

Announcement of the admission procedure for Master's Study Programs in English at the Faculty of Architecture of the CTU in Prague for the academic year 2023/24

The Dean of the Faculty of Architecture CTU in Prague announces the admissions procedure at the FA CTU for the academic year 2023/2024 for the Master's Study Programs Architecture and Urbanism, Landscape Architecture and Design in English.

Preamble

Admission of applicants to the Master's study programs in English at the Faculty of Architecture CTU in Prague (hereinafter referred to as „FA CTU“) is governed by the following regulations:

- Act No. 111/1998 Coll.
- Statute of CTU in Prague,
- "Conditions for Admission to the subsequent Master's Study Programs in English at the Faculty of Architecture of the CTU in Prague" (hereinafter referred to as "Conditions for the admission procedure"),
- Dean's Decree 6/2022.

I. Basic dates and course of the admission procedure

(1) Submission of applications

Non-EU applicants who have not completed an accredited bachelor's degree program in the Czech Republic or do not have a notified education within the EU in accordance with Council Directive 85/384/EEC in the same or a related field submit applications from 15 February 2023 until 31 March 2023.

EU applicants who have completed an accredited bachelor's degree program in the Czech Republic or have a notified education within the EU in accordance with Council Directive 85/384/EEC in the same or a related field apply between 15 April 2023 and 31 May 2023.

(2) Entrance exam – portfolio assessment

The portfolio, which will be evaluated in the one-round admissions procedure, must be uploaded to the repository the address of which will be published in time on the FA CTU website.

- Non-EU applicants must upload the portfolio to the designated repository no later than 31 March 2023.
- EU applicants must upload the portfolio to the designated repository no later than 31 May 2023.

(3) Results of the admission procedure

Applicants who are proposed for admission will be sent the relevant documents needed to draw up a contract (Letter of Acceptance, Financial Agreement, Application for Accommodation) by 31 May 2023 for Non-EU applicants and by 31 July 2023 for EU applicants. The results of the admission procedure will be published on the FA CTU website by 31 July 2023.

The study is subject of a tuition fee in accordance with Article 11, paragraph 2 of the CTU Statute, according to the current fees associated with the study published by the rector of the CTU for the relevant academic year.

II. Procedure for submitting an application for study

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

(1) Completion of an electronic application

Applications must be submitted electronically in the <https://prihlaska.cvut.cz/> system during the period

- from 15 February 2023 to 31 March 2023 for non-EU applicants;
- from 15 April 2023 to 31 May 2023 for EU applicants.

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

Payment can be made online by credit card payment at 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
Specific symbol:	application code
Constant symbol:	0558
Variabile symbol:	77777

When paying from abroad, please use the following payment details:

IBAN: CZ6601000000195505650247
SWIFT: KOMBCZPP

Applicant's name and application code should be entered in the note for the recipient.

(3) Inclusion of the application in the admission procedure

The completed and paid-for application will be included in the admissions procedure only after the payment has been matched with the application in the accounting system. If, after making the payment, the application is not included in the admissions process within 5 days (applicants can continuously monitor the status of the application in their electronic application), it is necessary to contact the Study Department of the Faculty of Architecture of the CTU in Prague (see Article IV – Contacts).

Applications included in the admissions procedure cannot be cancelled; the fee paid for the application included in the admissions procedure is non-refundable. Payments sent after 31 March 2023, or after 31 May 2023 will not be accepted under any circumstances.

III. Mandatory attachments, proof of meeting the conditions for admission to study

(1) CV and motivation letter

Mandatory attachments to the application form include a letter of motivation and a signed, structured curriculum vitae, in which all completed and unfinished previous studies and current studies at all types of universities and the course of professional experience in the field must be listed.

(2) Electronic portfolio

A portfolio of A3 format and a maximum of 30 pages in electronic form in pdf format with a maximum size of 50 MB must contain documentation of all school projects (studios and projects with the statement of the supervisor), or other projects of an architectural, landscape or design nature, developed by the applicant independently or in team (in this case, a specification of the applicant's share of work on the given project, confirmed by the project author, is required).

- The portfolio will be stored on the specified date in the repository, which will be published in time on the FA CTU website.
- The portfolio includes the applicant's declaration of authorship of the submitted works.

(3) Evidence of previous education and proof of a knowledge of English language for study enrollment

If the applicant completes the admissions procedure successfully and is proposed for admission, he or she must provide evidence of the achievement of a bachelor's degree in the same or a related field and, if applicable, language readiness to study in a study program in English according to Article IV *Conditions of the admission procedure*.

Officially certified copies of the required documents must be delivered either in person or by registered letter to the study department of the FA CTU (see Article IV – Contacts) no later than three days before the date of enrollment in the study program (the enrollment date will be notified to successful applicants by email and will be published on the website FA CTU website).

a) Applicants – graduates of a bachelor's study program from the Czech or Slovak Republic shall provide proof of:

- proper completion of an accredited bachelor's degree program and obtaining a Bachelor degree in the same study program or proof of completion of a relevant bachelor's or master's degree program.
- completed exams or a copy of the "Diploma Addendum".
- These documents are not required from applicants who are completing the relevant bachelor's degree program at FA CTU in the current academic year.
- A certified copy of a document proving knowledge of the English language according to Article IV of the *Conditions of the admission procedure*.

b) Applicants – graduates of a bachelor's study program from Hungary, Germany, Poland or Slovenia shall provide proof of:

- proper completion of an accredited bachelor's degree program and obtaining a Bachelor degree in the same study program or proof of completion of a relevant bachelor's or master's degree program.
- completed exams or a copy of the "Diploma Addendum".
- It is not necessary to provide nostrification of this education in the Czech Republic, but an official translation of the documents into Czech, Slovak or English must be provided.
- A certified copy of a document proving knowledge of the English language according to Article IV of the *Conditions of the admission procedure*.

c) Other applicants shall provide proof of:

- Proof of recognition of foreign education in one of the following ways:
 - Certified copy of the Decision on the recognition of the validity of foreign bachelor's degree

study program in the Czech Republic together with an officially certified copy of the Nostrification.

- Decision on the matter "Assessment of foreign education for applicants to accredited study programs at CTU in Prague" for the admission procedure for the academic year 2023/24.
- More information on the recognition of foreign education can be found here:
<https://www.cvut.cz/uznavani-studia-ze-zahranici>.
- Official translation of the certificate of completed exams or "Diploma Addendum" into Czech, Slovak or English.
- A certified copy of a document proving knowledge of the English language according to Article IV of the *Conditions of the admission procedure*.

IV. Contacts

Information on the admission procedure for study programs in English is provided by the International Office, phone: +420 224 356 224, e-mail: internationaloffice@fa.cvut.cz.

Documents can be delivered in person [during office hours of the International Office](#), or by registered letter to the address:

Faculty of Architecture CTU in Prague
International Office
Thákurova 9
166 34 Praha 6 – Dejvice
Czech Republic

In Prague 21. 11. 2022

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