

Directive of the Dean of the Faculty of Civil Engineering, VSB – TU Ostrava

Rules for admission to study in Bachelor study programmes in English at the Faculty of Civil Engineering of VSB – Technical University of Ostrava for the academic year 2021/2022

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Conditions for admission to study at the Faculty of Civil Engineering of VSB – Technical University of Ostrava for the academic year 2021/2022 – type of study: Bachelor, language of instruction: English

The Bachelor degree study programmes to be opened in the academic year 2021/2022 at the Faculty of Civil Engineering of VSB-Technical University of Ostrava (hereinafter referred to as FCE VSB-TUO):

- Bachelor study programme **Architecture and Construction** in the full-time form of study, the candidates are admitted into a programme,
- Bachelor study programme **Civil Engineering** in the full-time and combined form of study, the candidates are admitted into a programme.

The general conditions for admission are based on Section 48 to Section 50 of the Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other Acts (The Higher Education Act) as subsequently amended (hereinafter referred to as the “Act”).

The precondition for admission to study in the Bachelor study programme is achieving full secondary or full secondary vocational education at schools in the Czech Republic or abroad and successful completion of the admission procedure.

Bachelor study

1. Characteristics of the system of study

Applicants who have completed their secondary education by a state exam may apply for study at Bachelor's degree programmes. The bachelor study has a standard length of 4 years. Upon successful completion of the bachelor's degree, the graduates are awarded the academic degree “Bakalář” - Bachelor (abbreviated as Bc.).

The Bachelor study programme **Architecture and Construction** is accredited in the full-time form of study in the Czech and English language.

The Bachelor study programme of **Civil Engineering** is accredited in the full-time and combined form of study in the Czech and the English language. The study plan of the first two years of study is common for all students in the study programme. Distribution of students into **specializations** occurs through the selection procedure in the 4th semester (2nd year of study). The criteria for distribution of students into specializations are their interest and weighted study average. The priority of choice is given to students with better study results. Specializations:

- Transport Constructions
- Geotechnics and Underground Engineering
- Building Structures
- Municipal Engineering

- Building Environment
- Building and Industry Construction
- Building Materials and Diagnostics of Structures

2. Application for study

The application for study shall be submitted in the electronic form and it is available at VSB-TUO's website (www.vsb.cz).

The application for study in a Bachelor degree study programme must have the following **annexes in a readable electronic form**:

- **a school-leaving certificate and a document proving the fulfilment of the condition of obtaining secondary education** with a school-leaving examination, if the education was achieved abroad (does not apply to equivalent documents, e.g. from the Slovak Republic)

The procedure for assessing the proof of completed education achieved abroad is set out in the document „Assessment of Applicants' Foreign Education within the Admission Procedure at VSB – Technical University of Ostrava“.

<https://dokumenty.vsb.cz/docs/files/en/9f06014d-db84-46c0-a5a5-4432e0b442e6?prevPage=true>

- **motivation letter,**
- **certificate of the English language knowledge in the readable electronic form** (e.g. results of a school-leaving examination from the English language, TOEFL, Cambridge English exams and IELTS) at the **B1** level at least.

Medical certificate of study and work capability assessment issued by the doctor is not required.

If the application has some formal shortcomings the study office will ask the candidate in writing to make the corrections and amendments. The admission procedure will not be initiated if the candidate does not remove the shortcomings in the application due to a set deadline.

The admission procedure is open from 1. 11. 2020 and closes on 30. 10. 2021.

The deadline for submission of applications with ALL annexes in the 1st round of the admission procedure is **28. 2. 2021**. This deadline of the admission procedure is primarily intended for applicants with the already completed required education.

The deadline for submission of applications in the 2nd round of the admission procedure, in case the capacity of the study programme was not reached in the previous round, is **30. 4. 2021**, the latest deadline for delivering the annexes is **30. 6. 2021**. The 2nd round of the admission procedure is intended for applicants who will complete the required education in the current academic year.

The deadline for submission of applications in the 3rd round of the admission procedure, in case the capacity of the study programme was not reached in the previous round, is **13. 7. 2021**, the latest deadline for delivering the annexes is **31. 8. 2021**. The 3rd round of the admission procedure is intended for applicants with no visa requirements for study in the Czech Republic.

The administrative fee for the operations associated with the admission procedure is **500 CZK**. The administrative fee is non-refundable at any stage of the admission procedure.

