



Conditions for admission to the Informatics Bachelor degree study programme for the Academic year 2024/2025

1. Preamble

1. This document (“Conditions”) sets forth the conditions for admission to the full-time form of the Informatics Bachelor degree study programme (“Informatics BDSP”) conducted in the English language at the Faculty of Information Technology (“FIT”) of the Czech Technical University in Prague (“CTU”).
2. The admission to the Informatics BDSP is governed by Act No. 111/1998 Coll., Higher Education Act, as amended, and these Conditions.
3. Pursuant to Article 6 of the CTU Statute governing admission to study and to ensure the organizational integrity of the admission process, the Dean appoints the Admission Committee as an advisory body reporting to the Dean.

2. Basic information about the Informatics BDSP

Degree programme name:	Informatics
Degree programme code:	B0613A140030
The maximum number of admitted Students (pursuant to Section 49(1), third sentence of Act No. 111/1998 Coll.):	140
Specializations:	<ul style="list-style-type: none">• Information Security• Computer Engineering• Computer Networks and Internet• Computer Systems and Virtualization• Computer Science• Software Engineering
Form of study:	Full-time
Language:	English
Nominal length of study:	3 years
Degree:	Bakalář (Bc.)

3. Application procedure and deadlines

1. The admission procedure is managed by the Admission Committee.
2. An Applicant enters the admission procedure, if he/she performs the following steps:
 - a. Fill out and submit a completed electronic application form at the portal <https://prihlaska.cvut.cz>. The application can be filled out from January 1, 2024 to March 31, 2024.
 - b. Pay the fee for the admission procedure (CZK 900) either using <https://prihlaska.cvut.cz>, or transferring to the bank account of FIT.
 - c. Upload all required documents through the portal <https://prihlaska.cvut.cz>. This can be done even after the application deadline (March 31, 2024). Document requirements are specified in the following sections of this document.

3. The submission of the application is made directly to the study program; students select their specialization at the later stage during their studies.
4. Applicants are strongly encouraged to perform these steps as soon as possible to allow the FIT administration to process the applications on an ongoing basis.

4. Documents to be uploaded

1. A scan of the Applicant's passport (open on the page with the photograph and identification data), upload by March 31, 2024.
2. Proof of English proficiency (see Section 7 for details).
3. Signed copy of the Study Contract. The form is available online at <https://fit.cvut.cz/en/student/forms>. All mandatory fields must be filled out.
4. Proof of the recognition of Applicant's Secondary/High School education (see Section 8 for details). This does not apply to the graduates of secondary high schools in Czechia and Slovakia (instead of the Proof of Recognition, they must submit officially certified copies of the completed secondary education, usually by submitting a school-leaving examination certificate).
5. Optionally, applicants are encouraged to submit documents proving significant personal achievements or professional or academic excellence in Informatics, Mathematics, Physics or Life Sciences.
6. All documents that are not in Czech, Slovak, or English should be accompanied by a certified translation into Czech, Slovak, or English. A photocopy of the translation should be uploaded, the original should be presented at the registration into the Informatics BDSP.

5. The first round of admission – Mathematics test

1. The Mathematics test takes place in person at FIT CTU in Prague on April 10, 2024.
2. Alternatively, FIT organizes a remote online Mathematics tests. Online tests will take place on April 5, April 9 and April 12, 2024. Registration for exam dates is done through the portal <https://prihlaska.cvut.cz>.
The technology required for the online test is a PC with a camera and a microphone and a web browser supporting the WebRTC technology (recommended browsers are Chrome and Firefox). It is the responsibility of the Applicant to set up this technology on his/her site. During the online Mathematics test the Applicant cannot leave the room and must remain seated in camera view and avoid any communication with anyone except for the Admission Committee.
3. Both Mathematics tests (in person and online) consist of answering multiple-choice questions in Moodle and each takes 50 minutes. It is a closed-book exam, no electronic communication tools are allowed, no calculators are permitted. All the details will be sent to the Applicants by e-mail.
4. The maximum score attainable in the test is 100 points.
5. The Mathematics tests cover the following topics:
 - a. Number sets: natural numbers, integers, rational, real and complex numbers.
 - b. Algebraic expressions: polynomials, rational functions, exponentiation by an exponent that is a rational number.
 - c. Equations: linear and quadratic equations, equations containing rational powers, logarithmic, exponential and goniometric equations, equations containing an absolute value.
 - d. Inequations: linear and quadratic inequations, inequations containing rational powers or an absolute value, goniometric inequations.
 - e. Systems of linear equations and inequations.

