Conditions for the admission to the Informatics Bachelor degree study programme for the Academic year 2023/2024

1. Preamble
   1. This document sets forth the conditions for the 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.

2. Basic information about the Informatics BDSP
   Degree programme name: Informatics
   Degree programme code: B0613A140030

   The maximum number of admitted students: 150 Students
   Specializations:
   • 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 appointed by the Dean.

   2. An Applicant enters the admission procedure by performing the following steps:
      a. filling out and submitting a completed electronic application form at the portal https://prihlaska.cvut.cz. The application can be filled out from January 1, 2023 to March 31, 2023,
      b. paying the fee for the admission procedure (850,- CZK) through the portal https://prihlaska.cvut.cz, or transfer to the bank account of FIT (see Section 7 for details),
      c. uploading all required documents through the portal https://prihlaska.cvut.cz.

   3. Even though the deadline for completing these steps is March 31, 2023, applicants are strongly encouraged to perform these steps as soon as possible to allow the Faculty’s administration to process the applications on an ongoing basis.
4. **Documents to be uploaded**


2. Applicants who have already completed their Secondary/High School Education at the time of submitting the application should upload scans of the official documents that:
   a. demonstrate full completion of Secondary/High School education, and
   b. indicate studied subjects and obtained grades, and
   c. indicate the subjects and results of the Graduation Exam (if applicable).

   The above requirements can be usually fulfilled by submitting an appropriate combination of the following documents:
   d. Secondary/High School leaving Certificate, and/or
   e. official Secondary/High School Transcripts, and/or
   f. Annual Grade Reports from last four years of the Secondary/High School, and/or
   g. Graduation Exam Certificate.

3. Applicants who are studying in their last year of Secondary/High School at the time of submitting the application should upload scans of official documents that indicate subjects studied so far and grades obtained.

   The above requirement can be usually fulfilled by submitting the following documents:
   a. Annual Grade Reports from the last three completed years of the Secondary/High School, and
   b. a Mid-Term Grade Report from the current year, and/or
   c. official Secondary/High School transcripts.

4. Applicants who are studying in their last year of Secondary/High School at the time of submitting the application will be required to submit documents that prove successful completion of their Secondary/High School studies (under Article 2 (d) to (g)) as soon as they receive them; before the registration into the Informatics BDSP.

5. A scan of the Applicant’s passport (open on the page with his/her photograph and identification data).

6. With the exception of native English speakers, Applicants shall attach a photocopy of a certificate that demonstrates their proficiency in English comparable to or exceeding the B2 level of the Common European Framework of Reference for Languages.

   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.

7. Optionally, Applicants are encouraged to submit documents proving significant personal achievements or professional or academic excellence in Informatics, Mathematics, Physics, or Life Sciences.
8. The required documents should be uploaded through the portal https://prihlaska.cvut.cz.

9. 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.

10. At the registration into the study to Informatics BDSP, Applicants must present the originals of all submitted documents for verification.

11. Within the first 30 days after the registration into the Informatics BDSP the Applicants must complete the process of the official recognition of their Secondary/High School education by the Czech Republic (nostrification) or verification of the applicant's 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://www.cvut.cz/en/assessment-of-education-for-applying-to-ctu

12. Applicants are urged to assemble all the necessary documents before arriving in the Czech Republic. If even after 30 days of study the Applicant does not submit a nostrification or a document from the CTU proving verification of foreign education, the registration into the Informatics BDSP can be cancelled and the study can be terminated.

5. Admission Mathematics Test and Interview

1. In the given year FIT organizes a remote online admission test of Mathematics and remote online interview in English. If an Applicant is resident in the Czech Republic during the test/interview period of time he/she can conduct the test and interview in person at FIT after agreement with the Admission Committee. The rules described below apply to the remote mode.

2. Applicants are expected to have a good command of spoken and written English. The level of spoken English is assessed during online interviews with the members of the Admission Committee.

3. The technology enabling the online admission test and interview is a PC with a camera and microphone and a web browser supporting the WebRTC technology (recommended browsers are Chrome and Firefox). It is the responsibility of each Applicant to set up this technology on his/her site. All the details will be sent to the Applicants by e-mail.

4. After the application and all documents are submitted / no later than April 18, 2023, the Applicant and the Admissions Committee will mutually agree upon the exact date and time of the online test and interview using email, phone calls, Skype sessions, or any other means of electronic communication. The tests and interviews will take place no later than April 28, 2023.

