

University of Chemistry and Technology, Prague	
Title	DECREE no. A/V/961/23/2024
Subject	Admission proceedings of bachelor's and follow-up master's studies for the academic year 2024/2025
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Revision	-
Cancelled	-
Prepared by	963 – Department of Education
Issued by	prof. Ing. Milan Pospíšil, CSc.

Part I
Introductory provisions and general information

Article 1

1. This decree defines the time schedule and specifies the conditions and requirements of the admission proceedings to the bachelor and follow-up master's study programmes for the academic year 2025/26 at the University of Chemistry and Technology, Prague (hereinafter 'UCT Prague').
2. The decree sets forth the dates for submission of applications and their processing for the first round of the admission procedure. Opening of additional submission of applications for individual study programmes may be announced only based on interim results of the first round of the admission procedure. Opening of another round of the admission procedure is decided by the Dean of the respective faculty, after the Vice-Rector for Education has been informed.
3. Submission and processing of applications, including issuance of decision, are performed electronically in the system for admission proceedings, which forms part of the Study Information System of UCT Prague (hereinafter 'SIS').

Part II
Admission proceedings of study programmes provided in the Czech language (except for the Business Studies and Teacher Education area)

Article 2
Time schedule and application fee – bachelor's study

Start date for submission of applications	15/01/2025
Deadline for submission of applications	31/03/20245
Sending of information on the date of talent exams and the Czech language exam	by 30/04/2025
Publishing of preliminary results	16/05/2025
Talent exam	May 2025
Entrance exam, if required*	by 15/05/2025 – the exact date will be determined by the faculties
Czech language exam	at the turn of May/June 2025
Submission of 'maturita' reports, or of a document on recognition of education or documents for assessment of foreign education for the study at UCT Prague *	by 17/06/2025
Determination of order of candidates	by 17/06/2025
Publishing of the results of the admission proceedings, issuing of a decision	from 24/06/2025
Alternative date of exam in the Czech language	second half of August 2025
Enrolment in study	dates and manner of enrolment to be determined by the faculties
Processing of the results of the admission proceedings	by 15/11/2025
Application fee	CZK 600

* In justified cases when the candidate is not able to meet the deadline, they may request the Dean of the faculty to move the deadline

Article 3
Specification of further conditions and requirements – bachelor's study

1. In compliance with Article 2, paragraph 10 of the internal regulation 'Conditions of Admission to Study and Admission Proceedings at UCT Prague' (hereinafter the 'internal regulation'), further conditions of admission to study are specified as follows:
 - a) The exam in the Czech language is to be taken by candidates who have not taken a 'maturita' exam in the Czech or the Slovak languages. It is an oral exam in which the candidates prove their knowledge of general Czech at the B2 level according to the Common European Reference Framework and their knowledge of the terminology used in chemistry and mathematics classes at secondary schools. In order to pass the exam, at least 70% need to be achieved.

