

## Application procedure for Master's Degree Programmes **Architecture and Urbanism and Design** in the English language for Academic Year 2018-19

The basic condition for admission to the masters' degree programme following on from the bachelor degree programme is successful completion of a preceding bachelor degree programme in an equal or related branch of study (in accordance with provision of Art. 2 par. 5, Order of Admission Procedure at CTU).

The basic condition for admission to study in the masters' degree programmes is submission of the Application for Study by 31<sup>st</sup> March 2018. For those applicants who have completed a preceding bachelor degree programme in an equal or related branch of study at schools with notified education within the EU in accordance with the EC guideline 85/384/EHS, the deadline for the application submission is 31<sup>st</sup> May 2018.

**The application form shall be submitted electronically to the address [www.prihlaska.cvut.cz](http://www.prihlaska.cvut.cz) between 15<sup>th</sup> February 2018 and 31<sup>st</sup> March 2018.**

For **applicants with notified education within the EU** in accordance with the EC guideline 85/384/EHS submission must be **between 15<sup>th</sup> April 2018 and 31<sup>st</sup> May 2018.**

**The printed and signed electronic application form must also be sent by post by 13<sup>rd</sup> April 2018.** For **applicants with notified education within the EU** in accordance with the EC guideline 85/384/EHS the form must be **sent by 8<sup>th</sup> June 2018.** The following attachments must be sent to: Ing. Hana Novotná, Fakulta architektury ČVUT, Thákurova 9, 166 34 Praha 6, Česká republika.

The application form for study shall meet the following requirements:

- Printed and signed Application for Study + following attachments,
- Fee payment receipt
- Notarized document on passing one of the below mentioned language examinations: TOEFL (Test of English as a Foreign Language), result minimum 550 (paper-based test) or 213 (computer-based) or 80 (internet-based), IELTS (academic version) overall Band, result minimum 6.0, FIRST CERTIFICATE.
- Portfolio in format A4, including the documentation of all school projects, and eventually other projects of architectural character, elaborated by the applicant on his/her own or in a team of elaborators
- The applicant's declaration on the authorship of the work submitted

**The stipulated fee** for the admission procedure in accordance with § 58 par. 1, Law on Universities and in accordance with Art. 11, par. 1a), Statute of CTU is **650,- CZK.**

### **For payments from the Czech Republic**

The fee shall be transferred by the applicant to the account **N.19-5505650247/0100**, Komerční banka Praha 6, constant symbol 0558, variable symbol = 77777, specific symbol = code of the application form.

### **For payments from abroad**

Account name:

Fakulta architektury ČVUT, Thákurova 9, 166 34 Praha 6.

Bank and its address:

Komerční banka, Dejvická 51, 160 59 Praha 6.

**IBAN: CZ660100000195505650247, SWIFT: KOMBCZPP**, variable symbol = 77777, specific symbol = code of the application form.

The payment receipt shall be attached to the application form. Without this document the application will not be included in the application procedure. The above-mentioned administrative fee will not be refunded after the application registration.

### **Conditions and detailed rules of the admission procedure**

The admission procedure is one-phase. The board appointed by the Dean of the Faculty of Architecture will assess the applicants' portfolia and decide on the proposed admission.

### **Result of the entrance examination**

The applicants' admission is decided by the Dean of the Faculty of Architecture on the basis of recommendation by the board which has assessed the portfolia and recommendation of the final admission board consisting of the Dean, Vice-dean for Education, Vice-dean for International Relations, Chairperson of the Academic Senate of the Faculty of Architecture and members of the admission board for portfolia assessment.

The board's proposal will be submitted to the Dean of the Faculty of Architecture, who will decide on the admission or non-admission of the applicants to study. On checking the process and results of the admission procedure, the Dean of the Faculty of Architecture certifies the final list of applicants who have met the conditions of the admission procedure. To these applicants all relevant documents necessary for contract conclusion will be sent (i.e. Letter of Acceptance, Financial Agreement) by 31<sup>st</sup>May 2018 (to the applicants with notified education within the EU in accordance with EC guideline 85/384/EHS by 20<sup>th</sup>July 2018).

The results of the admission procedure will be published on the FA official board and on the FA website by 31<sup>st</sup>July 2018.

Study is charged. The amount of the fee is determined by the rector for the relevant academic year.

### **Final Announcements**

The applicant will be notified of the result of the admission procedure by a letter from the Dean of FA. The applicant can in accordance with the Law on Universities N. 111/1998 Law Code file a request to the rector for a review of the FA CTU Dean's decision.

**Announcement for students having obtained the preceding education abroad (except from graduates of schools with notified education within the EU in accordance with EC guideline 85/384/EHS):** No later than on the day of study registration it is necessary to prove nostrification of the foreign education obtained.

This provision is in accordance with the Order of Admission Procedure at CTU in Prague, which is Attachment 2 of the Statute of CTU.

Prague 22<sup>nd</sup> May 2017

prof. Ing. arch. Ladislav Lábus, Hon. FAIA v. r.  
Dean of the Faculty of Architecture