

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 (hereinafter the „Rules“) in compliance with the 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, the CTU and the university institutes of the CTU.

**PART TWO
CONDITIONS OF THE APPLICATION FOR STUDY**

Article 2

Basic conditions for admission

1. The basic conditions for admission to study at 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 Master degree study programs.
3. For candidates to study in study programs at the faculties or university institutes, who achieved the required education at foreign schools the condition for admission to study is acknowledgement of the successfully passed final examination at the relevant foreign school in compliance with the Act, is the international contract, which bounds the Czech Republic, does not stipulate otherwise.
4. Provisions of these Rules shall be used adequately for admission of foreigners to study in study programs implemented at the faculties or university institutes in Czech language based on the international contracts, which bound the Czech Republic (Art. 49 par. 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 or the same branch of study.
6. The basic condition for admission to study is submission of a written application for study in a prescribed manner, in the set term and with all requisites. A part of the application must also be a proof of payment of the fee for acts made in relation to the admission proceeding in compliance with the Art. 58 par. 1 of the Act and the Art. 11 par. 1 letter a) of the Statutes.

Article 3
Other conditions for admission

1. Other conditions for admission to study have been stipulated in relation to the specific requirements of the study programs implemented at the CTU related to determination of certain predisposition to study, primarily knowledge, skills, abilities and proficiencies, possibly talents.
2. These other conditions and predisposition for study are being verified by an entrance examination, which is a part of the admission proceeding.
3. Other conditions for admission to study are being published in advance, usually together with announcement of the admission proceeding.

Article 4
Announcement of the admission proceeding and conditions for study publishing

1. The conditions for admission to study in Bachelor's, Master's and Doctoral degree study programs, the term for application submission, the amount of the fee for the acts related to the admission proceeding, the date of the entrance examination and its contents, including the possibility to pardon certain parts of the entrance examination, are being published at the admission proceeding announcement. The announcement is published at least four months prior to the deadline for application for study submission, except for new accredited study programs, where the deadline for application submission is at least one month.
2. The admission proceeding for study in doctoral degree study program is of a tender nature. The admission proceeding announcement takes place separately from the announcement of the admission proceeding for study in Bachelor's and Master's study programs. The admission proceeding is announced by the dean or the head of the university institute based on the proposal of the head of the workplace and the branch board of the approved topics of the dissertation thesis. Primarily the doctoral degree study programs (branches) and the possible forms of study; thematic topics of the dissertation thesis, branches, from which the dissertation topic can be determined upon an agreement with the candidate respectively; the nature of required university education necessary for this study and a contact address, where closer information can be obtained and where the candidates may introduce themselves to the announced topics of the dissertation thesis or agree on their own topic within the framework of the thematic range; are primarily stated in the public announcement of the admission procedure for study in a doctoral degree study program.
3. The conditions for admission to study in Bachelor's and Master's degree study programs per the par. 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 the CTU AS.
4. The conditions for admission to study in the scope per the par. 1 and 2 shall be published by the faculty or the university institute at its official notice board and provided for publishing in press.

5. The conditions for admission to study in Bachelor's and Master's degree study programs cannot be changed upon their announcement and remain valid for the relevant academic year. However, they can be amended by announcement of substitute and extraordinary dates. (Art.8).
6. The dates for submission of applications for study in Bachelor's and Master's study programs are defined by the Rector.
7. The dates for submission of applications for study in doctoral degree study programs are defined by the dean or the director of the university institute, which announced the admission procedure.

