



## Announcement of Admission Procedures at the Faculty of Architecture of the Czech Technical University in Prague for doctoral study programs in English for the academic year of 2024/2025

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**Signature of issuer:**

m.p.  
doc. Ing. arch. Dalibor Hlaváček, Ph.D.  
Dean

## Overview of changes

<b>Provision</b>	<b>Further identification of the change and justification of the change compared to the previous version</b>

## List of annexes

The directive does not include any annexes

## List of related documents

The admission procedure to doctoral study programs at FA CTU has the character of a selection process. Upon the announcement of the admission procedure, the conditions for admission to study, the definition of dissertation topics, the date and method of submission of applications, the amount of the fee for actions connected with said procedure, the date of the entrance exam and its content, including the possibility of the waiver of a part of the entrance exam, are published.

Conditions for admission to study are published by the faculty on its official board and on the faculty's website at least one month before the deadline for submission of applications for study. The deadline for submission of applications for doctoral study programs is set by the dean and is listed in the schedule of the given academic year.

The Dean of the Faculty of Architecture announces the admission procedure for doctoral studies in the English language for the FA CTU for the academic year 2024/2025:

- Doctoral study program Architecture and Urbanism – study focus Architecture, Theory and Creation; Urbanism and Spatial Planning; History of Architecture / Heritage Preservation; Architecture, Structures and Technology; Landscape Architecture.
- Doctoral study program Smart Cities

## **Part I. Basic Deadlines**

Deadline for publication of dissertation topics: **28. 3. 2024.**

Deadline for applications to study in doctoral study programs: **1. 4. to 30. 4. 2024.**

Applicants can contact a potential supervisor before the entrance exam and discuss the form and conditions of their future studies.

Entrance exam date: **19. 6. 2024.** The make-up date of the entrance exam (for those excused for illness or other reasons) is expected to be in September 2024.

## **Part II. Basic Conditions of Admission**

The basic condition for admission to the FA's doctoral study programs is the achievement of a university degree in the master's study programs Architecture and Urbanism, Landscape Architecture, Design or in another related or close master's program related to the future study program or focus and topic of the future dissertation.

Students who have completed a master's degree abroad (except for graduates of schools with a recognised education within the EU according to Council Directive 85/384/EEC) must document the nostrification of the acquired foreign education at the latest on the day of enrolment.

The basic condition for admission to study is also the submission of an application for study in the prescribed manner, by the set deadline and containing all the necessary information.

An applicant with a university degree that has not yet been completed may also submit an application for study, but said study must be completed by the enrolment deadline. The applicant submits proof of completion of master's studies additionally, no later than on the day of enrolment.

## **Part III. Study Application Procedure and Entrance Exam**

### **Art 1. How to submit an application**

Applications for study, including the appendices listed below, must be submitted electronically to [www.prihlaska.cvut.cz](http://www.prihlaska.cvut.cz) between 1 April 2024 and 30 April 2024. Applications for studies in multiple selected programs or study areas at one faculty must be submitted independently. Falsely or insufficiently completed or late applications for study may not be accepted into the admissions process. No appeal may be filed against such a decision.

In the event of admission to the course, the applicant will personally bring a printed and signed application for registration to the course, which takes place in September 2024 at the Department for Science, Research and Artistic Activities, Faculty of Architecture, Czech Technical University, Thákurova 9, 166 34 Prague 6, to Mrs. Gabriela Thompson.

