

DEAN'S DIRECTIVE NO. 7/2021

**REQUIREMENTS OF THE ADMISSION PROCEDURE FOR
THE FOLLOW-UP MASTER'S DEGREE STUDY PROGRAMME
ENVIRONMENTAL SCIENCES AND ENGINEERING**

Date of issue: 21 September 2021

Responsibility for the factual aspect: Mgr. Martina Repková, Ph.D.

In force: 21 September 2021

Place of liability: FCH BUT

Issued by: Dean of FCH BUT

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Approved by FCH AS

This directive was approved by the Academic Senate of the Faculty of Chemistry, Brno University of Technology, on 21 September 2021.

Article 1

Subject of the directive

1. Admission of applicants to the Faculty of Chemistry, Brno University of Technology, is governed by the Higher Education Act No. 111/1998 Coll. (including all amendments and supplements), BUT statutes and these Requirements.
2. This directive lays down requirements of the admission procedure and conditions for admission to study in the follow-up master degree study programme **Environmental Sciences and Engineering**. It is a full-time study programme, and it is realized as a double-degree study programme in English. The standard length of study is two years. Pursuant to the Higher Education Act No. 111/1998 Coll. (including amendments and annexes), the study programme is charged.
3. Requirements of the application procedure and conditions for admission to study in other follow-up master's degree study programmes offered by the faculty in the academic year 2022/2023 are stated in the Dean's Directive 4/2021.

Article 2

General provisions

1. The conditions of admission to study in the follow-up master's degree study programme at FCH BUT are: a bachelor's or master's degree in the technical field or the area of natural sciences, successful outcome of the entrance examination, submission of a cover letter and a medical certificate for work in a chemical laboratory. The above-mentioned documents shall be provided by the applicant by deadlines stated in Article 3.

Article 3

Application to study

1. Only applications submitted no later than on **31 March 2022** shall be considered for the admission procedure in this follow-up master's degree study programme.
2. The application shall be submitted electronically via the e-application platform. Further information is to be found at <https://www.vutbr.cz/eprihlaska/en>.

The administrative fee for the admission procedure is:

- 700 CZK, when submitting the application on the territory of the Czech Republic, in favour of the BUT bank account number 117729823/0300. The variable symbol is assigned to every applicant while completing the electronic application.
 - 28 EUR, when submitting the application and payment on the territory of other countries, in favour of the BUT bank account number 1017476736/0300, bank name: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, name of the account: Vysoké učení technické v Brně.
3. The applicant shall also submit the following documents:
 - signed protocol of the electronic application;
 - cover letter discussing the reasons for choosing the given study programme;
 - medical certificate for work in a chemical laboratory (in case of applicants who are not students of FCH BUT);
 - request for assessment of foreign education for purposes of the BUT admission procedure (applies only to students who received their education outside the Czech Republic).

All above-mentioned documents shall be submitted electronically together with a scanned signature to the contact email address: jurcekova@fch.vut.cz no later **than on 31 March 2022**.

4. The applicant receives a notification of acceptance of the application and an invitation to the entrance examination electronically via BUT IS no later than 30 days after the deadline for submitting applications.
5. Immediately after the applicant passes their final state examination, but no later than on **30 June 2021**, they are obliged to submit a certified copy of their diploma to the Study and research affairs department of FCH BUT. If the applicant fails to submit the certified copy of the diploma in time, the decision to stop their admission procedure is issued.