Part three

ADMISSION PROCEDURE

Article 5

Manner of application submission

1. Applications for study in the individual study programs shall be submitted in the set dates and place provided in the announcement. An application may be submitted personally to an assigned employee of a study department or a department for scientific-research activities of the faculty or the university institute, name of which is provided at the official notice board, or by post, registered letter to the address of the faculty or the university institute. An application for study may be also submitted in an electronic format.
2. An application for study in all Bachelor's and Master's degree study programs is either in a written format and shall be submitted at a standard forms issued for the relevant academic year by the Ministry, or in an electronic format by filling in a form at the CTU internet pages. The personal data provided in the application must be full and true. Their completeness and correctness is confirmed by the applicant by his/her signature in both cases, in a form, which is together with the data on educational results at the high school, high professional school or a college confirmed by the school, at which the applicant achieved and completed full secondary education. In the application for study in a consequential Master's degree study program the applicant shall provide data on passing a Bachelor's degree study program. The applicant may also provide officially certified copies of the documents or their originals.
3. An application for study in doctoral degree study programs shall be submitted in writing. The forms of the applications are issued by the faculty or an university institute, or can be individual, divided per 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 (if a possibility of choice of own topic from the announced thematic ranges is provided – upon prior discussion at the training workplace the proposed own or agreed upon topic is provided),
 - c) documents on the achieved university education, possibly current practice,
 - d) curriculum vitae,
 - e) a list of professional activities (primarily published work, participation in competitions), name of the diploma thesis and possibly opinions on the thesis,

- f) information on language capacities.
4. An application for study may be also sent by an applicant, who has not passed the required final examination for the given type of study yet and thus cannot provide the relevant data on its passing to the application. Such an applicant shall provide a document on such examination passing in a substitute date, usually in the framework of the entrance examination. Should the applicant fail to provide such a proof, he/she cannot be admitted to study and thus enrolled for the study.
 5. The application for study may be submitted per the par. 1 or handed over for mail transportation not later than on the stipulated date. A part of the application for study must be also a proof of payment of the fee for the acts related to the admission proceeding in accordance with the Art. 58 par. 1 of the Act.
 6. False or incomplete or late provided applications for study do not have to be received. No appeal for review of the decision can be submitted against refusal of the application, which contains false or incomplete data or which was provided late.
 7. An applicant for study in Bachelor's and Master's degree study programs is not limited in the possibility to state more study programs (branches of study) at one faculty or an university institute at one application for or to submit the application for study simultaneous to more faculties or university institutes. For doctoral degree study programs all applications for study must be submitted separately.

Article 6

Admission procedure course

1. The admission procedure commences by delivery of a written application for study to the relevant faculty or a university institute. The submitted and accepted applications for study in the individual study programs are processed at the faculties, at which these study programs are accredited and implemented and the university institutes that participate in the study program implementation.
2. A dean or a director of the university institute decides on establishment of admission boards for the relevant Bachelor's and Master's degree study programs, appoints their members and determines an agenda of their sessions.
3. A dean or a director of the university institute decides on establishment of the main admission board, usually joint for all Bachelor's and Master's degree study programs.
4. The members of the admission board for admission to study in doctoral degree study programs and its chairperson are appointed by the dean or the director of the university institute upon proposal of the head of the training workplace upon approval of the Branch Board. The Board has at least 5 members, out of which at least one shall not be the CTU employee. The future supervisor usually participates in the entrance examination. The supervisor has the right of veto over decision making on admission of the applicant and the topic of his/her thesis and if not a member of the board, he does not cast the vote. The board constitutes a quorum if a clear majority of all its members is present.

5. An applicant must be invited to the entrance examination not later than three weeks before its holding by a registered mail. The day of the invitation shall be the day of the invitation hand over for mail transportation. An hour, a day and a place of the entrance examination, or its parts, holding must be provided in the invitation.
6. The faculty or the university institute is not responsible for failure to deliver the invitation due to omissions or errors in mail transportation. However, should such omissions or errors be proven, the dean or the director of the university institute may grant a substitute date of the entrance examination holding to the applicant.

Article 7

Entrance examination for study in doctoral degree study programs

1. The objective of the admission procedure is determination of predisposition for study in a doctoral degree study program and independent creative activities and determination of an adequate level of professional knowledge of the applicant. These requisites are being determined by the entrance examination.
2. A report containing the following is drawn on the course of the admission procedure, usually on a pre-defined form:
 - a) the name of the study program, possibly study branch,
 - b) names of the members of the admission board and name of its chairperson,
 - c) topic of the dissertation thesis or the thematic range of the thesis,
 - d) proposes supervisor,
 - e) course of the entrance examination – questions and evaluations of applicant's answers,
 - f) state-of-art of language skills,
 - g) results of the entrance examination and board recommendation,
 - h) examination date and signatures of board members.
3. Determination of the state-of-art of language skills is informative and this part of the admission procedure can be separated from the actual professional examination. The evaluators of language skills do not have to be he appointed board members.

