

# **Announcement of an exceptional admission procedure and publication of the conditions of the exceptional admission procedure for the academic year 2022/23 at the Faculty of architecture of the CTU in Prague in the bachelor's and subsequent master's study program Architecture and Urbanism**

Dean's regulation No. 3/2022

The Dean of the Faculty of Architecture of the CTU in Prague announces an exceptional admission procedure for the academic year 2022/23

- In the bachelor's study Architecture and Urbanism program,
- In the subsequent master's degree Architecture and Urbanism program.

This exceptional admission procedure is announced and the conditions of the admission procedure are determined in accordance with Act No. 67/2022 Coll., On Measures in the Field of Education in Connection with the Armed Conflict in Ukraine Caused by the Invasion of Russian Troops (hereinafter 'the Act').

Only foreign applicants may take part in the exceptional admission procedure pursuant to Section 1 of the Act<sup>1</sup>. The applicant shall prove that he / she holds a special temporary protection visa or a toleration visa to be included in the admission procedure,

A copy (legible scan or photo) of the visa must be attached to the electronic application no later than 31 August 2022.

## **I. Procedure for submitting an application for study**

Filing an application for study is a basic condition for starting the admission procedure.

### **1) Completion of the electronic application**

Applications must be submitted electronically in the <https://prihlaska.cvut.cz/> system during the period from 17 to 31 August 2022.

### **2) Fee payment**

By the submission deadline, it is necessary that an administrative fee of CZK 850 is paid for each application. This fee is set in accordance with Section 11, article 1, letter a) of the CTU Statute as

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<sup>1</sup> A foreigner who was granted temporary protection in the Czech Republic pursuant to the Act on Certain Measures in Connection with the Armed Conflict on the Territory of Ukraine Caused by the Invasion of the Troops of the Russian Federation (Act No. 65/2022 Coll.)

amended pursuant to §58, Article 1 of the Act on Higher Education Institutions.

After the commencement of the admission procedure, the foreign applicant may request a refund of this fee.

### Payment instructions

Payment can be made online by credit card payment at [prihlaska.cvut.cz](http://prihlaska.cvut.cz) (preferred method of payment).

Furthermore, it is possible to pay the fee by cashless payment bank transfer according to the data below:

Payment amount:	CZK 850
Bank account number:	19-5505650247/0100
Bank:	Komerční banka
<b>Specific symbol:</b>	<b>application code</b>
Constant symbol:	0558
Variabile symbol:	77777

### 3) Inclusion of the application in the admission procedure

The completed and paid-for application will be included in the admission procedure only after the payment has been matched with the application in the accounting system. Applicants can continuously monitor the status of the application in their electronic application.

Payments paid and sent later will not be accepted under any circumstances.

### 4) Mandatory annexes to the application

The following must be added to the electronic application as an attachment

- proof that the applicant holds a special temporary protection visa or a toleration visa – i.e. a copy (legible scan or photo) of the visa in question. If the candidate does not submit this document by 31 August 2022 at the latest, he will not be invited to the entrance examination.
- CV in Czech or English (maximum size: 1 page A4, inserted as a PDF file).

### 5) Refund of the admission fee

An applicant who has proved that he / she holds a special temporary protection visa or a toleration visa may apply for a refund of the admission fee. The applicant will deliver a signed request for a refund to the study department. The request must clearly identify the application to which the request for a refund relates (it must contain the application code). The fee will then be returned to the account from which it was paid. The request for a refund may be submitted no later than the end of September 2022.

## II. Basic conditions for admission to study

### 1) Evidence of previous education

The condition for the bachelor's study program is the achievement of a complete secondary school education certified by a high school diploma.

The condition for the subsequent master's study program is a successful completion of a university study at least of a bachelor's type.

Applicants - foreigners must prove the recognition of previous education in the Czech Republic (nostrification) no later than the date of enrolment in the study (September 2022). The procedure for obtaining recognition of previous education directly at CTU can be found here: <https://www.cvut.cz/uznavani-studia-ze-zahranici>.

