

Admissions Announcement of the Faculty of Architecture of the Czech Technical University (FA CTU) in Prague for Doctoral Study Programs for the 2023/2024 academic year.

Dean's Decree No. 1/2023

The admissions process to the faculty's doctoral study programs has the character of a selection procedure. When admissions are announced, the university publishes the following information: conditions for admission, definition of dissertation topics, the deadline for submission of applications, the amount of the fees for actions connected with the admission procedure, the date of the entrance exam and its content, including the possibility of waiver of a part or parts of said entrance exam.

Conditions for admission are published by the faculty on its official notice board and provided for publication in the press at least one month before the deadline for submitting applications. The deadline for submitting applications to doctoral study programs is set by the dean and is listed in the schedule of the given academic year

The dean of the Faculty of Architecture announces the opening of admissions for the FA CTU for the academic year 2023/2024.

- a) Doctoral study in the Czech language: Doctoral study program **Architecture and Urbanism** – study focus: Architecture, Theory and Creation; Urbanism and Spatial Planning; History of Architecture and Heritage Preservation; Architecture, Construction and Technology; Landscape architecture.
- b) Doctoral study in English: Doctoral study program **Architecture and Urbanism** – study focus: Architecture, Theory and Creation; Urbanism and Spatial Planning; History of Architecture and Heritage Preservation; Architecture, Construction and Technology; Landscape Architecture.
- c) Doctoral studies in the Czech language: Doctoral study program Design – field of study: Industrial Design
- d) Doctoral study in Czech and English: **Smart Cities** doctoral study program

Deadline for announcing the admission procedure and specification of dissertation topics: 31 March 2023.

Deadline for applications to doctoral study programs: 3 April to 28 April 2023.

Entrance exam date: 6/21/2023. An alternate entrance exam (for those sick and/or excused from the primary examination) is expected to be held in September 2023.

Basic admission conditions

The basic condition for admission for doctoral study is the achievement of a university education in the master's study programs Architecture and Urbanism or in another related or closely related master's program relating to a future study program or the focus and topic of a future dissertation.

Students who have completed a master's degree abroad (except for graduates of schools with a recognised curriculum within the EU according to Council Directive

85/384/EEC) must provide proof of the nostrification of the acquired foreign degree no later than the day of enrolment.

A basic condition for admission to study is also the submission of a written application to study in the prescribed manner, by the prescribed date and with all requisites.

Applications for study may also be submitted by a candidate who has not yet completed his or her university studies; however, completion of said studies is expected by the date of enrolment. Such a candidate shall submit proof of completion of the master's studies additionally, at the latest on the date of enrolment in the studies.

1 Application for Doctoral Studies in the Czech Language:

1.1 How to apply

Your application is submitted electronically at www.prihlaska.cvut.cz between 3 April 2023 and 28 April 2023. Your printed and signed electronic application, including the annexes below, must be submitted by 28 April 2023 to Mrs. Ivana Christová at the Department for Science, Research and Artistic Activity of the FA CTU or, no later than the specified deadline for submitting your application by post, to the following address: Faculty of Architecture CTU, Department for Science, Research and Artistic Activities, Thákurova 9, 166 34 Prague 6. Applications to study in more than one chosen programme or study focus at one faculty must be submitted separately. Falsely or inadequately completed or late submitted applications may not be accepted in the admissions process. An application for review may not be submitted against such a decision.

1.2 Your application must include the following:

- a) a printed and signed electronic application;
- b) a specified topic of your future dissertation chosen from the listed topics as well as a motivation letter which briefly summarises your motivation, expertise and prerequisites for work on the given topic, or previous knowledge of the problem (overview of basic literature) and an outline of its future direction and approach,
- c) a curriculum vitae, in which all completed and unfinished previous studies and current studies at all types of universities, or previous experience, must be listed;
- d) a list of professional activities (in particular published works, participation in competitions), the title of your thesis and, where appropriate, its opinions, as well as a portfolio of theses or projects you have prepared related to the field of study and the topic of the future dissertation, including your declaration of authorship of the submitted publications and works;
- e) evidence of due completion in the Czech Republic of an accredited master's degree programme in Architecture and Urban Planning, Design, Landscape Architecture or other master's related or closely related programme connected to the field and topic of the dissertation, and/or a EU-notified degree programme,

- f) confirmation of study in an accredited, notified or related master's degree programme in Architecture and Urbanism at the given university if the applicant completes the master's degree course in the academic year in which he/she submits his/her application for admission to the doctoral degree programme (this confirmation is not required for applicants studying the relevant master's degree programme at FA CTU),
- g) information on knowledge of languages and any certificates,
- h) proof of payment of fees for actions related to the admission procedure.
- i) For applicants who do not have a school-leaving exam in the Czech or Slovak language, FA CTU requires a certificate of completion of a Czech language exam.