- b) The talent exam is taken by candidates for study in the four-year bachelor study programme Conservation and Restauration of Works of Arts and Crafts. The exam is organized by partner higher professional schools in compliance with the specialisation of the study and the results of the exam are expressed in grades of the classification used by secondary schools.
 - c) Another condition for admission to studies is a valid health certificate confirming fitness for study. Health fitness is confirmed usually by a general practitioner and the certificate shall be issued no earlier than 4 months before the deadline for submission of applications for study. The requirements on the health certificate are defined in Act No. 373/2011 Coll., on Specific Health Services, as amended (hereinafter referred to as the 'Health Services Act'). In case of health fitness confirmed by a doctor abroad, an official translation to Czech or English is required. In case the applicant's general practitioner confirms the applicant's fitness as 'Fit with reservations', a list of all conditions related to the applicant's health must be attached to the certificate. UCT Prague has its own GP who will assess the conclusions of the certificate with the listed reservations; UCT Prague will then proceed in compliance with Section 46, Para 1 of the Health Services Act.
 - d) Within the admission proceedings, the candidates load the required documents in Czech or Slovak in PDF format to SIS. In case of recognition of education, the candidates send certified copies of documents in compliance with the instructions received from the respective authorised employee of the Department of Quality Assessment.
2. When determining the order of candidates, only those will be taken into account who have successfully met the other admission requirement, i.e. the Czech language exam and the talent exam, if applicable.
 3. Pursuant to Article 2 paragraph 7 of the internal regulation, the details for determining the order of the best candidates shall be as follows:
The criterion for determining the order of the best candidates is the average of marks in the subjects Chemistry and Mathematics on the annual school reports of the three pre-final years and on the semi-annual report of the final year of the secondary school (eight marks in total). If the candidate does not have the sufficient number of marks in these subjects, the missing marks are taken from other subjects of natural sciences (e.g. Physics or Biology); in case of candidates for study in the bachelor study programme Conservation – restoration of works of art and craft, the missing marks are taken from the subjects related to the selected study programme, usually subjects focused on the history of art. If necessary, the Dean decides on which other subjects are to be included in the average. Possible other subjects included in the average will be determined by the Dean; in case the applicant does not have enough marks from Chemistry and Mathematics, or other science subjects, as defined in the first sentence of this paragraph, the Dean may order an entrance exam pursuant to Art. 2, Para 7 of the internal regulation.
 4. In case of candidates who must comply with the other condition for admission under Section 1 letter b), the criterion for determining the order of the best candidates is the average based on the average of study results and on the result of the talent exam.
 5. The requirements and dates of the entrance exam in accredited study programmes implemented in cooperation with another university are regulated by a partnership agreement concluded between UCT Prague and the given university, or by an agreement and the rules of international mobility programmes.

Article 4

Time schedule and application fee – follow up master's study

Professional exam	15/01/2025
Czech language exam	31/03/2025
Professional exam	by 30/04/2025
Czech language exam	second half of May 2025
Professional exam	second half of May 2025
Submission of documents proving successful completion of bachelor's studies, or of documents required for recognition of education or documents for assessment of foreign education for the study at UCT Prague *	On an ongoing basis, no later than the day of enrolment**
Determination of order of candidate	by 27/06/2025
Publishing of results of the admission proceedings, issuance of decision	from 27/06/2025
Enrolment in study	dates and manner of enrolment to be determined by the faculties
Processing of results of the admission proceedings	by 15/11/2025
Application fee	CZK 400

* In justified cases when the candidate is not able to meet the deadline, they may request the Dean of the faculty to move the deadline.

** Specified by the faculty

Article 5

Specification of further conditions and requirements – follow-up master's study

1. In compliance with Article 4 paragraph 11 of the internal regulation, further conditions for admission to study in follow up master's study programmes are specified as follows:
 - a) Achieving at least 100 credit points in selected subjects which the candidate completed in the preceding bachelor study. The subjects decisive for admission to study are published on the web sites of UCT Prague.
 - b) Successful completion of a professional entrance exam in case of candidates who have not achieved at least 100 credit points in the selected types of subjects. The examination areas and the form of exam are defined by the Dean and published on the websites of UCT Prague. The examination board may decide that within the master study the candidate will have to take bachelor's study subjects that are necessary for successful completion of his/her study in the master study programme.
 - c) Another condition for admission to studies is a valid health certificate confirming fitness for study. Health fitness is confirmed usually by a general practitioner and the certificate shall be issued no earlier than 4 months before the deadline for submission of applications for study. The requirements on the health certificate are defined in Act No. 373/2011 Coll., on Specific Health Services, as amended (hereinafter referred to as the 'Health Services Act'). In case of health fitness confirmed by a doctor abroad, an official translation to Czech or English is required. In case the applicant's general practitioner confirms the applicant's fitness as 'Fit with reservations', a list of all conditions related to the applicant's health must be attached to the certificate. UCT Prague has its own GP who will assess the conclusions of the certificate

with the listed reservations; UCT Prague will then proceed in compliance with Section 46, Para 1 of the Health Services Act.