**Please note:** The process of the recognition of previous education can be time-consuming and it is therefore necessary to apply for such recognition as soon as possible!

Proof of previous education (nostrification) must be delivered in person or by registered letter to the study department of the FA CTU. It must be delivered to the study department no later than 12 September, 2022.

### 2) Demonstration of a knowledge of the Czech language

The applicant must demonstrate his / her readiness to undertake the study program in the Czech language in one of the following ways:

- a school-leaving examination in the Czech or Slovak language;
- by presenting a diploma from a university at which the applicant has completed previous studies in the Czech or Slovak language;
- a certificate of minimum level B1 according to the "Common European Framework of Reference for Languages" in accordance with Decree No. 348/2008 Coll., issued by the Masaryk Institute of Advanced Studies of the Czech Technical University, the Institute for Language and Preparatory Studies of Charles University or one of the CTU faculties; FA does not accept certificates from other institutions;
- successful completion of a preparatory Czech language course organized by CTU for students enrolled in the program of short-term study stays at the CTU.

A certified copy of the relevant documents must be delivered in person or by registered letter to the study department of the FA CTU. It must be delivered to the study department no later than

12 September 2022.

### III. Conditions and the course of the exceptional admission procedure

#### A) Bachelor's study program Architecture and Urbanism

The entrance exam consists of three separate parts. The candidate must attend all three parts of the entrance exam.

The evaluation of the entrance examination, on the basis of the total number of points obtained in the individual parts of the entrance examination, is carried out by a commission appointed by the Dean of the FA CTU.

##### 1. Test of General Study Prerequisites (GSP)

The Faculty of Architecture of the Czech Technical University in Prague does not organise any test of general study prerequisites (GSP). Each candidate takes the test independently. For the application, detailed information about the GSP test (including a complete demonstration), dates and place of examinations, see [www.scio.cz/nsz](http://www.scio.cz/nsz).

The date of GSP tests passed within the National Comparative Examinations (SCIO) accepted for exceptional entrance examinations is 20 August 2022 (it is necessary to register for this date in time according to the instructions at [www.scio.cz/nsz](http://www.scio.cz/nsz)). During this period, the GSP test will be held in Czech, English and Ukrainian depending on the participant's choice. For the purposes of the exceptional admission procedure, the results of a test held in any of the languages offered are accepted.

A maximum of 15 points may be obtained for this part of the entrance exam.

##### 2. Art exam

The art exam consists of two tasks.

- Drawing according to a model – a realistic drawing of a still life composed of basic geometric bodies; pencil drawing on A2 format.
- Perspective view – based on a given floor plan: the candidate will create a perspective sketch of a three-dimensional object from the perspective of a standing person; perspective sketch of A3 format.

The overall area and spatial processing of the individual tasks will be evaluated with an emphasis on correct perspective representation, spatial imagination, inventiveness and drawing skill.

A maximum of 30 points can be obtained for this part of the entrance exam.

### 3. Oral interview before the admission committee

The oral part of the entrance exam will verify the applicant's interest in the field and their overall awareness in the field (architecture / history / cultural overview) - the level of knowledge, ability to argue and communicate, etc. The candidate has the opportunity to submit a selection of up to 10 artworks.

The maximum score in this part of the entrance exam is 35 points, while it is possible to apply the score of the oral part of the exam only in the categories 0, 5, 15, 25 and 35 points

#### Holding of the 2nd and 3rd part of the entrance exam

The art exam and oral interview will take place on 5-9 September 2022 in the building of the Faculty of Architecture of the Czech Technical University in Prague, Thákurova 9, 166 34, Prague 6. An alternative date will not be announced.

The candidate will find out the specific date from the invitation, which s/he will find in his/ her electronic application. The invitation will also be sent by email to the address provided in the application. The invitation will be issued after the closing date for applications. The applicant is obliged to monitor the information in the electronic application and in his e-mail box.

### B) Subsequent master's study program Architecture and Urbanism

The admission procedure has two rounds.

In the 1st round, the commission appointed by the Dean of the FA CTU will assess the applicants' portfolios and decide on the proposal for acceptance or non-acceptance in the 1st round or for the applicant's progress to the 2nd round.