Article 8

Entrance examination for study at Bachelor's and Master's degree study programs

1. The entrance examination can have a written, oral and talent parts. A form of the entrance examination, i.e. one of these parts or their combination, is determined for the relevant study program in accordance with the conditions per the Art. 4 par. 1 by the dean or the director of the university institute.
2. A written part of the entrance examination usually takes place from two, max. four subjects or thematic ranges or their groups. The names of the subjects of the written part of the entrance examination of the relevant study program are determined in accordance with the announced conditions per the Art. 4 par. 1 by the dean or the director of the university institute.
3. The oral part of the entrance examination is of a nature of an interview. It can be combined by presentation of students home work.

4. The talent part of the entrance examination is of a nature of presentation verification of talent abilities and predisposition of the applicant for a study in the relevant study program. The dean or the director of the university institute shall decide on its holding in the framework of announcement of the conditions for admission per the Art. 4 par. 1.
5. All parts of the entrance examination usually take place at one, max. two days.
6. The date of all parts of the entrance examination for admission in a study program is announced by the dean or the director of the university institute within a time frame stipulated by the Rector.
7. An applicant, who fulfilled the basic conditions for admission to study in a study program and reached the study results at the already passed school stipulated in the conditions announced by the dean or the director of the university institute per the Art. 4 par. 1, may be pardoned passing the entrance examination (or its part) for the relevant study program.
8. The criteria for entrance examination, or its part, pardoning are stipulated by the dean or the director of the university institute within the framework of announcement of the conditions for admission to study per the Art. 4 par. 1.
9. The dean or the director of the university institute may announce a substitute or extraordinary dates of the entrance examination.
10. The substitute date of the entrance examination is intended for the excused applicants. The dean or the director of the university institute shall decide on acceptance of the excuse submitted not later than on the day of the entrance examination of the applicant for study.
11. The extraordinary date of the entrance examination is intended for other applicants for study in a certain study program. The dean or the director of the university institute shall decide on its announcement.
12. The entrance examination in substitute or extraordinary dates takes place per the par. 1 to 8.
13. The entrance examination takes place in front of the board, which has at least two members and consists of the academic staff of the faculty or the university institute. The members of the board are appointed by the dean or the director of the university institute.
14. A report containing the following must be drawn on the course of the entrance examination:
 - a) name of the study program (study branches), applied for by the applicant,
 - b) names of the board for the entrance examination,
 - c) a record on a written part of the examination holding, stating the date of the written part holding, names of the subjects, respectively thematic ranges or their groups, from which it was held and its results (expressed by a mark or reached points),
 - d) a record on oral part of the entrance examination holding, stating the date of the oral examination held. If the oral examination is being evaluated also the mark or points obtained,

- e) a record on the talent examination holding, stating the date of the talent examination holding. If the talent examination is being evaluated, also the mark or points obtained,
- f) date and signatures of the members of the admission board.

This report may be a part of the application for study form.

15. An applicant who shows interest is informed by the members of the board on the results of the written part in the framework of an oral part of the examination, possibly at another suitable opportunity at days of the entrance examination holding, and has the right to view the corrected text of the written part of the examination.
16. An applicant, who fails to arrive to the entire entrance examination, or its part, which has been pardoned to him/her, fails to fulfil the condition for admission.

Article 9

Admission procedure closure

1. The admission procedure for study in the Bachelor's and Master's degree study programs ends on the day of the dean's or rector's decision on admission or non-admission of all applicants for study.
2. The lists of admitted or non-admitted students for study in the Bachelor's or Master's degree study programs or their branches of study shall be placed at the official notice boards of the faculties or university institutes in 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 reports on the results of the admission procedure for study in Bachelor's and Master's degree study programs and on its course in 15 days from the admission procedure termination, at their official notice boards. The reports must contain the basic statistic data on the admission procedure, including the data on the individual parts of the entrance examinations, if held.
4. The applicants are informed in writing on the results of the admission procedure for study in doctoral study programs. The dean decides on admission for study in a doctoral study program implemented by the faculty based on the results of the entrance examination and recommendation of the admission board. The Rector decides on students admitted for study in doctoral study programs implemented by the CTU and the university institutes.