1.3 Proof of Knowledge of the Czech Language

To participate in the admission procedure to study in the Czech language, foreigners (except citizens of the Slovak Republic) must prove sufficient knowledge of the Czech language with a certificate at the B1 level according to the 'Common European Framework of Reference for Languages' (CEFR). Applicants failing to demonstrate language proficiency together with their application by 28 April 2023 will not be allowed to participate in the admission process.

To enrol in the course, the applicant must prove sufficient knowledge of the Czech language with a certificate at the B2 level according to the CEFR with a success rate of at least 80%. An applicant who fails to prove language proficiency by the deadline for enrolment in the course will not be enrolled.

Certificates may not be older than five years. The number of points obtained or the percentage of success must be a part of or annexed to the certificate. The Faculty of Architecture of the Czech Technical University only accepts certificates issued by one of the following institutions: a) the Institute of Language and Training of the Charles University; b) the Masaryk Institute of Higher Vocational Studies of the Czech Technical University; c) any faculty of the Czech Technical University.

Certificates can be substituted with: a) evidence of a completed graduation or state examination in the Czech language; b) evidence of completion of a bachelor's or master's degree programme in the Czech language from any public university in the Czech Republic (diploma, state final examination certificate).

1.4 The fee for actions connected with the admissions process in the amount of CZK 850 is set in accordance with Art. 11, par. 1 letter a) of the CTU Statute as amended pursuant to §58 para. 1 of the Higher Education Act. The fee shall be paid by the applicant to account no. 19-5505650247/0100 at Komerční banka in Prague 6, constant symbol = 0558, reference number = 77777, payment identifier = application code. Proof of payment must be attached to the printed application form. Without this document, the application will not be included in the admission procedure. After registration at the faculty, the administrative fee is not refunded.

Students who submit a duly completed application will be invited to take the entrance examination by registered letter in early June 2023.

1.5 Admission Examination

The admission examination takes the form of an interview with the admissions committee, during which the applicant proves his/her readiness for scientific and creative work and for the study in the doctoral study programme, especially through his/her existing professional activities and orientation in the area of the chosen topic of the applicant's dissertation. The admission examination includes a foreign language examination.

The members of the admission committee for doctoral study programmes and its chairman are appointed by the dean. The admission examination is usually attended by the future supervisor. If the supervisor is not a member of the committee, he/she does not vote. The supervisor has a right of veto when deciding on the admission of the candidate on his/her topic. The committee is quorate when all its members are present. The assessment of the state of language proficiency is informative and this part of the admission procedure can be separated from the actual professional examination. Evaluators of language proficiency do not have to be appointed members of the committee.

1.6 Decision on Admission or Non-admission

The dean decides on enrolment in a doctoral study programme carried out at the faculty on the basis of the results of the admission examination, the recommendation of the admissions committee and the faculty's capacity. The admitted candidate becomes a student and a member of the academic community of the Czech Technical University on the day of enrolment. The decision on admission or non-admission is sent by registered letter to the applicant no later than 30 days from the date of the admission examination. Substitute delivery of the decision is made by publication on the faculty notice board; the date of delivery is the eighth day after posting.

The applicant may request the rector, through the dean, to review the decision on non-admission no later than 30 days from the date of delivery of said decision. In the application for review of such a decision, the applicant shall indicate his/her name, residence, the name of the study programme (field) and the faculty to which he/she applied for admission and briefly the reasons for his/her application and reasons for disagreeing with the decision and shall attach a handwritten signature. Incomplete or late submitted applications for a review of a decision not to admit a candidate cannot be accepted. The Rector's decision is final.

2. Doctoral Study in the English Language:

2.1 How to apply

Your application is submitted electronically at www.prihlaska.cvut.cz between 3 April 2023 and 28 April 2023. Your printed and signed electronic application, including the annexes below, must be submitted by 28 April 2023 to Mrs. Ivana Christová at the Department for Science, Research and Artistic Activity of the FA CTU or, no later than the specified deadline for submitting your application by post, to the following address: Faculty of Architecture CTU, Department for Science, Research and Artistic Activities,

Thákurova 9, 166 34 Prague 6. Applications to study at more than one chosen programme or study focus at one faculty must be submitted separately. Falsely or inadequately completed or late submitted applications to study may not be accepted in the admissions process. An application for its review may not be submitted against such a decision. It is the responsibility of the applicant to consider the time needed for the delivery of documents by post. The FA CTU assumes no responsibility for losses or delays caused by a third party.