- d) The exam in the Czech language is to be taken by candidates who have not taken a 'maturita' exam in the Czech or the Slovak languages and who have not completed a study programme of a higher education institution in the Czech Republic or the Slovak Republic taught in Czech or Slovak. . It is an oral exam in which the candidates prove their knowledge of general Czech at the B2 level according to the Common European Reference Framework and their knowledge of the terminology used in chemistry and mathematics classes at secondary schools. In order to pass the exam, at least 70% need to be achieved.
 - e) Within the admission proceedings, the candidates load the required documents in Czech or Slovak in PDF format to SIS. In case of recognition of education, the candidates send certified copies of documents in compliance with the instructions received from the respective authorised employee of the Department of Quality Assessment.
2. The criterion for determining the order of the best candidates is the weighted average of marks obtained in selected subjects in the bachelor's study programme to which the master's study programme is a follow up. The weight is the number of credit points obtained in the given subject. In case of candidates who take a professional entrance exam, the weighted average is replaced by the result of the entrance exam.
 3. If the candidate has studied the selected subjects at some other higher education institution where the subjects were classified only by a credit, the Dean may include the credits from such subjects.
 4. The requirements and dates of the entrance exam in accredited study programmes implemented in cooperation with another university are regulated by a partnership agreement concluded between UCT Prague and the given university, or by an agreement and the rules of international mobility programmes.

Part III
Admission proceedings of study programmes provided in the Czech language (Business Studies education area)

Article 6
Time schedule and application fee - bachelor's study

Start date for submission of applications	15/01/2025
Deadline for submission of applications	31/03/2025
Sending of information on the date of exams in mathematics and English, and (if applicable) in the Czech language	by 30/04/2025
Entrance exams	second half of May 2025
Sending of information on the result of the entrance exam	within 10 days from the date of the exam
Submission of 'maturita' reports, or of a document on recognition of education or documents for assessment of foreign education for the study at UCT Prague *	by 17/06/2025
Publishing of the results of the admission proceedings, issuing of a decision	from 24/06/2025
Enrolment in study	dates and manner of enrolment to be determined by Department 837
Processing of the results of the admission proceedings	by 15/11/2025
Application fee	CZK 600

* In justified cases when the candidate is not able to meet the deadline, they may request the Dean of the faculty to move the deadline

Article 7
Specification of other conditions and requirements – bachelor's study

1. Admission to studies is based on an entrance exam in mathematics and English. The candidate needs to achieve at least 30% in each part of the exam.
2. The candidate may request the exam or its part to be waived provided that
 - a) they successfully participated in a regional round of the Mathematics Olympiad during their secondary school studies,
 - b) they have passed an internationally recognised language exam in the English language with a minimum mark of 70% of the B2 level of the Common European Framework of Reference or higher; a proof of the certificate is an obligatory attachment to the application.
3. If the student presents evidence that their overall average from all subjects in the final school report in the penultimate year of secondary school studies was not higher than 1.5 inclusive, and provided the English Language and Mathematics were part of their secondary school studies, they will be awarded 10 percentage points in the maximum possible score; if their average was 1.25, they will

be awarded 20 extra percentage points – a verified excerpt with the grades or the final school report in question are an obligatory attachment to the application.

4. The exam in the Czech language is to be taken by candidates who have not taken a ‘maturita’ exam in the Czech or the Slovak languages. It is an oral exam in which the candidates prove their knowledge of general Czech at the B2 level according to the Common European Reference Framework and their knowledge of the terminology used in the area of economy and management. Participants in preparatory courses of the School of Business of UCT who have passed a B2 exam within the course will be examined only in the area of professional terminology. For the exam to be passed, at least 70% need to be achieved.
5. Within the admission proceedings, the candidates load the required documents in Czech or Slovak in PDF format to SIS. In case of recognition of education, the candidates send certified copies of documents in compliance with the instructions received from the authorised employee of the Department of Quality Assessment.
6. If the entrance exam or any part thereof is waived, the maximum possible number of points for the waived part is taken for the determination of the order of best candidates
7. The criterion for determining the order of the best candidates for admission to study in the study programme is the number of points from the entrance exam.

Article 8

Time schedule and application fee - follow up master's study

Start date for submission of applications	15/01/2025
Deadline for submission of applications	31/03/2025
Sending of information on the date of exams in mathematics and English, and (if applicable) in the Czech language	by 30/04/2025
Entrance exams	second half of May 2025
Sending of information on the result of the entrance exam	within 10 days from the date of the exam
Submission of documents proving completion of bachelor's study, or a document on recognition of education or documents for assessment of foreign education for the study at UCT Prague*	On an ongoing basis, no later than the day of enrolment**
Publishing of the results of the admission proceedings, issuing of a decision	from 27/06/2025
Enrolment in study	dates and manner of enrolment to be determined by Department 837
Processing of the results of the admission proceedings	by 15/11/2025
Application fee	CZK 400

