

Under Section 36 paragraph 2 of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments of and Supplements to Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the following Conditions of Admission to Study and Admission Proceedings at the University of Chemistry and Technology in Prague under ref. code MSMT-19278/2017 on July 11, 2017.

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Higher Education Institutions
Head of Department*

**CONDITIONS OF ADMISSION TO STUDY AND ADMISSION PROCEEDINGS
at the University of Chemistry and Technology, Prague
as at July 11, 2017**

PART I

**Article 1
Introductory provisions**

- (1) The internal regulation Conditions of admission to study and admission proceedings at the University of Chemistry and Technology, Prague (hereinafter “UCT Prague”) governs the admission to study in bachelor, master and doctoral study programmes provided by UCT Prague and its faculties.
- (2) Admission to study in all study programmes provided by UCT Prague and its faculties is coordinated by UCT Prague.
- (3) The party to the admission proceedings at UCT Prague is only a candidate who has submitted an application for study.
- (4) Admission of foreigners studying in a foreign language is governed by the internal regulation “Study conditions for foreigners studying at the University of Chemistry and Technology, Prague” (Podmínky studia cizinců studujících na VŠCHT Praha).
- (5) For study programmes provided by faculties it is the Dean who has the decision-making power. For study programmes provided by departments of the Rector’s Office the same decision-making power lies with the Vice-Rector for Education.

**PART II
ADMISSION TO STUDY IN A BACHELOR STUDY PROGRAMME**

**Article 2
Admission conditions**

- (1) UCT Prague and its faculties admit to study in bachelor study programmes candidates with secondary education completed by a final exam (“maturita”).
- (2) Another condition for admission to study in study programmes is medical fitness for study of the respective study programme.

- (3) In case of foreigners who apply for admission to study in study programmes provided in the Czech language the knowledge of the Czech language is examined. The knowledge of the Czech language is a pre-requisite for admission to study in such study programmes provided in the Czech language. The details and method of examination are set forth in the Rector's decree on admission proceedings for the respective academic year. The knowledge of the Czech language is met by foreigners who have achieved secondary education with a final exam ("maturita") in the Czech language or the Slovak language.
- (4) Candidates for study in study programmes provided in a foreign language shall prove the knowledge of such foreign language. The required knowledge is met by native speakers.
- (5) UCT Prague defines the maximum number of candidates admitted to study in the respective study programme. In case of a higher number of candidates who have met the conditions for admission, the order of the best ones will decide.
- (6) The criterion for determining the order of the best candidates is the study result in selected subjects at a secondary school.
- (7) A candidate who has met the condition for admission to study in a study programme but in the order of best candidates ranks below the defined maximum number of candidates to be admitted may be informed by the Dean, in case of vacancies, about the possibility to be admitted to other study programme.
- (8) A candidate who has met the conditions for admission to study in a study programme but who ranks in the order of best candidates below the defined maximum number of candidates to be admitted and who has not used the opportunity given under paragraph 7 is not admitted.
- (9) The time schedule of the admission proceedings and specification of the conditions of the admission proceedings for the given academic year are published, in compliance with Section 49 paragraph 5 of the Act, on UCT Prague websites.
- (10) As for study of the bachelor study programme Specialisation in pedagogy (Specializace v pedagogice), only UCT students who have passed selected subjects of the profiling basis set forth by the Rector's decree or graduates from bachelor or master study programmes focused on chemistry may apply.

Article 3

Documents and formalities required for the admission proceedings

- (1) Admission proceedings start by the delivery of a complete printed application to UCT Prague or its faculty.
- (2) A candidate for study in a study programme is obliged, together with handing in the application, to pay the fee related to admission proceedings in compliance with the internal regulation "Fees related to study at the University of Chemistry and Technology, Prague" (Ustanovení o poplatcích spojených se studiem na Vysoké škole chemicko-technologické v Praze). A candidate who fails to pay, within the defined term and in the defined way, the fee related to the admission proceedings charged under Section 58 paragraph 1 of the Act will receive at the contact stated in the application a request to pay the fee and will be given reasonable time to do so. If the candidate fails to pay the fee even within that time, the admission proceedings will be terminated. The candidate must be informed about the consequences of non-payment of the fee.

