

# DEAN'S DIRECTIVE NO. 4 / 2023

## Admission Procedure Rules and Conditions for Admission to Study into Bachelor's and Master's Degree Study Programmes in English at the FEEC BUT for the Academic Year 2024/2025

Date of issue:	September 30, 2023
Effective date:	September 30, 2023
Responsibility:	Vice-Dean for External Relations
Binding for:	FEEC BUT
Number of pages:	6
Number of annexes:	0

### ARTICLE 1 SCOPE OF REGULATION

1. These rules regulate the conditions for admission to study for the academic year 2024/2025 into the *Bachelor's degree* study programme:

**Electrical Engineering** (hereinafter referred to as the "BPA-ELE"),

and the follow-up *Master's degree* study programmes:

**Automotive Electronics and Electromobility (the "MPA-AEE"),**

**Bioengineering** (the "MPA-BIO"),

**Communications and Networking** (the "MPA-CAN"),

**Power Systems and Communication Technology** (the "MPA-EAK"),

**Electrical Power Engineering** (the "MPA-EEN"),

**Microelectronics** (the "MPA-MEL"),

**Space Applications** (the "MPA-SAP"),

**Telecommunications** (the "MPA-TEC"),

implemented by the Faculty of Electrical Engineering and Communication (hereinafter the "FEEC") in accordance with Act No 111/1998, on higher education institutions and amending and supplementing other acts (the Higher Education Institutions Act), as amended (hereinafter the "Act") and the Statute of BUT (hereinafter the "Statute").

2. The study programmes allows only full-time study in the English language.

## ARTICLE 2 CONDITIONS FOR ADMISSION

1. In accordance with *Section 48(1) / Section 48(3)* of the Act, the basic condition for admission to study into the *Bachelor's degree* study programme is the acquisition of a *secondary education with a school-leaving examination (Matura)* and for the *Master's degree* study programmes the *Bachelor's degree* education.
2. The prerequisite for both the participation in the admission procedures and the eventual enrolment in the *Bachelor's degree* study programme shall be secondary education duly completed with a school-leaving examination. The relevant documents, such as a certificate, to be presented by the applicant are specified within the Directive on educational qualifications.
3. The prerequisite for both the participation in the admission procedures and the eventual enrolment in the *Master's degree* study programmes shall be a completed university degree; the relevant documents, such as an academic certificate, to be presented by the applicant are specified within the Directive on educational qualifications.
4. Graduates from any and all foreign schools and universities shall be also required to submit evidence that their educational qualifications have been recognized by BUT and/or, where applicable, other relevant institutions.
5. Another condition for admission to study are the prerequisites for studying the study programmes in question, as defined in *Section 49(1)* of the Act; this is verified by *an entrance examination*. An entrance examination can be waived.

## ARTICLE 3 WAIVER OF THE ENTRANCE EXAMINATION

1. The entrance examination may be waived at the applicant's request if the following conditions are met:
  - (a) A waiver of the entrance examination or a part thereof, namely, the knowledge test or the English language exam, may be granted by the Dean in justified cases, such as those where the applicant's activities and/or achievements point to their outstanding knowledge and abilities (including but not limited to major success in student-oriented technology and science competitions or excellent academic performance when in a *Bachelor's degree* study).
  - (b) The applicant seeking exemption from the entrance exam must submit to the Dean, not later than a month from the date of the application to study at the *FEEC*, a written request supplemented by a proof of the relevant activities and/or achievements.
  - (c) Any and all applicants who have not been notified of an examination waiver by the Dean shall have to attend the exam on the day and hour set by the *FEEC* and communicated to them not less than a month before the examination proper.
2. Applicants must apply for a waiver of the entrance examination in writing and provide the necessary documents.
3. The applicant shall be notified electronically to the e-mail address provided in the e-application whether the application for waiver of the entrance examination has been granted. At the same time, the notification is made available in the electronic application form.

