

Application procedure for Master study programs Architecture and Urbanism and Design in English for the Academic Year 2019/20.



English version of part C) of the Decree of the Dean no. 4/2018

The Dean of the Faculty of Architecture announces the admission procedure at the FA ČVUT for the academic year 2019/2020 for Master study programs Architecture and Urbanism and Design in English. The admission procedure will run from April 30, 2019 to September 6, 2019.

General information

The basic prerequisite for admission to a master's degree program which follows the bachelor's degree program is successful completion of the previous bachelor's degree program in the same or related field.

The basic condition for inclusion in the admission procedure for study in master's degree programs is the filing of the application form until March 31, 2019. In the case of applicants who completed an accredited bachelor's degree program in the Czech Republic or in schools with a notified education within the EU under Council Directive 85/384 / EEC, the deadline for the application submission is May 31, 2019 respectively.

The application procedure

The application is submitted **electronically** at www.prihlaska.cvut.cz in two terms:

From February 15, 2019 to March 31, 2019 the application is submitted by applicants who have not completed an accredited bachelor's degree program in the Czech Republic or have no EU-approved training under the Council Directive 85/384 / EEC in the same or related field.

From April 15, 2019 to May 31, 2019 the application is submitted by applicants who completed an accredited bachelor's degree program in the Czech Republic or in schools with a notified education within the EU under Council Directive 85/384 / EEC in the same or related field.

The **printed and signed electronic application form, including the annexes** listed below, must be sent by post at latest on **April 13, 2019** to: **RNDr. Helena Janů, Department of International relations, Faculty of Architecture CTU, Thákurova 9, 166 34 Prague 6, Czech Republic**. For applicants who have completed an accredited bachelor's degree program in the Czech Republic or who have completed EU-approved education according to Council Directive 85/384 / EEC the application form including the annexes listed below must be sent by **June 13, 2019**.

The application form must meet the following requirements:

- printed and signed electronic Application Form + the following annexes,
- proof of payment of the fee for the procedures connected with the admission procedure,
- certified proof of passing one of the following language exams:
TOEFL (Test of English as a Foreign Language) result at least 550 (paper-based test) or 213 (computer-based) or 80 (Internet-based), or IELTS (academic version) overall Score of at least 6.0, or FIRST CERTIFICATE,
- an A4 format portfolio that will include documentation of all school projects or other projects of an architectural or design nature developed by the applicant individually or in a team (in this case a specification of the applicant's share of work on the project has to be confirmed by the project's authors)
- a statement by the applicant for the authorship of the work submitted.

The fee related to the admission procedure of CZK 650 is set in accordance with Section 58(1) of the Higher Education Act and Article 11(1)a) CTU Statute. **For payments from the Czech Republic** the fee will be paid by the applicant to account no. 19-5505650247 / 0100 with Komerční banka in Prague 6; constant symbol 0558; variable symbol = 77777; specific symbol = code of the application form. **For payments from abroad** the fee will be paid by the applicant to account name: Fakulta architektury ČVUT, Thákurova 9, 166 34 Praha 6; bank and address: Komerční banka, Dejvická 51, 160 59 Praha 6; IBAN: CZ6601000000195505650247; SWIFT: KOMBCZPP; variable symbol = 77777; specific symbol = code of the application form. The proof of the fee payment must be attached to the application form. Without this document, the application will not be included in the admission procedure. After registration of the application form at the faculty, the administrative fee is not refunded.

The admission procedure

The Dean of the Faculty of Architecture decides on the admission of the candidates on the basis of the recommendation of the commission assessing the portfolios and the recommendation of the final admittance commission drawn up from the Dean, Vice-Dean for Education, Vice-Dean for International Relations, Chairman of the Academic Senate of the FA CTU and members of the commission assessing the portfolios.

The proposal of the commissions will be submitted to the Dean of the Faculty of Architecture, who decides on the admission or non-admission of the applicants for study. After checking the progress and the results of the admission procedure, the Dean of the Faculty of Architecture confirms the final list of the candidates who have met the conditions of the admission procedure.

These candidates will be sent the relevant documents necessary for contract conclusion by **May 31, 2019** or **July 20, 2019 respectively** for applicants who have completed an accredited bachelor's degree program in the Czech Republic or have completed EU-approved training under Council Directive 85/384 / EEC (i.e. Letter of Acceptance, Financial Agreement, Application for Accommodation).

The results of the admission procedure will be published on the official FA CTU board and on the website of FA CTU by **July 31, 2019**.

Final Announcements

The candidate will be informed of the result of the admission procedure by a **letter from the Dean** of the Faculty of Architecture. The applicant may, within the meaning of the Higher Education Act, appeal against the decision within a period of 30 days from the date of his announcement through FA CTU to the Rector of the CTU to review the Dean's decision.

FA CTU will send the candidates who have been admitted to study an **invitation to enroll in the 1st year** of the relevant study program.

The study in the Study Programmes in English is charged. **The tuition fee** is determined by the Rector of the CTU in accordance with Article 11(2) of the CTU Statute for the relevant academic year and is published on the CTU website <https://www.cvut.cz/en>.

Warning for students who have completed previous education abroad (except for EU-recognized school leavers according to Council Directive 85/384 / EEC): at the latest on the day of enrollment, it is necessary to present the certification „**nostrification**“ of your foreign education. Without this certification enrollment cannot take place.

Contact

Information on study in English is provided by the Department of International Relations of the FA CTU: **RNDr. Helena Janů**, phone: **+420 224 356 224**, e-mail: helena.janu@fa.cvut.cz
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<http://www.fa.cvut.cz/En>

Prague June 20, 2018

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