In the 2nd round of the entrance exam, all candidates advancing to the 2nd round (based on the results from the 1st round), will undergo the oral part of the exam – an interview in front of the admission committee.

Round I – portfolio evaluation

The portfolio is submitted in electronic form - as a single PDF file with a maximum size of 20 MB, named in accordance with the model "Surname-application code". The applicant shall save the portfolio in the storage facility no later than 31 August 2022 at the following address:

<https://owncloud.cesnet.cz/index.php/s/A7yPG4kj2Pn98Pi>

The portfolio of format A3 up to 30 pages will contain documentation of all school work (studios and projects with the name of the supervisor), or other projects of an architectural nature, prepared by the applicant individually or as part of a team of processors (in this case it is necessary to specify the applicant's share of work confirmed by the author of the project).

The portfolio must contain a solemn declaration by the applicant of authorship of the submitted works.

Evaluation is performed by a commission appointed by the Dean of FA CTU. The commission considers the quality of the content and form of the submitted portfolios of candidates, while also taking into account the previous study results of the candidates or the quality of the work proven in professional practice.

In the 1st round, the portfolios are evaluated in three grades of 100, 50 or 10 points.

Applicants who achieve a grade of 100 points in the 1st round will be nominated without an oral interview.

Evaluation necessary to proceed to the 2nd round is 50 points. Applicants who obtain 10 points in the 1st round do not advance to the 2nd round and will not be admitted to study in the 1st round of the admission procedure already.

#### **Round II – oral interview before the admission committee**

The oral interview will take place on 5-9 September 2022 in the building of the Faculty of Architecture of the Czech Technical University in Prague, Thákurova 9, 166 34, Prague 6. An alternative date will not be announced.

When advancing to the 2nd round, the specific date of the interview will be communicated to the candidate by e-mail to the address given in the application. The applicant is obliged to monitor the information in the electronic application and in his/ her e-mail box.

The oral part of the entrance exam will verify and assess the knowledge and skills of candidates acquired in their bachelor's study and the general overview and experience gained during that study, during professional practice or interest in the field, including the level of overall expression of candidates and presentation of results.

Evaluation of the oral part of the entrance exam is performed by a commission appointed by the Dean of FA CTU.

Maximum score in the 2nd round of the admission procedure is 35 points, while it is possible to apply the points of the oral part of the exam only in the categories 0, 5, 15, 25 and 35 points.

## **IV. Results of the admission procedure**

The results of the admission procedure will be published on the FA CTU website until 10 September 2022. Applicants will find the results and the final decision of the Dean in the [prihlaska.cvut.cz](https://prihlaska.cvut.cz) application. The decision shall include a statement of reasons and instructions on the possibility of appealing the decision within 30 days of its notification.

The date of enrolment in the study is set for 14 September 2022. Enrolment will take place online, the applicants will receive instructions by email. The applicant becomes a student on the day of

enrolment.

## V. Contacts

Information on the exceptional admission procedure is provided by Veronika Redlichová, DiS., phone: +420 778 764 886, e-mail: [veronika.redlichova@fa.cvut.cz](mailto:veronika.redlichova@fa.cvut.cz).

Documents may be delivered in person during office hours of the study department, or by registered letter to the following address:

Studijní oddělení FA ČVUT, Veronika Redlichová, DiS., Thákurova 9, 166 34, Praha 6

## VI. Final provisions

The announcement of the exceptional admission procedure and the conditions of the exceptional admission procedure were approved by the Management of the FA CTU on 25 May 2022 and the Academic Senate of the FA CTU on 27 May 2022.

In Prague on 27 May 2022

doc. Ing. arch. Dalibor Hlaváček, Ph.D.  
dean of the Faculty of Architecture of the CTU in Prague

Please note: The Czech version of this announcement of an exceptional admission procedure and publication of the conditions of the exceptional admission procedure for the academic year 2022/23 at the Faculty of architecture of the CTU in Prague in the bachelor's and subsequent master's study program Architecture and Urbanism is legally binded.