* In justified cases when the candidate is not able to meet the deadline, they may request the Dean of the faculty to move the deadline

** Specified by the faculty

Article 9

Specification of other conditions and requirements – follow up master's study

1. Admission to studies is based on an entrance exam in applied mathematics and in English. The candidate needs to achieve at least 30% in each part of the exam.
2. The candidate may request the exam or its part to be waived if
 - a) the candidate has completed a university study programme where the total obligatory scope of learning the subjects mathematics and applied mathematics (including statistics) was at least 18 ECTS credits and the candidate's study result weighted average was not worse than 2.0; for the request to be considered, the diploma supplement or a confirmed transcript of records shall be enclosed as a mandatory attachment.
 - b) the candidate has an internationally recognized exam in English with the result of at least 70 % at the B2 level or higher of the Common European Reference Framework; for the request to be considered, a proof of the certificate shall be enclosed as a mandatory attachment.
 - c) the candidate has passed an entrance exam at other public higher education institution in the Czech Republic whose level and assessment method is adequate to the entrance exam for this study programme provided that such exam has been passed no earlier than 6 months before the expected date of enrolment; for the request to be considered, a decision on admission or a confirmation of successful completion of the entrance exam shall be enclosed as a mandatory attachment.
 - d) the candidate has completed at least one semester of a comparable study programme at a public higher education institution, provided that the admission requirement for the respective programme was proof of knowledge of mathematics or economy and the English language and the study of the programme was not terminated earlier than 12 months before the expected enrolment; for the request to be considered, a transcript of exams from the public higher education institution shall be enclosed as a mandatory attachment
 - e) Entrance exam in the Czech language is to be taken by candidates who haven't taken a 'maturita' exam in the Czech or the Slovak languages nor have completed of a programme in the Czech Republic or the Slovak Republic taught in Czech or English. It is an oral exam in which the candidates prove their knowledge of general Czech at the B2 level according to the Common European Reference Framework and their knowledge of the terminology used in the area of economy and management. Participants in preparatory courses of the School of Business of UCT who have passed a B2 exam within the course will be examined only in the area of professional terminology. For the exam to be passed, at least 70% need to be achieved.
 - f) Within the admission proceedings, the candidates load the required documents in Czech or Slovak in PDF format to SIS. In case of recognition of education, the candidates send certified copies of documents in compliance with the instructions received from the authorised employee of the Department of Quality Assessment.
3. If the entrance exam or any part thereof is waived, the maximum possible number of points for the waived part is taken for the determination of the order of best candidates.

4. The criterion for determining the order of the best candidates for admission to study in the study programme is the number of points from the entrance exam.

Part IV

Admission proceedings of study programmes provided in a foreign language (except for the Business Studies education area)

Article 10

Time schedule and application fee for bachelor's and follow up master's studies

Start date for submission of applications	01/12/2024
Deadline for submission of applications	31/1/2025
Distribution of the applications to the individual faculties	by 5/2/2025
Application assessment by the respective faculty. Written statement by faculties on the individual candidates	by 16/2/2025
Sending information to the candidate on the date and form of interview (if applicable)	9/2 – 16/2/2025
Professional and motivation interviews (if required)	14/2 – 23/2/2025
Information on the result of admission and motivation interviews	by 11/03/2025
Determination of order of candidates	11/03/2025
Sending of documents for arranging a visa	upon fulfilment of admission requirements and in agreement with the candidate
Submission of 'maturita' reports or documents proving graduation from a university and information for assessment by the Department of International Relations for study at UCT Prague*	immediately after obtaining, but no later than the deadline for enrolment
Enrolment in study	dates and manner of enrolment to be determined by the faculties, but no later than on the first day of instruction in the winter semester
Processing of the results of the admission proceedings	by 15/11/2025
Application fee	CZK 3,000 (approx. EUR 120)

*In justified cases when the candidate is not able to meet the deadline, they may request the Dean of the faculty to move the deadline.