- f. Functions: linear, quadratic, goniometric and exponential functions, logarithms and powers. Domain of a function and basic properties (periodicity, monotonicity, etc.).
- g. Arithmetic and geometric sequences and their sums.
- h. Analytic geometry: coordinate systems, points, vectors, equations for planes and straight lines, angles, scalar products.
- i. Combinatorics and basic probability: permutations and combinations, binomial theorem.
- j. Mathematical logic: validity of declarative statements, deductive reasoning.
- k. General study aptitude

6. The second round of admission – interview

1. An Applicant will be invited for an interview, if he/she obtains at least 60 points from the Mathematics test.
2. In the event the number of invited Applicants for the interview would be high, FIT reserves the right to reduce the number to 210 (150% of maximum capacity of admitted students, as specified in Section 2) Applicants who attained the best score.
3. Once the Applicant has successfully passed the Mathematics test – and no later than April 26, 2024 – the Applicant and the Admission Committee will mutually agree upon the exact date and time of the interview using email, phone calls, or any other means of electronic communication. The interviews will take place no later than May 10, 2024. The admission interview is conducted remotely online in English. Applicants who are physically present in the Czech Republic during the interview period are welcome to arrange with the admission committee an in-person interview.
4. The Applicant who studied in Academic Year 2023/2024 at FIT, attended the Mathematics test in person and achieved at least 60 points, can be preliminary admitted without an interview.
5. The technology and requirements enabling the online interview are the same as described in Section 5.
6. The interview starts with a self-introduction of the Applicant (background, study, and work experience).
7. The Admission Committee may then assess the Applicant using the following criteria:
 - a. Math knowledge (if needed, the Admission Committee may ask the Applicant questions related to the Mathematics test described in Section 5),
 - b. Level of English communication proficiency,
 - c. Motivation for study,
 - d. Additional information uploaded or presented by the Applicant (see Section 4 (5))
 and assess the eligibility of the Applicant for study at FIT.
8. The Dean will make a decision on the preliminary admission/non-admission. The Applicants will be informed on the decision by May 14, 2024, followed by an official confirmation.
9. Preliminarily accepted applicants will receive an official confirmation of their preliminary admission together with further information about full admission and registration for study.

7. English proficiency requirements

With the exception of native speakers of English, an Applicant shall attach a photocopy of a certificate that demonstrates his/her proficiency in English on (or exceeding) B2 level of the Common European Framework of Reference for Languages. This must be done by the date of admission to study.

This requirement can be satisfied by submitting documents that include, but are not limited to, the following:

- a. FCE – First Certificate in English, or
- b. IELTS score 5.5 and above, or
- c. BEC 2 – Business English Certificate 2, or
- d. STANAG 6001 – level 2, or

- e. TOEFL paper-based test score 513 and above, or
- f. TOEFL CB score 183 and above, or
- g. TOEFL iBT score 65 and above, or
- h. TELC (The European Language Certificates) - Certificate in English Advantage (B2), or
- i. TELC – B2 English for Business Purposes – B2, or
- j. TELC – B2 English for Technical Purposes, or
- k. International ESOL and Spoken ESOL – Communicator, or
- l. Pitman Intermediate (Level 2) – Intermediate First-Class Pass – B2 Vantage, or
- m. Czech State Examination in English (Basic or Higher Level), or
- n. a document showing that English was the teaching language at the Applicant's Secondary/High school.