- (3) UCT Prague and its faculties require from the candidate confirmation of marks for the last four years of study at a secondary school or certified copies of school reports for the last 4 years of study at a secondary school.
- (4) In order to verify fulfilment of conditions under Article 2 paragraph 1, an original or a certified copy of a school leaving exam report (maturitní vysvědčení) is required.
- (5) In order to verify the fulfilment of conditions under Article 2 paragraph 4, the candidate for study in a foreign language must prove the knowledge of the language by presenting a document evidencing a passed secondary school final exam ("maturita") or a state exam in that language, or internationally recognized certificate of such foreign language, or a document proving that the candidate passed secondary education with the exam "maturita" mainly in that foreign language. Knowledge of the Czech language is not required.
- (6) A candidate who is studying or has graduated from a foreign university, except for the countries with which the Czech Republic has an agreement on mutual recognition of equality of education documents, is required to submit certified translation of secondary school reports including the school leaving exam report (maturitní vysvědčení) and a document confirming recognition of foreign education in the Czech Republic (hereinafter the "nostrification").
- (7) If the student is unable to submit the respective documents under paragraphs 4 and 6 till the deadline for verification of fulfilment of conditions of admission to study in the study programme, the Dean may, upon the candidate's written request, expand the deadline for verification of fulfilment of conditions for admission, however no longer till the date of enrolment in the study.

PART III

ADMISSION TO STUDY IN A MASTER STUDY PROGRAMME

Article 4

Admission conditions

- (1) UCT Prague and its faculties admit to study in a master study programme following up a bachelor study programme (hereinafter "master study programme") candidates with duly completed study in a bachelor or master study programme which does not follow up the bachelor study programme.
- (2) Another condition for admission to study in study programmes is medical fitness for study of the respective master study programme.
- (3) In case of foreigners who apply for admission to study in study programmes provided in the Czech language the knowledge of the Czech language is examined. The knowledge of the Czech language is a pre-requisite for admission to study in such study programmes provided in the Czech language. The details and method of examination are set forth in the Rector's decree on admission proceedings for the respective academic year. The knowledge of the Czech language is met by foreigners who have achieved secondary education with a final exam ("maturita") or graduated from a university in the Czech language or the Slovak language.
- (4) Candidates for study in study programmes provided in a foreign language shall prove the knowledge of such foreign language. The required knowledge is met by native speakers.
- (5) UCT Prague defines the maximum number of candidates admitted to study in the respective master study programme. In case of a higher number of candidates who have met the conditions for admission, the order of the best ones will decide.

- (6) For determining the order of best candidates for study in a master study programme, the criterion is weighted average of marks in selected subjects of the bachelor study programme passed as at the date of the application. The weight is based on the number of credits of the given subject.
- (7) For candidates who have not studied the selected subjects of the bachelor study programme, the Dean may require entrance exam. In such case, the weighted average under paragraph 6 is replaced with the result of the entrance exam.
- (8) A candidate who has met the condition for admission to study in a study programme but who ranks in the order of best candidates below the defined maximum number of candidates to be admitted may be informed by the Dean, in case of vacancies, about the possibility to be admitted to other study programme.
- (9) A candidate who has met the conditions for admission to study in a study programme but in the order of best candidates ranks below the defined maximum number of candidates to be admitted and who has not used the opportunity given under paragraph 8 is not admitted.
- (10) The time schedule of the admission proceedings and specification of the conditions of the admission proceedings for the given academic year are published, in compliance with Section 49 paragraph 5 of the Act, on UCT Prague websites.