5. During the 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.

6. The Mathematics Test consists of answering multiple-choice questions in Moodle and it takes 50 minutes. It is a closed-book exam, no electronic communication tools are allowed, no calculators are permitted.

7. The maximum number of points that can be achieved in the test is 100.

8. The topics of the questions in the test are as follows:
   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. Inequalities: linear and quadratic inequalities, inequalities containing rational powers or an absolute value, goniometric inequalities.
   e. Systems of linear equations and inequalities.
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 its 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.

9. If the Applicant obtains a sufficient score from the Admission Test, a 15-minute interview may follow.

10. The interview starts with self-introduction of the Applicant (background, study and work experience). The interview is then focused on the motivation of the Applicant to study Informatics at FIT.

11. An Applicant may be preliminarily admitted to the study if he/she:
   a. fulfils the conditions of the CTU Admission Procedure Rules, and
   b. obtains at least 60 points from the Admission Test, and
   c. passes successfully the English interview.

12. Further Applicants satisfying conditions 11. a) and 11. c) may be preliminarily admitted to fill the capacity of the Study Programme in the order of the Admission Test results.

13. The Applicants will be announced of the preliminary admission/non-admission decision by May 16, 2023, followed by the official confirmation.

6. Other arrangements

1. A necessary condition for preliminarily admitted Applicants to be fully admitted is the payment of Tuition Fee of 64 000 CZK for the first semester to the bank account of FIT, see Section 7. The successful Applicant will be asked to pay this fee in the email with the preliminary admission decision.

2. The Tuition Fee must be paid no later than June 16, 2023.

3. Upon receipt of the Tuition Fee payment to the bank account, FIT will send by post to the successful Applicant:
   a. an official letter of admission with further information about registration into the Informatics BDSP and about starting studies at FIT, and
   b. admission confirmation for the Czech Embassy in the Applicant's Country.


7. Fee payments

1. The Admission Procedure Fee is non-refundable.

2. The Tuition Fee is non-refundable, except for serious circumstances that prevent the admitted Applicant from registration (such as failure to obtain the visa to the Czech Republic). In such cases, the Applicant should submit a request and supporting evidence to the Dean who then decides about returning the fee.
3. The Tuition Fee does not cover accommodation, food, transportation, books, medical insurance, or other personal expenses.

4. All payments should be made by wire transfer, credit card, or by another payment method supported and approved by FIT. All transaction fees and charges associated with the payment shall be borne by the Applicant.

5. Payments by wire transfers: Transfer the money to the following account. Always use the instruction for international payments so that FIT receives the full amount.

Account holder: FIT CVUT
              Thákurova 9
              160 00 Praha 6
              Czech Republic

Account No.: 43-4999220217
IBAN: CZ23 0100 0000 4349 9922 0217
SWIFT: KOMBCZPPXXX

Bank name and address:
Komercni banka a.s.
Stefanikova 22
150 47 Praha 5
Czech Republic

Communication: Applicant’s name and date of birth (DDMMYYYY format)

8. Registration into the Informatics BDSP
1. The classes start on September 25, 2023.

2. Admitted Applicants should appear in person at FIT’s Office of Study from June 30, 2023 to September 18, 2023, in order to register into the Informatics BDSP and submit all original documents or certified copies as required in these terms and conditions.

3. Applicants who cannot attend the registration during this time due to serious reasons must inform the FIT’s Office of Study by e-mail to bachelor-admissions@fit.cvut.cz. For such Applicants, another registration date will be arranged individually. Applicants who fail to attend the registration into the Informatics BDSP and fail to inform the FIT’s Office of Study will not be registered.

4. If the Applicant is unable to register by October 16, 2023, he/she cannot start the study.

5. If the Applicant cannot start the studies for reasons beyond his/her control, he/she may be admitted to study the following Academic Year without the admission test and the interview.

9. 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 rejection of the application during the admission procedure and if discovered after the registration into the study programme by possibly exclusion from the studies later on.

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 bachelor-admissions@fit.cvut.cz.
10. Reservation of changes

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

Prague, 11. 11. 2022

doc. RNDr. Ing. Marcel Jiřina, Ph.D.
Dean of the Faculty of Information Technology

Approved by the FIT Academic Senate on November 9, 2022

Ing. Tomáš Nováček
Head of the FIT Academic Senate