

Conditions for the admission to the Informatics Bachelor degree study programme for the Academic year 2019/2020

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:	B 18101
The maximal number of admitted students:	48 students
Branches:	<ul style="list-style-type: none">○ Computer Science○ Web and Software Engineering- specialization Software Engineering○ Computer Security and Information Technology
Form of study:	Full-time
Language:	English
Nominal length of study:	3 years
Degree:	Bakalář/ Bachelor

3. Application procedure and deadlines

1. To be considered for the admission to the Informatics BDSP, applicants must have completed full secondary/high school education.
2. The admission procedure is managed by the admission committee appointed by the dean.
3. An applicant enters the admission procedure by performing the following steps:

- a. filling out and submitting a completed electronic application form at the portal www.prihlaska.cvut.cz. The application can be filled out from December 1, 2018 to March 31, 2019.
 - b. after submitting, this electronic form must be printed out, signed, and sent by post or delivered in person to FIT.
 - c. paying the fee for the admission procedure (650 CZK) through the portal www.prihlaska.cvut.cz, or transfer to the bank account of FIT (see Section 7 for details),
 - d. delivering a fully completed and signed paper application form together with all required documents to the FIT's Office of Study, either by post or in person (see Section 4 for details and for the address of the Office of Study).
4. The deadline for completing all these steps is March 31, 2019. 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 submitted by post or in person

1. A print copy of the completed application form at the portal www.prihlaska.cvut.cz, signed by the applicant.
2. Two signed copies of the study contract. The study contract form is available online at <http://www.fit.cvut.cz/en/student/forms>. Each copy must contain all required fields.
3. Applicants who have already completed their secondary/high school education at the time of submitting the application shall attach photocopies of 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 all years of the secondary/high school, and/or
 - g. graduation exam certificate.
4. Applicants who are studying in their last year of secondary/high school at the time of submitting the application shall attach photocopies of official documents that indicate so far studied subjects and obtained grades.

The above requirement can be usually satisfied 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.

5. 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 later, at the registration into the Informatics BDSP at latest.
6. A photocopy of the applicant's passport (open on the page with his/her photograph and identification data).
7. 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 ones:

- a. FCE – First Certificate in English and above, 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. If applicable, applicants can also submit photocopies of any documents that prove their success in nation-/countrywide secondary/high school competitions/olympiads in informatics, mathematics, physics, or life sciences.
 9. Optionally, applicants are encouraged to submit documents proving significant personal achievements or professional or academic excellence in informatics, mathematics, physics, or life sciences.
 10. At the registration into the Informatics BDSP, applicants must present the originals of all submitted documents for verification.
 11. All documents that are not in Czech, Slovak, or English shall be accompanied by a certified translation into Czech, Slovak, or English. A photocopy of the translation shall be sent by post, the original shall be presented at the registration into the Informatics BDSP.
 12. The documents shall be delivered by post (it is recommended to use traceable mail) or submitted in person to the following address:

Office of Study
Faculty of Information Technology
Czech Technical University in Prague
Thákurova 9
160 00 Praha 6 – Dejvice
Czech Republic

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 tests/interviews 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 mastery 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. The tests and interviews will take place within the period of April 15-18, 2019 and April 23-25, 2019. Within the period of April 2-12, 2019, the applicant and the admissions committee mutually agree upon the exact date and time of the online test and interview using email, phone calls, Skype sessions, or any other electronic communication means.
5. During the mathematics test the applicant cannot leave the room and must remain seated in the camera view and avoid any communication with anyone else except for the admission committee.
6. The mathematics test consists of answering the mathematics multiple-choice questions in Moodle and it takes 50 minutes. It is a closed-book exam, no electronic communication tools (mobile phone, notebook, PDA, etc.) are allowed, no calculators are allowed.
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. 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 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.
9. After the admission test a 15-minute interview with the given applicant will take place.
 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 who achieves at least 50 points from the mathematics test and passes the interview successfully is preliminarily admitted.
 12. The applicants will be announced the preliminary admission/non-admission decision via email by April 30, 2019 followed by an official letter.
 13. An applicant will be preliminarily admitted to the study if he/she:
 - a. fulfils the conditions of the CTU Admission Procedure Rules, and
 - b. passes successfully the English interview, and
 - c. obtains at least 50 points from the admission test or is a successful participant of a nation-/countrywide secondary/high school competitions/olympiads in informatics, mathematics, physics, or life sciences.
 14. Further applicants satisfying conditions 13. a) and 13. b) may be preliminarily admitted to fill the capacity of the study programme in the order of the admission test results.

6. Other arrangements

1. A necessary condition for preliminarily admitted applicants to be officially 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 within the email with the preliminary admission decision.
2. The tuition fee must be paid no later than May 22, 2019.
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, and

- c. one signed and stamped copy of the study contract.
4. Admitted applicants can book their accommodation in the CTU student dormitories at <https://www.suz.cvut.cz/en/documents> and will have their accommodation reserved starting from September 17, 2019, and will receive accommodation confirmation.

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 a case, the applicant shall 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:
Komerční banka a.s.
Stefanikova 22
150 47 Praha 5
Czech Republic

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

6. The tuition fee payments by a credit card: Use FIT's payment gateway at <https://app.fit.cvut.cz/>.

8. Registration into the Informatics BDSP

1. The classes start on September 23, 2019.

2. Admitted applicants must appear in person at FIT's Office of Study from September 2, 2019 to September 19, 2019 in order to register into the Informatics BDSP. The exact place and hour will be published on the FIT's official noticeboard at <http://www.fit.cvut.cz/en/fakulta/deska> and specified in the admission letter.
3. Applicants who cannot attend the registration at this time for serious reasons must inform the FIT's Office of Study by e-mail to bachelor-admissions@fit.cvut.cz or by post to the address above no later than September 3, 2019. 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 in due time will not be registered.

9. Concluding remarks

1. Data filled in the www.prihlaska.cvut.cz application and application attachments must be true and complete. False or incomplete data can result in rejection of the application form during the admission procedure and if discovered after the registration into the study programme by possibly exclusion from the studies later on.
2. Within the first year of their studies the applicants must complete the process of official recognition of their secondary/high school education in the Czech Republic. The process requires more documents than requires this admission procedure. Applicants are urged to assemble all the necessary documents before arriving in the Czech Republic.
3. Due to sanctions imposed by the UN Security Council and the Council of the European Union citizens of Iran and North Korea are not eligible to apply.
4. In case of any questions, comments, problems, or requests, applicants are welcome to send an e-mail to bachelor-admissions@fit.cvut.cz.

Prague, October 12, 2018

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

Approved by the FIT Academic Senate
on October 15, 2018.

Ing. Magda Friedjungová, Head of AS FIT