Article 5

Documents and formalities required for the admission proceedings

- (1) Admission proceedings start by the delivery of a complete printed application to UCT Prague or its faculty.
- (2) A candidate for study in a study programme is obliged, together with handing in the application, to pay the fee related to admission proceedings in compliance with the internal regulation "Fees related to study at the University of Chemistry and Technology, Prague" (Ustanovení o poplatcích spojených se studiem na Vysoké škole chemicko-technologické v Praze). A candidate who fails to pay, within the defined term and in the defined way, the fee related to the admission proceedings charged under Section 58 paragraph 1 of the Act will receive at the contact stated in the application a request to pay the fee and will be given reasonable time to do so. If the candidate fails to pay the fee even within that time, the admission proceedings will be terminated. The candidate must be informed about the consequences of non-payment of the fee.
- (3) A candidate from other university shall submit statement of exams from his/her previous study of a bachelor or master study programme confirmed by the respective university. Candidates who have graduated from a study programme may replace this document with a certified copy of a university diploma and diploma supplement.
- (4) In order to verify fulfilment of conditions under Article 4 paragraph 1, an original or a certified copy of a university diploma or certification of a state final exam is required.
- (5) In order to verify the fulfilment of conditions under Article 4 paragraph 4, the candidate for a study programme in a foreign language must prove the knowledge of the language by presenting a document evidencing a passed secondary school final exam ("maturita") or a state exam in that language, or internationally recognized certificate of such foreign language, or a document proving that the candidate passed secondary education with the final exam "maturita" or university education mainly in such foreign language. Knowledge of the Czech language is not required.

- (6) A candidate who is studying or has graduated from a foreign university, except for the countries with which the Czech Republic has an agreement on mutual recognition of equality of education documents, is required to submit certified translation of statement of exams and nostrification of university degree.
- (7) If the student is unable to submit the respective documents under paragraphs 4 and 6 till the deadline for verification of fulfilment of conditions of admission to study in the study programme, the Dean may, upon the candidate's written request, expand the deadline for verification of fulfilment of conditions for admission, however no longer than till the date of enrolment in the study.

PART IV

ADMISSION TO STUDY IN A DOCTORAL STUDY PROGRAMME

Article 6

Admission conditions

- (1) UCT Prague and its faculties admit to study in doctoral study programme candidates with duly completed study in a master study programme with the required qualification.
- (2) Even students of the last year of a master study programme may take part in the admission proceedings for study in a doctoral study programme; the condition for their admission is due completion of the master study programme.
- (3) Another condition for admission to study in study programmes is medical fitness for study of the respective master study programme.
- (4) In case of foreigners who apply for admission to study in doctoral study programmes provided in the Czech language the knowledge of the Czech language is examined. The knowledge of the Czech language is a pre-requisite for admission to study. The details and method of examination are set forth in the Rector's decree on admission proceedings for the respective academic year. The knowledge of the Czech language is met by foreigners who have achieved secondary education with a final exam ("maturita") or graduated from a university in the Czech language or the Slovak language.
- (5) Candidates for study in a doctoral study programmes provided in a foreign language shall prove the knowledge of such foreign language. The required knowledge is met by native speakers.
- (6) The time schedule of the admission proceedings and specification of the conditions of the admission proceedings for the given academic year are published, in compliance with Section 49 paragraph 5 of the Act, on UCT Prague websites.
- (7) Fulfilment of conditions for admission to study in a doctoral study programme is verified by an entrance exam; admission committee takes into account the study results of the candidate so far, his/her practice, publication activity and references.
- (8) Candidates meeting the conditions of admission to study in a doctoral study programme are invited to an entrance exam. The invitation is sent to the candidate by the Dean's Office of the faculty at least 14 days before the date of the entrance exam.
- (9) The admission committee for the given field of the doctoral programme is appointed by the Dean. The committee is usually chaired by the head of supervising workplace; members of the

committee are supervisors and other experts in the given field. Admission committees have at least three members.