**Dates of enrolment to be determined by the faculties

Article 11

Specification of further conditions and requirements of bachelor's and follow up master's studies

1. Pursuant to Article 2 paragraph 7 of the internal regulation, the details for determining the order of the best candidates for study in a bachelor's programme shall be as follows:
The criterion for determining the order of the best candidates is the result of the on-line admission test and subsequent examination from the subjects Chemistry and Mathematics. The required knowledge of individual areas and the method of scoring are published on the website of the Foreign Department of UCT Prague. Candidates must obtain a minimum of 30% in each part of the entrance examination. The admission interview can be held at a place specified by the UCT Prague or via MS Teams.

The criterion for determining the order of the best candidates for study in a follow up master's programme is the weighted average of marks obtained in selected subjects in the bachelor study programme to which the master study programme is a follow up. The weight is the number of credit points obtained in the given subject. In case of candidates who take a professional entrance exam, the weighted average is replaced by the result of the entrance exam (A-F).
2. Another condition for admission to studies is a valid health certificate confirming fitness for study. Health fitness is confirmed usually by a general practitioner and the certificate shall be issued no earlier than 4 months before the deadline for submission of applications for study. The requirements on the health certificate are defined in Act No. 373/2011 Coll., on Specific Health Services, as amended (hereinafter referred to as the 'Health Services Act'). In case of health fitness confirmed by a doctor abroad, an official translation to Czech or English is required. In case the applicant's general practitioner confirms the applicant's fitness as 'Fit with reservations', a list of all conditions related to the applicant's health must be attached to the certificate. UCT Prague has its own GP who will assess the conclusions of the certificate with the listed reservations; UCT Prague will then proceed in compliance with Section 46, Para 1 of the Health Services Act
3. The conditions of the admission proceedings to accredited study programmes provided in cooperation with a foreign higher education institution are governed by a partner agreement made between UCT Prague and the given foreign higher education institution, or by an agreement and regulations of international mobility programmes.

Part V

Admission proceedings of study programmes provided in a foreign language (Business Studies education area)

Article 12

Time schedule and application fee for bachelor's and follow up master's studies

Start date for submission of applications	01/12/2024
Deadline for submission of applications	31/1/2025
Assessment of applications	by 01/02/2025
Sending information on the date of entrance exams	ongoing
Interview	ongoing
Entrance exams – test	from 01/02/2024
Information on the result of the entrance exam	within 10 days from the entrance exam

Sending of documents for arranging a visa	upon fulfilment of admission requirements and in agreement with the candidate
Submission of 'maturita' reports or documents proving graduation from a university and information for assessment by the Department of International Relations for study at UCT Prague *	immediately after obtaining, but no later than the deadline for enrolment**
Enrolment in study	dates and manner of enrolment to be determined by Department 837
Processing of the results of the admission proceedings	by 15/11/2024
Application fee	CZK 3000 (EUR 120)

* In justified cases when the candidate is not able to meet the deadline, they may request the Dean of the faculty to move the deadline

**Dates of enrolment to be determined by Department 837

Article 13

Specification of further conditions and requirements of bachelor's and follow up master's studies

1. Admission to studies is based on an entrance exam in mathematics (applied mathematics) and in English. The candidate needs to achieve at least 30% in each part of the exam. The entrance exam can be organized in the location determined by UCT Prague or as a distance exam.
2. The candidate may request the exam or its part to be waived if they meet the requirements for waiving of entrance exams for bachelor's study under Article 7 paragraph 2, or for follow up master's study under Article 9 paragraph 2, the provisions of which shall be applied accordingly.
3. The admission proceedings may include a motivation interview with the candidate.
4. Candidates for study programmes provided in English are not obliged to submit a document evidencing their knowledge of the Czech language.
5. All candidates shall prove their knowledge of English at the B2 level according to the Common European Reference Framework for Languages in one of the following ways:
 - a) By passing an English exam at UCT Prague or by submitting a document evidencing that the candidate has passed such exam which is recognized by UCT Prague.
 - b) By submitting a 'maturita' exam report from a secondary school study programme taught in English.
 - c) By submitting a diploma certifying graduation from a higher education institution in a study programme taught in English.