#### ARTICLE 4 MAXIMUM NUMBER OF ADMITTED APPLICANTS

The number of admitted applicants is determined by the next table:

Programme	Mode of study	Max. admitted
BPA-ELE	full-time	52
MPA-AEE	full-time	26
MPA-BIO	full-time	26
MPA-CAN	full-time	26
MPA-EAK	full-time	26
MPA-EEN	full-time	26
MPA-MEL	full-time	26
MPA-SAP	full-time	26
MPA-TEC	full-time	26

#### ARTICLE 5 DEADLINE FOR SUBMITTING THE APPLICATION FOR ADMISSION TO STUDY

1. Admission applications can be submitted in the following periods
  - (a) **from December 1, 2023 to March 31, 2024** for the first round of admissions;
  - (b) **from June 15 to August 1, 2024** for the second round of admissions (**visa-free applicants only**).
2. A second round of admissions shall not be held if the maximum number of applicants specified in Article 4 has been admitted in the first round.

#### ARTICLE 6 APPLICATION FOR ADMISSION TO STUDY

1. The admission procedure is initiated by the delivery of the application to the FEEC within the specified period.
2. Admission applications shall be submitted electronically.
3. Submitting applications to more than one FEEC study programme does not entitle to participate in more than one date of the entrance exam.
4. The applicant is also obliged to submit, at the latest before the decision on admission to study is issued a certified copy of the documents certifying completion of secondary / higher education or a plain copy if the applicant is a graduate of BUT.
5. The applicant who completed a *Bachelor's degree* study in a country with which the Czech Republic does not have an agreement on the mutual recognition of the equivalence of documents on educational attainment is required to provide a certificate of recognition of foreign education, or a positive assessment of foreign education as part of the admissions process,

see <https://www.vut.cz/en/study-options/recognition#assessment>. If the applicant has not yet completed the necessary higher education at the time of submitting the application, he will supply the diploma at the time of the entrance exam at the latest after the written request sent to the study department till the documentation delivery deadlines which are 15 February 2024 for the first wave of the first round and 15 April 2024 for the second wave of the first round of the admission procedure. An applicant who won't deliver the documents or request of the prolonging the delivery deadline will not be invited to the entrance examination. The deadline for delivery the documents for the second round of admission procedure is 15 August 2024.

6. The applicants from the FEEC who successfully complete their studies in the current academic year do not need to submit a diploma. If a situation arises that the date of the entrance exam precedes the date of the state final exam or graduation in a given academic year, the applicant will only receive information about the result of the entrance exam. The admission decision will be sent to him or her only after the diploma has been delivered, which must be delivered to the FEEC study department no later than *August 31, 2024*.
7. In accordance with Decision No 3/2023 of the Rector of BUT, the fee for acts related to the admission procedure for the academic year 2024/2025 shall be:
  - CZK **700,-** for each application for admission to study submitted when paying in the Czech Republic to the following BUT account: account number 117729823/0300; name of the bank Československá obchodní banka, a.s.; IBAN CZ560300000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně;
  - EUR **30,-** for each application for admission to study submitted when paying in any state other than the Czech Republic to the following BUT account: account number 1017476763/0300; name of the bank Československá obchodní banka, a.s.; IBAN: CZ0403000000001017476763; SWIFT (BIC) CEKOCZPP, account name Vysoké učení technické v Brně.

The bank details will also be displayed on the BUT website after submitting the online application.

8. In accordance with Decision No. 2/2023 of the Rector of BUT, the fee for acts related to the assessment of foreign education in the admission procedure for the academic year 2024/2025 shall be:
  - CZK **750,-** for each submitted application for assessment of foreign education when paying in the Czech Republic to the following BUT account: account number 117729823/0300; name of the bank Československá obchodní banka, a.s.; IBAN CZ560300000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně;
  - EUR **32,-** for each submitted application for assessment of foreign education when paying in any state other than the Czech Republic to the following BUT account: account number 1017476763/0300; name of the bank Československá obchodní banka, a.s.; IBAN: CZ0403000000001017476763; SWIFT (BIC) CEKOCZPP, account name Vysoké učení technické v Brně.

The bank details will also be displayed on the BUT website after submitting the online application. If the fee for acts related to the assessment of foreign education is not paid, the FEEC shall not carry out the assessment in accordance with *Section 48(4)(d) of the Act / Section 48(5)(c) of the Act*. In such a case, the applicant is obliged to demonstrate the condition of previous education in accordance with *Section 48(4)(a), (b) or (c) of the Act / Section 48(5)(a) or (b) of the Act*, otherwise the FEEC shall terminate the admission procedure.

