RULES OF ACCEPTANCE PROCEDURES AND CONDITIONS OF ACCEPTANCE FOR STUDIES IN THE BACHELOR STUDY PROGRAM AT THE FACULTY OF INFORMATION TECHNOLOGY OF THE BRNO UNIVERSITY OF TECHNOLOGY

The academic senate of the Faculty of Information Technology of the Brno University of Technology approved the following Rules of acceptance procedures and conditions of acceptance for studies in the bachelor study program at the Faculty of Information Technology of the Brno University of Technology

Article 1
Basic provisions

(1) These Rules of acceptance procedures and conditions of acceptance for studies (further only Rules) constitute the Rules of acceptance procedures and conditions of acceptance for three year bachelor study program Information Technology at the Faculty of Information Technology (further only FIT) of the Brno University of Technology (further only BUT).

(2) The acceptance of the applicant for the studies at FIT is governed by the Law No. 111/1998 Coll. concerning the Universities (further only Law), BUT Statutes, FIT Statutes and these Rules. The acceptance for studies is conducted with the use of acceptance procedures, which (according to Article 7 of the BUT Statutes):
   a) is being announced publicly in accordance with § 49 section 5 of the law on studies acceptance on the basis of acceptance examination,
   b) is initiated upon the request of the applicant in the case of applicants studying some other study program, wanting to terminate studies and continue a BUT study program of similar orientation, on the basis of a study application (see Article 2, Section 1).

(3) Maximum numbers of accepted students are determined annually by the Instruction of the Dean on necessities of the acceptance procedures.

(4) The condition of execution of the acceptance examination (§ 48 and § 49 of the Law) and of acceptance for the studies is the completion of a full secondary education or a full secondary vocational education.

(5) The progress of the acceptance procedures is directed by the dean. For this purpose she nominates an acceptance committee headed by the Chairman, this being usually the vice-dean for educational activities.

Article 2
Application for studies

(1) Application for studies (acceptance according to Article 1 Section 2a):
a) Deadline and address for submission of applications are determined annually by the Instruction of the Dean on necessities of the acceptance procedures.
b) Necessities of the application. The application may be submitted in paper or electronic form (the electronic form is prepared by the CVIS section of BUT, which publishes detailed instructions on the address http://www.vutbr.cz/). The application must be properly filled-in, namely:
- Identification number (IZO) of the secondary school specialization.
- Grades from the individual study years of the secondary school including authentication by the headmastership of the school (stamp and signature).
- Study program: number and name: "26-46-B Information Technology " (ie. three-year bachelor study program concluded by obtaining the Bc. academic degree).
- Into the section Study program type the applicant will state "bachelor".
- Section Field of study will state the name of the field of study "Information Technology ".
- The applicant must further truthfully fill-in the box Previous university-level studies.
- A health certificate declaring health preconditions for study is not required for studies at FIT.
- An evidence of payment of the administrative fee must be attached to the application (see section 2).

c) At the admission examination the applicant will submit an officially certified copy of the school-leaving certificate. In case when the date of the admission examination falls before the date of the school-leaving examination, the applicant will submit a copy of the school-leaving certificate post facto. The decision of acceptance will, in such a case, be postponed until the copy of the school-leaving examination is submitted. If the copy of the school-leaving examination is not submitted until the date of registration for the given academic year, the application and the result of the admission examination are considered void.
d) If the application contains formal deficiencies, the faculty will return it to the applicant to make corrections and amendments. If the student does not correct the deficiencies up to the specified date, the acceptance procedures are stopped.

(2) The fee for the activities connected with the acceptance procedures pursuant to Article 1 Section 2 is determined in the Directive of the rector (§ 58 Section 1 of the Law and Article 13 of the BUT Statutes). The fee is paid by the applicant by post remittance or by bank transfer. She submits the proof of payment together with the application. If the fee is not paid by the applicant 1 month prior to the date of the admission examination at the latest, the acceptance procedures are stopped. According to the BUT Statutes, the fee is irreversible, ie. a fee once paid by the applicant will not be returned.