Part VI

Admission proceedings of study programmes provided in a foreign language (Education area)

Article 14

Time schedule and application fee for follow up master's studies

Start date for submission of applications	15/1/2025
Deadline for submission of applications	31/3/2025
Sending information on the date of entrance exams	30/4/2025
Interview and entrance exams	Second half of May 2025
Information on the result of the entrance exam	within 10 days from the entrance exam
Submission of 'maturita' reports or documents proving graduation from a university and information for assessment by the Department of International Relations for study at UCT Prague *	On an ongoing basis, no later than the day of enrolment**
Determination of order of candidate	27/6/2025
Publishing of the results of the admission proceedings, issuing of a decision	27/6/2025
Enrolment in study	dates and manner of enrolment to be determined by Department 832
Processing of the results of the admission proceedings	by 15/11/2025
Application fee	CZK 400

* In justified cases when the candidate is not able to meet the deadline, they may request the Dean of the faculty to move the deadline

** Specified by the faculty

Article 15

Specification of further conditions and requirements of follow up master's studies

1. In accordance with Article 4, Para 11 of the internal regulation I hereby specify further admissions requirements for the educational area Education in follow-up master's study programmes:

- a) A minimum of 108 credits awarded in selected subjects that the candidate has taken in their previous bachelor's studies. The subjects relevant for the admission to studies are published on the UCT Prague website.
- b) Successful completion of an oral entrance exam comprising two parts:
 - chemistry,
 - general study prerequisites.

Candidates must achieve a minimum of 30% in each part of the entrance exam. Exam areas in individual fields and the manner in which points are awarded is stipulated by the dean and published on the UCT Prague website.

- c) The exam committee can set out an obligation for the study candidate to sign up for subjects from bachelor's studies in their master's studies, which are indispensable for a successful completion of their studies in the master's study programme.
- d) Another condition for admission to studies is a valid health certificate confirming fitness for study. Health fitness is confirmed usually by a general practitioner and the certificate shall be issued no earlier than 4 months before the deadline for submission of applications for study. The requirements on the health certificate are defined in Act No. 373/2011 Coll., on Specific Health Services, as amended (hereinafter referred to as the 'Health Services Act'). In case of health fitness confirmed by a doctor abroad, an official translation to Czech or English is required. In case the applicant's general practitioner confirms the applicant's fitness as 'Fit with reservations', a list of all conditions related to the applicant's health must be attached to the certificate. UCT Prague has its own GP who will assess the conclusions of the certificate with the listed reservations; UCT Prague will then proceed in compliance with Section 46, Para 1 of the Health Services Act.
- e) The entrance exam in the Czech language must be taken by candidates who did not take the secondary school leaving examination in Czech or Slovak or have not completed a university study programme in the Czech Republic or in the Slovak Republic taught in Czech or Slovak. The exam is oral and the candidate will have to prove their knowledge of general language at the B2 level on the CEFR scale and the ability to use specialised vocabulary for chemistry and mathematics. Successful candidates will achieve a minimum of 70% in the exam.
- f) In the framework of the admissions procedure, candidates will upload the required documents electronically in PDF to SIS in Czech or English. In case of recognition of studies, candidates will send notarised copies of the documents in accordance with instructions from an authorised employee at the Department of Quality Assessment.

2. The results of the oral entrance exam are used to rank the candidates.

3. In case the candidate has taken selected subjects at another university and received a credit/credits for them, the dean can include the credits from these subjects.

Part VII

Final provisions

- 1. If the application does not meet the defined requirements, the student will be called on to correct the fault within reasonable time. Should the faults of the application not be corrected within the provided deadline, the faculty will stop the admission proceedings.
- 2. This decree is valid from its day of its issuance and comes to force on the date 1st of December 2023.
- 3. In cases eligible for special consideration, this decree may be changed by an amendment.
- 4. Each application of a candidate of other than Czech citizenship shall always be considered on an individual basis. Depending on the study programme stated by the candidate on the application and the candidate's application, there will be considered namely compliance of possible provision of so-called technical assistance by UCT Prague with the current sanction regulations and

international sanctions in relation to individual natural entities or citizens in general of a specific foreign country.

For the purpose of this provision and in compliance with legal regulations, technical assistance shall mean, among other, instruction, advice, training, consultation or transmission of working knowledge or skills or consulting services, including verbal forms of assistance.

The decision on admission/non-admission may be affected by international sanctions even if the candidate meets other admission requirements.

prof. Ing. Milan Pospíšil, CSc.
Rector of UCT Prague