8. Recognition of Secondary/High school education

1. Applicants must
 - a. complete the process of the official recognition of their Secondary/High School education by the Czech Republic (nostrification)
 - b. or apply for verification of his/her foreign education through the CTU in accordance with Section 48 Act No. 111/1998 Coll., Higher Education Act, as amended. Details of the procedure for verifying an Applicant's foreign education document, including the fee for such verification, are available at <https://cvut.cz/en/assessment-of-education-for-applying-to-ctu>. This process can be started immediately after submitting an application to study.
This does not apply to the students who graduated from secondary schools in Czechia and Slovakia.
2. For students that have graduated from secondary schools in a country other than Czechia and Slovakia, the Applicant must submit a document showing recognition (or verification) of the Applicant's Secondary/High school education as a condition for admission to study.

9. Admission to study

1. Preliminarily admitted Applicants will be fully admitted into the Informatics BDSP after the following documents are uploaded or delivered to the Office of Study Affairs:
 - a. Recognition of Secondary/High school education (see Section 8 for details).
 - b. Proof of English proficiency (see Section 7 for details).
 - c. Signed Study Contract (see Section 4 for details).
2. Once the above conditions are met, the Applicant shall receive (by mail) the following documents from FIT :
 - a. An official letter of admission with further information about registration into the Informatics BDSP and about starting the studies at FIT.
 - b. Admission confirmation for the Czech Embassy in the Applicant's Country.
3. Admitted Applicants can book their accommodation in the CTU Student Dormitories at <https://www.suz.cvut.cz/en/documents> and will receive confirmation. The tentative date for the commencement of accommodation is September 17, 2024.

10. Registration into the Informatics BDSP

1. The classes start on September 23, 2024.
2. Admitted Applicants should register into the Informatics BDSP online; the registration can be done from June 30, 2024 to September 16, 2024.
3. In order to register, Tuition Fee payment for the first semester (CZK 64 000) must be executed to the FIT bank account (see Section 11 for details).

4. Admitted Applicants who – for serious reasons – cannot register during the period specified above must inform the FIT's Office of Study Affairs by e-mail to bachelor-admissions@fit.cvut.cz. For such Applicants, another registration date will be arranged individually.
5. If an Applicant is unable to register by October 14, 2024, he/she cannot start the study.
6. If the Applicant cannot start the studies for reasons beyond his/her control, he/she may be admitted to study in the following Academic Year without need to pass the admission Mathematics test and the interview again.

11. Fee payments

1. The Admission Procedure Fee is non-refundable.
2. The Tuition Fee is generally non-refundable, except in cases of serious circumstances preventing the registered Applicant from beginning his/her studies. In such situations, the Applicant must request a refund and provide supporting evidence to the Dean for a decision on reimbursement. Refunds are issued to the same account or payment card used for the initial payment.
3. In the case of a fee refund, FIT is entitled to charge administrative costs up to CZK 4000.
4. The Tuition Fee does not cover accommodation, food, transportation, books, medical insurance, or other personal expenses.
5. All payments should be made by a payment card (recommended) or wire transfer. All transaction fees and charges associated with the payment shall be borne by the Applicant.
6. Payment details are described on the FIT CTU website:
<https://fit.cvut.cz/en/applicants/admissions-procedure/bachelor-study-program>

12. Concluding remarks

1. Data filled in the <https://prihlaska.cvut.cz> application and application attachments must be true and complete. False or incomplete data can result in a rejection of the application during the admission procedure; if false or incomplete data in the application are discovered only after the registration into the study programme, the applicant/student could be expelled from the studies.
2. Due to sanctions imposed by the UN Security Council and the Council of the European Union, citizens of North Korea are not eligible to apply. Please note that Applicants from Russia and Belarus are subject to additional special conditions for admission and study set out in the CTU regulations, available at <https://www.cvut.cz/en/information-for-students-from-rus-and-blr>.
3. In case of any questions, comments, problems, or requests, Applicants are welcome to send an e-mail to the Office of Study Affairs at bachelor-admissions@fit.cvut.cz.

13. Reservation of changes

In case of external objective circumstances, FIT may change and/or amend the terms set out in these Conditions, FIT is obliged to inform about the change in the public part of the FIT website and by e-mail to Applicants who have already submitted an application.