Article 3
Admission examination

(1) General rules. The admission examination is a part of the acceptance procedures (according to Article 1 Section 2a). The FIT dean may recognize the results of an admission examination taken on another BUT faculty and based on these results she can decide to admit the applicant for studies at FIT. Similarly, the deans of other BUT faculties may recognize the results of the admission examination taken at FIT.
(2) **Application for excuse from admission examination.** The applicant may ask the dean at least 1 month prior to the date of the admission examination to be relieved of the obligation to take an admission examination, if she fulfills at least one of the following conditions:

- The results of the *National comparative examination from the general study prerequisites* fall amongst the best 20% and at the same time the average grade from mathematics for the whole secondary school studies is less or equal 1.5.
- The results of the *National comparative examination from mathematics* falls amongst the best 20%.
- The result of the *SAT I international examination* from mathematics is at least 580 points.
- The applicant is a victor or successful solver of the regional round of the *Secondary school Olympiad in mathematics or physics* in the A or P categories.

Fulfillment of any of these conditions does not constitute the right for positive settlement of the application.

(3) **The nature of the admission examination.** One written examination testing two subjects is taken, the subjects being Mathematics and Principles of Information Science to the extent of secondary school syllabus. It consists of test questions and problems needing solution. Every problem (question) is evaluated on its own and the maximum number which can be obtained for successful solution is stated. Several variants of written examinations with the same difficulty are prepared. These variants are top secret prior to breaking of their seals in front of the applicants. No clues and tools are allowed for the admission examination (e.g. tables or a calculator). The written examination has the duration of 75 minutes and the maximum points one can obtain is 1000.

(4) **Examination committee.** The chairmen and members of the examination committees are nominated by the dean. The conduct of documentation about the admission examination and other facts decisive for the admission for the studies are governed by article 10 section 5 of the BUT Statutes.

(5) **Minimal level of requirements fulfillment necessary for the acceptation for the studies.** The achievement of a required minimum points is decisive for the successful accomplishment of the admission examination. The threshold of the minimal required points for the successful accomplishment of the admission examination will be determined by the dean based on the proposal of the admission committee.

(6) **Proclamation of the results of the admission examination.** The points achieved by individual applicants in the admission examination will be posted on the same day it was performed. The points achieved by individual applicants in the admission examination will also be accessible for the applicants on the WWW pages of the faculty. The applicant may, after the publication of the result, inspect his graded written work (in accord with § 50, Section 6 of the Law) during the hours published at the time of taking of the admission examination.

(7) **The date of admission examination.** Only rightly registered applicants will be admitted to take the admission examination. The applicants will be invited by registered mail, one month before the date of the admission examination at the latest. The invitation will state the day and hour when the applicant has to turn out for the examination. The dates of the acceptance procedures are determined annually by the Instruction of the Dean on the
necessities of the acceptance procedures. The excuse of not being present at the admission examination must be submitted in writing 5 days after the date of the admission examination at the latest. The excuse is being reviewed by the dean and the excused applicant takes the examination on an alternative date. If the applicant does not turn out for the admission examination without an excuse or if her excuse is not accepted, the acceptance procedures are stopped.

(8) **Additional term for taking the admission examination.** In the exceptional case when the capacity possibilities of the faculty are not filled-up, the dean may pronounce a second round of the acceptance procedures. The deadline for submitting of applications for the second round and a possible date for the taking of admission examination will be published on the official board of the Faculty and in the daily press.