Part four

DECISION ON ADMISSION OR NON-ADMISSION

Article 10

Decision elaboration

1. The dean decides on admission for a study in a study program implemented at a faculty. The Rector decides on admission for a study in a study program implemented at the university, in which may also participate a university institute. The decision on admission or non-admission of an applicant is entered in the application for study. This record contains the relevant decision on admission or non-admission, the date and dean's or Rector's signature.

2. Besides the entry in the application for study per the par. 1, a written decision containing the following shall be elaborated:
 - a) name, surname and precise address of the applicant,
 - b) faculty implementing the study program for which the applicant submitted an application or a university institute participating in implementation of the study program, for which the applicant submitted the application, the study program, possibly a branch of study,
 - c) the decision on admission or non-admission, stating the Act per which the decision was issued,
 - d) brief reasoning of the decision on admission or non-admission,
 - e) instruction on the possibilities and dates for submission of a request for review of the decision, name of the dean or the Rector and name and position of the person responsible for correctness of the decision.
3. In the decision on applicant admission or non-admission has to be primarily clear from what reasons the applicant has not been admitted, i.e. if he failed to fulfill the conditions for admission per the Art. 2 to 4 or if he fulfilled the conditions for admission but applicants with better results of the entrance examination were admitted in accordance with the Art. 49 par. 1 of the Act.
4. The decision must further contain:
 - a) information of the issuing body,
 - b) date of the decision issue,
 - c) reference number, under which the decision is recorded at the faculty or the CTU,
 - d) official stamp of the faculty or the CTU,
 - e) signature of the dean or the Rector or their authorized representative.
5. The decision on admission or non-admission shall be sent not later than in 30 days from the date of the entrance examination holding to the applicant in a form of a registered mail addressed to own hands.

Article 11 **Material viewing**

1. The applicant has the right to view all materials related to his/her person, which can 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 term view to the materials shall be understood to read them and make notes of them in the faculty or the CTU premises assigned for such purpose with presence of the authorized employee, usually a member of the admission board. Making copies is not permitted.

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

1. The applicant may ask the Rector, via the dean, for review of the decision on non-admission for study in the study program implemented by the faculty. The applicant, who

was not admitted to study in other study programs may ask for review of the decision on non-admission the Rector directly.

2. The applicant shall ask for the review of the decision in writing, not later than in 30 days from the day of its delivery.
3. In the request for review of the decision the applicant shall state his/her name, residence, name of the study program and the faculty or the university institute where he asked to be admitted and briefly the reasons for his/her disagreement with the decision, and shall attach signature in own hand.
4. Incomplete or late requests for review of the decision on non-admission cannot be accepted.
5. The review of the decision is governed by the Art. 50 par. 7 of the Act. The rector may appoint a work board for requests for review of the decision on non-admission processing.
6. The Rector's decision is final. It shall be elaborated in writing and contain the following:
 - a) the decision,
 - b) its reasoning,
 - c) instruction on the fact that the decision is final and the review for its review is not permissible,
 - d) information on the issuing body,
 - e) date of decision issuing,
 - f) reference number under which the decision is recorded in the CTU,
 - g) the CTU official stamp,
 - h) signature of the Rector or his authorized representative.

Article 13

Admission of a student and a member of an academic community

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

Part five

COMMON, TEMPORARY AND FINAL PROVISIONS

Article 14

Document delivery

1. The decisions of a dean or the Rector are sent by letters addressed to own hands. Other communication is sent to the applicants by registered post. The applicants may take over the mail personally via a study department of a faculty or a university institution.

2. Substitute delivery of the decision is done in a form of its publishing. The list of addressees of decisions returned to the faculty or the university institutions by post is placed at the official notice board of the faculty or the university institution for 38 days. The day of delivery shall be the eight day upon placement on the notice board.

Article 15

Admission to the life-time education programs

1. Applicant apply for admission into the life-time education programs pursuant to the Art.60 par. 1 of the Act in writing the dean or the director of the university institution or their authorized representatives.
2. The provisions of these Rules apply accordingly to the applicants for admission into the life-time education programs.