Article 4

The assessment of foreign higher education

1. For the assessment of the condition of an achieved degree of foreign higher education, the applicant shall submit following documents:
 - For the assessment according to Article 8 of BUT Directive No. 11/2019, the applicant submits a certificate of recognition of foreign higher education and qualification in the Czech Republic issued by a Czech public university or MŠMT (Ministry of Education, Youth and Sports).
 - For the assessment according to Article 9 of BUT Directive No. 11/2019, the applicant submits:
 - i. for education received in the Slovak Republic – a diploma or equivalent certificate proving a completed bachelor's degree;
 - ii. for education received in the Republic of Poland – a diploma or equivalent certificate that confirms obtaining a “licencjat” or “inżynier” degree in the Republic of Poland; a completed master's degree programme (“magister” or “lekarz”) in the Republic of Poland;
 - iii. for education received in Hungary – a diploma or equivalent certificate proving a completed bachelor's degree;
 - iv. for education received in the Federal Republic of Germany – a diploma or equivalent certificate proving a completed bachelor's degree.
 - For the assessment according to Article 10 of BUT Directive No. 11/2019, the applicant submits both:
 - i. certificate proving a completed higher education (diploma) with the verification of signatures' and stamps' authenticity according to BUT Directive No. 11/2019;
 - ii. application for the assessment of foreign higher education for purposes of the BUT admission procedure (annexe of BUT Directive No. 11/2019 – The assessment of foreign higher education of applicants for study at BUT within the admission procedure).
2. The administration fee for operations related with the assessment of foreign higher education within the admission procedure according to the point c) is:
 - 750 CZK, for every application for the assessment of foreign higher education when the payment is done on the territory of the Czech Republic in favour of the BUT bank account number 117729823/0300;
 - 30 EUR, for every application for the assessment of foreign higher education when the payment is done on the territory of other countries, in favour of the BUT bank account number 1017476763/0300, Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, name of the account: Vysoké učení technické v Brně.

Article 5

Entrance examination

1. The course of the admission procedure is governed by the admissions committee appointed by the Dean. The admission is conditional on passing the entrance examination.

2. The entrance examination takes the form of an oral interview that verifies prerequisites for university study of chemistry and knowledge of the stated level of English. The admissions committee evaluates the applicant within a 50-point scale in four areas.

A number of points for each individual area:

Knowledge of chemical disciplines and scholarly prerequisites for further studies	0–20 points
Motivation and interest in the selected topic	0–10 points
Study results	0–10 points
Knowledge of the English language	0–10 points

3. The entrance examination shall be successfully passed by the applicant who obtains at least 25 points out of 50.
4. The entrance examination is held **between 9 May 2022 and 20 May 2022**. The alternative date shall be possible in justified cases, based on the applicant's written request submitted to the Study and research affairs department of FCH BUT, no later than on the regular date of the entrance examination.
5. The applicants will be listed by their total score, i.e. the number of points obtained during the entrance examination. A maximum of 6 students with the best total score shall be admitted to the study programme. If fewer students than the stated capacity of the programme enrol, other applicants, who have met the conditions for admission and have originally exceeded the capacity of the study programme, will be notified about the possibility of admission. The Dean may also decide to organise a second round of admissions to the programme.
6. The Dean decides on the admission based on the proposal of the admissions committee. The committee submits a record on the admission procedure to the Dean together with a proposal for admission or non-admission to study, as well it submits comments on the potential review procedures.
7. The result of the admission procedure will be available to the applicant after logging in to their electronic application between 9 May 2022 and 27 May 2022. The applicant receives the Dean's decision within 30 days after the date of the entrance examination. The decision is sent to their own hands or, in the case of admission to study, via BUT IS (if the applicant agreed with this way of receiving notifications while filing in the electronic application). The applicant who has not been admitted to study may, pursuant to Section 50(6) of the Higher Education Act No. 111/1998 Coll., appeal the decision. The appeal shall be submitted to the Dean within 30 days of receiving the decision on non-admission. The Dean may grant an appeal; otherwise, they shall forward the appeal to the Rector of BUT.

Article 6

Transitional and final provisions

1. This Directive was approved by the Academic Senate of FCH BUT 21 September 2021.
2. This Directive shall enter into force 21 September 2021.
3. This Directive becomes effective by the day of issue.

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doc. Ing. Pavel Diviš, Ph.D.
Chair of FCH AS

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prof. Ing. Martin Weiter, Ph.D.
Dean of FCH BUT