- (10) During the entrance exam the candidate proves his/her professional eligibility to the respective field within the respective doctoral study programme and the aptitude for independent research work.
- (11) If the entrance exam for study in a doctoral study programme is successfully passed by more candidates, the admission committee establishes a ranking of the candidates in the given field. If the number of candidates exceeds the maximum number of admissions, the ranking will decide.
- (12) In justified cases, the Dean may decide on other way and form of verification of the required professional eligibility to study in the doctoral study programme.

Article 7

Documents and formalities required for the admission proceedings

- (1) Admission proceedings start by the delivery of a complete printed application to the faculty of UCT Prague which provides the respective doctoral study programme; the application shall be delivered within the term published by UCT Prague, otherwise the admission proceedings are not started.
- (2) The candidate applying for admission to a doctoral study programme shall submit, in addition to the application, originals or certified copies of documents proving successful completion of a master study programme (university diploma and diploma supplement or state final exam certificate).
- (3) In order to verify the fulfilment of conditions under Article 6 paragraph 5, the candidate for a study programme in a foreign language must prove the knowledge of the language by presenting a document evidencing a passed secondary school final exam ("maturita") or a state exam in that language, or an internationally recognized certificate of such foreign language, or a document proving that the candidate passed secondary education with the final exam "maturita" or university education mainly in such foreign language. Knowledge of the Czech language is not required.
- (4) A candidate who is studying or has graduated from a foreign university, except for the countries with which the Czech Republic has an agreement on mutual recognition of equality of education documents, is required to submit nostrification or certified documents¹ proving successful completion of study in a comparable study programme.

PART V

PROCEEDINGS WITHIN ADMISSION PROCEEDINGS

Article 8

- (1) The decision on admission to study must be issued in compliance with Section 50 paragraph 4 of the Act within 30 days of verification of conditions for the admission.

¹ *The authenticity of signatures and stamp prints on the original documents must be verified by the Ministry of foreign affairs of the country where the issuing university has its seat, or by a competent foreign authority and a competent representative office of the Czech Republic if not stated otherwise in the international agreement.*

- (2) If the candidate's application for study results in admission, the decision is delivered via the electronic study information system of UCT Prague if the candidate's application expresses his/her prior consent to such delivery method.
- (3) After the decision on admission to study has been notified, the candidate has the right to inspect all his/her documentation important for the decision.
- (4) The student may request a review of the decision regarding the decision on admission to study. The appeal shall be brought to the Dean who has issued the decision, or in case of study programmes provided by UCT Prague to the Vice-Rector for Education, within 30 days from the delivery date of the decision; failure to meet this deadline may be pardoned in case of serious reasons.
- (5) The Dean or the Vice-Rector for Education may fully accept the request and change the decision, or pass the appeal to the Rector.
- (6) The Rector shall change the issued decision if it is non-compliant with legal regulations or any regulation of UCT Prague or its faculties or other internal documents related to the admission proceedings for the given academic year. Otherwise the Rector shall reject the request and confirm the decision.
- (7) The candidate has the right to enrol in study upon notification of the decision on admission.

PART VI TRANSITIONAL AND FINAL PROVISIONS

Article 9 Final provisions

- (1) The regulation Admission to study and admission proceedings at the University of Chemistry and Technology, Prague registered by the Ministry of Education, Youth and Sports on July 3, 2015 under ref. code MSMT- 23457/2015, is hereby cancelled.
- (2) This internal regulation has been approved under Section 9 paragraph 1 letter b) point 3 of the Act by the Academic Senate of the University of Chemistry and Technology, Prague on June 13, 2017.
- (3) This internal regulation becomes valid under Section 36 paragraph 4 of the Act on the day of registration by the Ministry of Education, Youth and Sports.
- (4) This internal regulation comes to force and effect on the day of start of admission proceedings for the academic year 2018/19.

Radek Cibulka

President of the Academic Senate

Karel Melzoch

Rector