2.2 Your application must include the following:

- a) a printed and signed electronic application + the following attachments:
- b) a specified topic of your future dissertation chosen from the listed topics and a motivation letter which briefly summarises your motivation, expertise and prerequisites for work on the given topic, or previous knowledge of the problem (overview of basic literature) and an outline of its future direction and approach,
- c) a curriculum vitae, in which all completed and unfinished previous studies and current studies at all types of universities, or previous experience, must be listed,
- d) a list of professional activities (in particular published works, participation in competitions), the title of your thesis and, where appropriate, its opinions, as well as a portfolio of theses or projects you have prepared related to the field of study and the topic of the future dissertation, including your declaration of authorship of the submitted publications and works. Applicants from countries outside Europe can send the portfolio by post on CD, in the format A3, dpi 300,
- e) evidence of the due completion in the Czech Republic of an accredited Master's degree programme in Architecture and Urban Planning or another Master's degree related or close programme related to the field and topic of the dissertation, and/or an EU-notified degree programme, or previous experience, and/or nostrification of education acquired at a foreign university, both at the bachelor's and master's levels,
- f) confirmation of study in an accredited, notified or related master's degree programme in Architecture and Urbanism at the given university if the applicant completes the master's degree course in the academic year in which he/she submits his/her application for admission to the doctoral degree programme (this confirmation is not required for applicants studying the relevant master's degree programme at FA CTU).
- g) Students whose mother tongue is not English and who have not studied at a secondary and/or university in English shall provide evidence of their knowledge of English with one of the following certificates:
 - TOEFL (Test of English as a Foreign Language) result of at least 550 (paper-based test) or 213 (computer-based) or 80 (internet-based); institutional TOEFL tests will not be accepted unless agreed in advance.
 - IELTS (academic version) overall Band result of at least 6.0
 - FIRST CERTIFICATE
- h) proof of payment of fee for actions related to the admission process
- i) two letters of recommendation
- j) photocopy of passport and/or ID

k) proof of health insurance, valid in the Czech Republic, will be required at the beginning of each semester

2.3 All documents shall be submitted in English. Documents in another language must be officially translated and this translation officially verified.

2.4 The fee for actions connected with the admissions process in the amount of CZK 850 is set in accordance with Art. 11, par. 1 letter a) of the CTU Statute as amended pursuant to §58 para. 1 of the Higher Education Act. The fee shall be paid by the applicant to account no. 19-5505650247/0100 at Komerční banka in Prague 6, constant symbol = 0558, reference number =77777, payment identifier = application code. IBAN: CZ 6601000000195505650247; SWIFT (BIC): KOMBCZPPXXX. Proof of payment must be attached to the printed application form. Without this document, the application will not be included in the admission procedure. After registration at the faculty, the administrative fee is not refunded.

2.5 Recognition of Education received at a Foreign University (nostrification)

It is possible to apply for recognition of foreign education (nostrification of diplomas of foreign universities) at the Rector's Office of the Czech Technical University, Department of Study and Student Affairs.

2.6 Admissions process

The admissions process is a one-stage procedure. A committee appointed by the Dean of the FA examines the applications and their attached documents and decides on the application for admission. In certain cases, the applicant may be asked to participate in an interview organised by a committee at the university in the applicant's country. Such candidates will be notified via e-mail of the time, place and other details by mid-June.

2.7 Decision on Admission or Non-admission

The dean decides on enrolment in a doctoral study programme carried out at the faculty on the basis of the results of the admission examination, the recommendation of the admissions committee and the faculty's capacity. The admitted candidate becomes a student and a member of the academic community of the Czech Technical University on the day of enrolment. The decision on admission or non-admission is sent by registered letter to the applicant no later than 30 days from the date of the admission examination. Substitute delivery of the decision is made by publication on the faculty notice board; the date of delivery is the eighth day after posting.

The applicant may request the Rector, through the dean, to review a decision of non-admission no later than 30 days from the date of delivery of said decision. In the application for review of such a decision, the applicant shall indicate his/her name, residence, the name of the study programme (field) and the faculty to which he/she applied for admission and briefly the reasons for his/her application and reasons for disagreeing with the decision and shall attach a handwritten signature. Incomplete or

late submitted applications for a review of a decision not to admit a candidate cannot be accepted. The Rector's decision is final.

At the same time as the issuance of a Letter of Acceptance, detailed instructions will be sent to successful candidates as to the next steps to be taken before the start of studies as well as a draft contract (Study Contract). Said contract covers a period of four academic years of full-time study, or five academic years of combined study. Tuition is charged according to the rector of the CTU in accordance with Art. 11, par. 2 of the CTU Statute of published fees related to current studies for the respective academic year. Study fees must be paid before the start of each semester.

Information on studying in the Czech language is provided by the VVUČ FA CTU department:

Ivana Christová, telephone: +420 22435 6227, e-mail: ivana.christova@fa.cvut.cz

Information on studying in the English language is provided by the VVUČ FA CTU department:

Mgr. Gabriela Thompson, telephone: +420 22435 6228, e-mail: gabriela.thompson@fa.cvut.cz

In Prague, 22. March 2023

doc. Ing. arch. Dalibor Hlaváček, Ph.D.

Dean of the Faculty of Architecture of the CTU in Prague

The conditions of the admission procedure were approved by the Academic Senate of the FA CTU on 22 March 2023.