### **Art 2. Study applications must contain the following:**

- a) an electronic study application and the following attachments below specified in points b to k,
- b) a specified topic of the future dissertation chosen from the topics listed and a letter of motivation in which the applicant briefly summarises his or her motivation, professional knowledge and prerequisites for working on the given topic, as well as his or her current knowledge of the problem (review of the basic literature) and an outline of his or her future direction and approach,
- c) a curriculum vitae, which must include all completed and incomplete previous studies and current studies at all types of universities, or previous experience,
- d) a list of professional activities (especially published works, participation in competitions), the title of the applicant's diploma thesis and, where appropriate, its assessments, as well as a portfolio of works or projects prepared by the applicant related to the study focus and the topic of the future dissertation, including the applicant's declaration of authorship of the submitted publications and work,
- e) proof of proper completion of an accredited master's study program in the Czech Republic Architecture and Urbanism, Landscape Architecture, Design or another related or close master's program related to the field and topic of the dissertation, and/or a study program notified in the EU, or previous experience, and/or nostrification of education obtained at a foreign university, both at the bachelor's and master's level,
- f) confirmation of studies at an accredited, notified or related master's degree program in Architecture and Urbanism at the University, if the applicant completes the master's degree in the academic year in which he or she applies for admission to the doctoral study program (This confirmation is not required for applicants studying the relevant master's degree program at FA CTU.),
- g) applicants whose mother tongue is not English and who did not receive instruction at secondary school and/or university in the English language shall prove their knowledge of the English language with one of the following certificates:
  - A TOEFL (Test of English as a Foreign Language) result of at least 550 (paper-based test) or 213 (computer-based) or 80 (internet-based); institutional TOEFL tests will not be accepted unless agreed in advance
  - An IELTS (academic version) overall Band result of at least 6.0
  - FIRST CERTIFICATE
- h) proof of payment of the administration fee related to the admission procedure.

- i) letters of recommendation from two experts in the field (one of which must be a teacher at university level)
- j) passport and/or ID card photocopy
- k) proof of health insurance valid in the Czech Republic, which will be required at the beginning of each semester

### **Art 3. All documents will be submitted in English, documents in another language must be translated into English or Czech and said translation officially certified**

### **Art 4. An administration fee**

in the amount of 900 CZK is determined in accordance with Article 11, paragraph 1 letter a) Statute of CTU as amended according to §58 paragraph 1 of the Act on Universities. The applicant pays the fee to account No. 19-5505650247/0100 at Komerční banka in Prague 6, constant symbol = 0558, variable symbol = 77777, specific symbol = application code. Once the application has been registered at the faculty, the administrative fee is non-refundable.

### **Art 5. Recognition of education from a foreign university (nostrification)**

It is possible to apply for the recognition of education received abroad (nostrification of foreign university diplomas) at the CTU Rectorate, Department for Studies and Student Affairs.

### **Art 6. Admission procedure**

The admission procedure consists of one-round. A study applicant will be asked to participate in an in-person or online interview. The place, time and other specifics will be communicated to said applicant by mid-June via e-mail. A committee appointed by the dean of the FA will assess study applications and applicants' attached documents and decide on the proposal for admission.

The members of the committee for admission to study in doctoral study programs and its chairperson are appointed by the dean. As a rule, the future supervisor takes part in the entrance exam. If the supervisor is not a member of the committee, they do not vote. The supervisor has the right of veto when deciding whether to accept an applicant or not. The commission has a quorum with the participation of more than half of all its members.

### **Art 7. Decision on admission or non-admission**

The dean decides on enrolment in the doctoral study program held at the faculty based on the result of the entrance exam, the recommendation of the admissions committee and the faculty's capacity. An accepted applicant becomes a student and a member of the CTU academic community on the day of enrolment. Decisions on acceptance or rejection are sent no later than 30 days from the date of the entrance exam by registered letter to the applicant. Substitute delivery of the decision will be made in the form of publication on the faculty's official board; the day of delivery is the eighth day after posting.

The applicant may request the rector, through the dean, to review a decision on non-admission to



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study no later than 30 days from the date of delivery of the decision. In the application for review of the decision on non-admission, the applicant shall state his or her name, place of residence, the name of the study program (field) and the faculty to which he applied for admission, and briefly the reasons for his application or the reasons for disagreement with the decision, and shall attach a handwritten signature. Incomplete or late applications for review of non-admission decisions cannot be accepted. The Rector's decision is final.

Along with the Letter of Acceptance, successful applicants will be sent detailed instructions regarding the next steps that need to be taken before the beginning of study, and a draft of the Study Contract. The contract covers a period of four academic years in full-time study, or five academic years of combined study. Study is charged in accordance with Article 11, paragraph 2 of the CTU Statute, according to the current fees associated with study for the relevant academic year published by the rector of the CTU. Tuition fees must be paid before the start of each semester.

**Information about studying in English is provided by the VVUČ FA CTU department:**

**Mgr. Gabriela Thompson telefon: +420 22435 6228, e-mail: [gabriela.thompson@fa.cvut.cz](mailto:gabriela.thompson@fa.cvut.cz)**

In Prague on January 11, 2024

**Annex 1**