9. The fee is paid when it is credited to the account. The fee is non-refundable.
10. If the application has defects, the FEEC shall invite the applicant to remove them. If the applicant fails to remedy the defects in the application within the prescribed time limit or fails to pay the fee for acts connected with the admission procedure in the prescribed form, the FEEC shall terminate the admission procedure. The applicant must be informed of this consequence.

## ARTICLE 7 ENTRANCE EXAMINATION

1. The entrance examination is held before an examination board.
2. The entrance examination will be held for applications submitted in accordance with Article 5(1)(a) from *March 1 – 15, 2024* (for applications submitted by the end of January 2024) and *May 1 – 15, 2024* (for admissions submitted by the end of March 2024); for applications submitted under Article 5(1)(b) from *September 2 - 6, 2024*.
3. The invitation is sent electronically to the e-mail address provided in the electronic application. At the same time, the invitation is made available to the applicant in his or her electronic application.
4. The applicant's competencies shall be assessed via a written knowledge test and an oral interview. An online form of the test and interview are expected.
5. In the *Bachelor's degree* study programme, the written knowledge test shall comprise diverse topics and problems of mathematics, physics, and elementary information and computer science. Structurally, the test consists of individual tasks and problems to be solved; each of these shall be marked separately, being worth a particular number of points that contribute to the overall score.
6. In the *Master's degree* study programmes, the written knowledge test shall comprise of typical tasks and problems selected from fields and topics set out in relevant subsections of the FEEC website. The fields, topics, and their concrete contents are invariably defined by the Study programme board.
7. The English language competence assessment as the other component of the entrance examination shall consist of a) a written test at the intermediate level that corresponds to the B2 class of the Common European Framework of Reference for Languages (CEFR), and b) an oral interview.
8. The test tasks and questions shall be drafted by instructors and/or lecturers, in such a manner that all of the items are equal in terms of difficulty. Before being disclosed to the applicants at the time of the examination, the tasks and questions shall be kept strictly confidential.
9. The reviewing and correction of any and all entrance tests submitted for assessment shall begin immediately after the examination has ended, and the responsibility for the entire procedure and/or its outcomes shall be with the academic staff member(s) involved. The test results shall be made available to the applicants, not later than 48 hours from the end of the examination.
10. If the admission procedures are entered into by fewer persons than the maximum number of admissions, the Dean may exempt all registered applicants from the obligation to sit the entrance exam.
11. The FEEC shall invariably offer only one alternative date to sit the entrance exam, and this option shall be available exclusively to those applicants who missed the regular date for serious, demonstrable reasons, such as health-related issues; participation in another entrance exam held concurrently with the regular date shall not be deemed a serious reason, and any and all requests in this respect shall be dismissed. Relevant notes of excuse, supplemented by a proof of the cause of absence, must be

delivered to the Dean via Study department before the date of the entrance examination or not later than five working days that follows the regular date.

12. The Dean shall decide on the acceptance of the apology and on the holding of the examination on an alternate date and, if necessary, also set an alternative date for holding the entrance examination on the basis of a proposal by the chair of the examination board. The decision of the Dean is final and is communicated to the applicant electronically to the e-mail address provided in the electronic application. It is also made available to the applicant in the electronic application.
13. Only those applicants who have successfully passed the entrance examination and have been adequately ranked in accordance with to Article 4 may be admitted to study. If more than one applicant is ranked last with the same number of points, all such applicants shall be admitted to study.
14. The date of the review committee meeting will be *August 14, 2024*.

## ARTICLE 8 ADMISSION TO STUDY

1. The decision on admission to study shall be issued within 30 days of verification that all conditions of the admission procedure have been met.
2. The decision may be appealed within 30 days of its notification.

## ARTICLE 9 FINAL PROVISIONS

1. The applicant has the right to inspect the file from the date of notification of the decision during opening hours of the Study department on *June 26, 2024*. Alternatively, the FEEC may instead provide the applicant with a copy of the file.
2. These rules have been approved in accordance with Section 27(1)(e) of the Act / Section 9(1)(g) of the Act by the AS of the FEEC on *September 26, 2023*.

Assoc. Prof. Miloslav Steinbauer, signed  
Chair of the FEEC Academic Senate

Prof. Vladimír Aubrecht, signed  
Dean of the FEEC