Entrance examination to study in a doctoral degree study program**

1. The objective of the admission procedure is determine the applicant's suitability for studying in a doctoral degree study program, to establish the applicant's independent creative activities and to determine the adequacy of her/his level of professional knowledge. These requisites are determined in the entrance examination.
2. The following data is included in the report on the admission procedure:
  - a) the name of the study program, and/or study branch,
  - b) the names of the members of the admission board, and the name of its chairperson,
  - c) the topic of the dissertation thesis or the thematic range of the thesis,
  - d) the proposed supervisor,
  - e) the entrance examination – questions and evaluations of the applicant's answers,
  - f) the candidate's language skills,
  - g) results of the entrance examination and the recommendation of the board,
  - h) examination date and signatures of board members.
3. The assessment of current language skills is informative, and this part of the admission procedure can be separated from the professional examination. The assessors of language skills are not necessarily board members.

#### **Article 8**

##### **Entrance examination to study in Bachelor's and Master's degree study programs**

1. The entrance examination can consist of a written part, an oral part, and a talent-assessment part. The form of the entrance examination, i.e. one or more of the above-mentioned parts, is determined by the dean or the director of the university institute for the relevant study program in accordance with the conditions according to Art. 4 para. 1.
2. The written part of the entrance examination usually involves between two and four subjects or thematic ranges, or groups of themes. The subjects of the written part of the entrance examination for a given study program are determined in accordance with the announced conditions according to Art. 4 para. 1 by the dean or the director of the university institute.
3. The oral part of the entrance examination takes the form of an interview. This can be combined with a presentation of the candidate's work.
4. The talent-assessment part of the entrance examination involves a presentation to demonstrate the applicant's talent and aptitude for the proposed study program. The dean or the director of the university institute shall announce in the framework of the conditions for admission, according to Art. 4 para. 1, that such an assessment will be made.

5. All parts of the entrance examination are usually held within one or at most two days.
6. The dates of all parts of the entrance examination for admission in a study program are announced by the dean or the director of the university institute within a time frame stipulated by the Rector.
7. An applicant who has fulfilled the basic conditions for admission to study in a study program and who has achieved study results at her/his school stipulated in the conditions announced by the dean or by the director of the university institute according to Art. 4 para. 1, may be exempted from the entrance examination (or a part of the examination) for the relevant study program.
8. The criteria for exemption from the entrance examination, or from a part of the examination, are stipulated by the dean or the director of the university institute within the framework of the announcement of the conditions for admission to study according to Art. 4 para. 1.
9. The dean or the director of the university institute may announce a substitute date or extraordinary dates for the entrance examination.
10. A substitute date for the entrance examination is intended for applicants who have received an exemption from the original date. The dean or the director of the university institute shall decide whether to accept an excuse for non-appearance on the date set for the entrance examination.
11. A extra-ordinary date for the entrance examination is intended for new applicants to study in a given study program. The dean or the director of the university institute shall decide whether to announce an extra-ordinary date.
12. The entrance examination on a substitute date or an extra-ordinary dates takes place according to para. 1 to 8.
13. The entrance examination takes place before a board consisting of at least two members selected from the the academic staff of the faculty or the university institute. The members of the board are appointed by the dean or by the director of the university institute.
14. The following data is included in the report on the entrance examination:
  - a) the name of the study program (study branches) applied for by the applicant,
  - b) the names of the examination board for the entrance examination,
  - c) a record on a written part of the examination, stating the date on which the written part was held, the names of the subjects, or the thematic ranges, or the groups of topics that were examined, and the results (expressed in form for of the mark or points awarded),
  - d) a record on the oral part of the entrance examination, stating the date of the oral examination. If the oral examination is evaluated, a record is made of the mark or points awarded ,
  - e) a record of the talent assessment, stating the date of the talent examination. If the talent examination is evaluated, a record is made of the mark or points awarded,
  - f) date and signatures of the members of the admission board.

This report may be filled in the on the application form submitted by the applicant.

15. On request, an applicant can be informed by the members of the board about the results of the written part in the framework of an oral part of the examination, or on another suitable opportunity on the days on which the entrance examination is held, and has the right to view the corrected text of the written part of the examination.
16. An applicant, who fails to present herself/himself for the entire entrance examination, or for a part of it, for which she/her has not been exempted, fails to fulfill the condition for admission.

### **Article 9**

#### **Closure of the Admission procedure**

1. The admission procedure for studying in the Bachelor's and Master's degree study programs ends on the day when the dean or rector decides on the admission or non-admission of all applicants for study.
2. The lists of admitted or non-admitted students to study in the Bachelor's or Master's degree study programs or study branches will be posted on the official notice boards of the faculties or university institutes within five days from adoption of the decision on admission or non-admission of the applicants for study by the dean or the rector.
3. The faculties or the university institutes shall publish on their official notice boards reports on the results and on the conduct of the admission procedure for studying in Bachelor's and Master's degree study programs, within 15 days from the end of the admission procedure. The reports must contain the basic statistic data on the admission procedure, including data on the individual parts of any entrance examinations.
4. The applicants are informed in writing on the results of the admission procedure for studying in doctoral study programs. The dean decides on admission to study in a doctoral study program implemented by the faculty based on the results of the entrance examination and the recommendation of the admission board. The Rector decides on students admitted to study in doctoral study programs implemented by CTU and the university institutes.