The administrative fee shall be sent to the bank account bellow:

Account number: 100954151/0300

Variable symbol: generated on the electronic application

Constant symbol: 0558

Account name: VŠB-TU Ostrava, 17. listopadu 15, 708 00 Ostrava - Poruba

IBAN: CZ51 0300 0000 0001 0095 4151

SWIFT code: CEKOCZPP

The tuition fee for study in a foreign language

The tuition fee for study in a Bachelor study programme in a foreign language amounts to **3.500 EUR** per academic year. The candidate will be given more information on the payment during the admission procedure.

3. Admission procedure

The essence of the admission procedure is the overall assessment of the candidate's preconditions to study in the selected study programme at FCE VSB-TUO.

The entrance procedure includes:

- the evaluation of the previous study results;
- the assessment of the motivation letter;
- the verification of the candidate's ability to study in English.

3. 1 Structure and assessment of the motivation letter

In the motivation letter the applicant describes:

- a) The reason for choosing VSB-TUO for studying. The maximum score is 5 points.
- b) The reason for choosing the particular study programme. The maximum score is 5 points.
- c) The applicant's area of interest to be further developed in the Bachelor study. The maximum score is 10 points.
- d) The results achieved in the previous study. The maximum score is 10 points.

The motivation letter can be awarded a maximum of 10 additional points for the English language quality level.

In total, the applicant can receive **40 points** for the motivation letter. **The minimum number of points** an applicant must receive for a motivation letter in order to be admitted to study is **10 points**.

3.2 Verification of the ability of the candidate to study in English

Only candidates who prove the ability to study in the English language can be admitted to study. The Dean of FCE VSB-TUO may recognize any document of the examination passing in the educational facility as a proof of the ability to study in the English language, alternatively, the ability to study in English is demonstrated by an English language examination result in previous education. In exceptional cases the examination can be remitted by the Dean of FCE VSB-TUO.

3.3 Access to the materials decisive for admission

The candidate has the right to refer to all their materials which are necessary for the decision on their admission to study within 30 days from the date of decision on admission or rejection, in accordance with Section 50, Subsection 5 of the Act no. 111/1998 Coll.

4. Deciding on admission to study

4.1 The procedure of deciding on admission to the Bachelor study

Admission to study in the bachelor study programme shall be decided by the Dean of FCE VSB-TUO on the basis on the candidates' ranking, where the candidates are ranked according to the results of evaluation of the motivation letter.

4.2 Notification of the candidates of the admission procedure results

The decision on admission shall be sent to the applicant through the information system within 30 days of verifying the conditions for admission, the decision on rejection for study will be issued in writing and delivered to the candidate's own hands. With undelivered decisions that is the posting of the decision on the notice board of the Faculty for 15 days to be considered as a substitute delivery.

4.3 Maximum number of admitted students

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|---|--------------|
| • full-time study programme of Civil Engineering (EN) | 36 students, |
| • full-time study programme of Architecture and Construction (EN) | 36 students, |
| • combined study programme of Civil Engineering (EN) | 36 students. |

5. Enrolment

By communicating the decision on admission to study, the applicant has the right to enrol in studies pursuant to Section 51 of the Act.

On the date set by the study office of the faculty the candidate is enrolled in studies on the basis of his/her consent given in the application, or the candidate comes for the enrolment personally (alternatively is represented by another person on the basis of Power of attorney). The candidate becomes a student on the date of enrolment to studies.

The pre-condition for admission is the full secondary education completed by the school-leaving examination.

6. Related documents

The Statute of VSB - Technical University of Ostrava. <https://dokumenty.vsb.cz/docs/files/en/7e204dc4-7cae-4d92-b064-2b72a1653160>

Study and examination regulations for study in Bachelor's and Master's degree programmes at VSB – Technical University of Ostrava.

<https://dokumenty.vsb.cz/docs/files/en/df844ace-c0bc-45eb-a7cb-36078d13bbdb>

7. Final provisions

This directive was approved by the Academic Senate of the FCE VSB – TU Ostrava on 29. 10. 2019 and entered into force on 1. 11. 2019.

The new version of the directive was approved by the Academic Senate of the FCE VSB – TU Ostrava on 27. 10. 2020 and entered into force on 1. 11. 2020.

prof. Ing. Radim Čajka, CSc.

Dean of the Faculty of Civil Engineering

The list of amendments and revisions of the controlled document

Version	Date	The content of the change/revision	Name and signature of the document guarantor
A	1. 11. 2019	New document	Mgr. Lenka Jurčíková, Ph.D.
B	1. 11. 2020	New version of the document	Mgr. Lenka Jurčíková, Ph.D.