**Article 4**

**Transfer**

(1) An applicant studying a study program in a related field of studies, wanting to terminate the studies and to continue studies at a FIT study program with similar scope (applicant for transfer), may be admitted to this FIT study program without taking an admission examination based on an appeal and application for university level studies in accordance with Article 1 Section 2b). The deadline of submission of the appeal with the application for studies at FIT in case of transfer is determined by the Instruction of the Dean on necessities of the acceptance procedures. The applicant attaches to the appeal a certified evidence of taken examinations to the day of application submission, and after the completion of the summer term examination period of the given academic year she attaches an evidence of taken examination for the whole academic year. At the same time she will attach a certificate of the university or college she is leaving, stating she fulfilled the conditions for enrollment for the next year of studies. Upon the appeal of the student, the dean will decide on the admission and on the acknowledgement of the part of the studies or examinations.

**Article 5**

**Decision on admission**

(1) The written works of the applicants are sorted in the descending order based solely on overall points awarded for the admission examination.

(2) The acceptance committee will elaborate a proposal for the applicant’s acceptance. The committee will propose the admission of all applicants from the top of the sorted list so as to admit and enroll the maximum number of students set by the dean. Those students having equal points as the last admitted student are proposed for admission as well. Applicants with lower points are not proposed for admission. The proposal will become effective after its approval by the dean.

(3) The decision upon admittance or denial for studies will be delivered to the applicant’s own hands in writing within 30 days from the verification of the conditions for acceptance for studies (§ 50 Section 5 of the Law). If the applicant does not take over the decision sent to her, it is published on the official board, whereas the date of publication is
considered the date of delivery. Justification and information about the possibility to submit an appeal for revision is an integral part of the decision of denial.

### Article 6
**Appellate procedure**

(1) The applicants who were informed about not being accepted to the faculty may, in accordance with §50 Section 7 of the Law, appeal for revision of the decision. The appeal is made to the dean within the period of 30 days following the delivery of the decision. The appeal is submitted by the applicant, in the case of an underage applicant by the legitimate representative of the applicant.

(2) The appellate procedure consists of revision of the correction and grading of the written examinations by an independent committee of appeal, nominated by the dean. The committee will propose to accord a request only if it discovers a fault in the grading and if the corrected grading will reach the points entitling acceptance.

(3) On the basis of a positive proposal of the committee the dean will accord the applicant’s request and will change the decision about the acceptance, in the opposite case she will pass it on to the rector. The rector will change a decision contradicting the Law, internal regulation of the university of its part or contradicting the conditions determined in accord with § 49 Section 1 and 3 of the Law. Otherwise she will reject the appeal and confirm the original decision.

### Article 7
**Report on the course of the acceptance procedures**

(1) Within 15 days after the termination of the acceptance procedures a report on its course is published (§50 Section 8 of the Law). Basic statistical characteristics of all parts of the admission examination are included in the report. The procedure and the conditions at the time of the publication of the course of the acceptance procedures are governed by Decree No. 343/2002 Coll. of the Ministry of Education from July 11, 2002.

### Article 8
**Acceptance procedures for foreigners**

(1) The conditions of studies in the Czech language for foreigners are governed by article 12 section 1 of the BUT Statutes, where it is said that for studies in the Czech language, under the same conditions as local students, foreigners are accepted if:

a) Their acquired education stated in Article 1 Section 4 was recognized and

b) They fulfilled the conditions for acceptance stated for local students and

c) They successfully completed a Czech language examination at UJOP UK Prague (Charles University) or at any accredited language school or took it as a part of a school-leaving examination in the Czech Republic or at any of BUT faculties of languages, that teach Czech language.

Fulfillment of the c) condition is not required for citizens of Slovak Republic.
(2) Applicants for studies in foreign language are accepted pursuant to conditions stated in these Rules and in the Addendum to the Rules for acceptance procedures of foreign applicants to the FIT BUT study programs conducted in English language. Acceptance procedures are conducted in English language and the applicants do not pay a fee for the acceptance procedures.

These Rules were ratified by the Academic Senate of the Faculty of Information Technology of the Brno University of Technology on November 4, 2003.
These Rules come into operation on November 4, 2003.
These Rules become effective on November 4, 2003.

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