### **Part four**

#### **DECISIONS ON ADMISSION OR NON-ADMISSION**

### **Article 10**

#### **How decisions are elaborated**

1. The dean decides on admission to study in a study program offered at a faculty. The Rector decides on admission to study in a study program offered at the university, in which a university institute may also participate. The decision on admission or non-admission of an applicant is entered in the application form. This record contains relevant decision on admission or non-admission, the date and the dean's or Rector's signature.
2. In addition to the entry in the application according to para. 1, a written decision containing the following information shall be elaborated:
  - a) name, surname and precise address of the applicant,

- b) faculty offering the study program for which the applicant submitted an application or university institute participating in offering the study program for which the applicant submitted the application, the study program/branch of study,
  - c) the decision on admission or non-admission, stating the Act according to which the decision was issued,
  - d) brief reasoning of the decision on admission or non-admission,
  - e) instruction on the opportunities and dates for submitting a request for a review of the decision, name of the dean or the Rector, and name and position of the person responsible for the correctness of the decision.
3. In the decision on admitting or not admitting, it is necessary to clarify for what reasons the applicant was not admitted, i.e., whether she/he failed to fulfill the conditions for admission according to Art. 2 to 4, or whether she/he fulfilled the conditions for admission but applicants with better results in the entrance examination were admitted in accordance with Art. 49 para. 1 of the Act.
4. The decision must further contain:
  - a) information on the issuing body,
  - b) the date on which the decision was issued,
  - c) the reference number under which the decision is recorded at the faculty or at CTU,
  - d) the official stamp of the faculty or of CTU,
  - e) the signature of the dean or the Rector or their authorized representative.
5. The decision on admitting or not admitting the candidate shall be sent to the applicant within 30 days from the date of the entrance examination in the form of a personally-addressed registered letter.

### **Article 11 Viewing the materials**

1. The applicant has the right to view all materials related to her/his person that may be significant for the decision on admission or non-admission to study, primarily to corrected and evaluated written works and to the record on the entrance examination.
2. The expression “view the materials” shall be understood mean that the candidate may read them and make notes on them within the faculty or CTU premises assigned for such a purpose, in the presence of the authorized employee, usually a member of the admission board. No copies may be taken.

### **Article 12 Review of the decision on admission or non-admission for study**

1. The applicant may ask the Rector, via the dean, for a review of the decision on non-admission to study in the study program offered by the faculty. An applicant who was not admitted to study in other study programs may apply to the Rector directly for a review of the decision on non-admission.
2. The applicant shall ask for the review of the decision in writing, within 30 days from the day of the examination.



3. In the request for a review of the decision, the applicant shall state her/his name, place of residence, the name of the study program and the faculty or the university institute where he applied for admission, and, briefly, the reasons for her/his disagreement with the decision, and shall attach her/his signature.
4. Incomplete or late requests for a review of the decision on non-admission cannot be accepted.
5. The review of the decision is governed by Art. 50 para. 7 of the Act. The rector may appoint a working board for requests for reviews of decisions on non-admission.
6. The Rector's decision is final. It will be elaborated in writing and will contain the following:
  - a) the decision,
  - b) its reasoning,
  - c) an instruction on the fact that the decision is final and that no review of the review is permissible,
  - d) information on the issuing body,
  - e) date of issue of the decision,
  - f) reference number under which the decision is recorded at CTU,
  - g) the CTU official stamp,
  - h) signature of the Rector or his authorized representative.

### **Article 13**

#### **Admission of a student to be a member of the academic community**

1. An admitted applicant becomes a student and a member of the CTU academic community on the day enrollment for a study program. In the case of a study program offered at a faculty, he/she also becomes a student and a member of the academic community of the faculty.
2. Admission of a student to study in Bachelor's or Master's degree study programs is confirmed by her/his oath at a ceremonial matriculation and by signing the matriculation oath.

### **Part five**

#### **COMMON, TEMPORARY AND FINAL PROVISIONS**

### **Article 14**

#### **Document delivery**

1. The decisions of a dean or of the Rector are sent by personally addressed letters. Other communications are sent to applicants by registered post. The applicants may collect the letter in person via the study department of a faculty or a university institution.
2. The decision is also delivered by publishing it. The list of addressees of decisions returned to the faculty or the university institutions by post is posted on the official notice board of

the faculty or the university institution for a period of 38 days. The day of delivery shall be the eighth day after placement on the notice board.

### **Article 15**

#### **Admission to the life-long education programs**

1. An applicant apply for admission to a life-long education programs pursuant to Art.60 para. 1 of the Act, in writing, to the dean or the director of the university institution or their authorized representatives.
2. The provisions of these Rules apply accordingly to applicants for admission to the life-long education programs.