



Conditions for admission to the Informatics Master degree study programme for the Academic year 2024/2025

1. Preamble

1. This document ("Conditions") sets forth the conditions for admission to the full-time form of the Informatics Master degree study programme ("Informatics MDSP") 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 MDSP is governed by Act No. 111/1998 Coll., Higher Education Act, as amended, and these Conditions.
3. Pursuant to Article 6 of the CTU Statute governing admission to study and to ensure the organizational integrity of the admission process, the Dean appoints the Admission Committee as an advisory body reporting to the Dean.

2. Basic information about the Informatics MDSP

Degree programme name:	Informatics
Degree programme code	N0613A140024
The maximum number of admitted Students (pursuant to Section 49(1), third sentence of Act No. 111/1998 Coll.):	40
Specializations:	<ul style="list-style-type: none">• Computer Security• Computer Systems and Networks• Computer Science• Design and Programming of Embedded Systems• Software Engineering• Digital Business Engineering (Double Degree with the University of Antwerp)
Form of study:	Full-time
Language:	English
Nominal length of study:	2 years
Degree:	Inženýr (Ing.)

3. Application procedure and deadlines

1. The admission procedure is managed by the Admission Committee.
2. An Applicant enters the admission procedure, if he/she performs the following steps:
 - a. Fill out and submit a completed electronic application form at the portal <https://prihlaska.cvut.cz>. The application can be filled out from January 1, 2024 to March 31, 2024.

- b. Pay the fee for the admission procedure (CZK 900) through the portal <https://prihlaska.cvut.cz>, or transfer to the bank account of FIT.
 - c. Upload all required documents through the portal <https://prihlaska.cvut.cz>. This can be done even after the application deadline (March 31, 2024). Document submission deadlines are specified in the following sections of this document.
 3. The submission of the application is made directly to the study program; students select their specialization at the later stage during their studies. The conditions governing the Digital Business Engineering specialization are specified in Section 12.
 4. Applicants are strongly encouraged to perform these steps as soon as possible to allow the FIT administration to process the applications on an ongoing basis.

4. Documents to be uploaded

1. A scan of the Applicant's passport (open on the page with the photograph and identification data), upload by March 31, 2024.
2. Proof of English proficiency (see Section 6 for details).
3. Signed copy of the Study Contract. The form is available online at <https://fit.cvut.cz/en/student/forms>. All mandatory fields must be filled out.
4. Proof of the recognition of Applicant's Bachelor or Master degree education (see Section 7 for details). This does not apply to the graduates of universities in Czechia and Slovakia (instead of the Proof of recognition, they must submit an officially certified copy of a document verifying a completion of a Bachelor or Master degree education).
5. Structured CV with focus on IT skills and experience.
6. Optionally, applicants are encouraged to submit documents proving significant personal achievements or professional or academic excellence in Informatics, Mathematics, Physics or Life Sciences.
7. All documents that are not in Czech, Slovak, or English should be accompanied by a certified translation into Czech, Slovak, or English. A photocopy of the translation should be uploaded, the original should be presented at the registration into the Informatics MDSP.

5. Admission Informatics Test and Interview

1. In the given year, FIT organizes a remote online admission test in Informatics and remote online interview in English. If an Applicant resides in the Czech Republic during the test/interview period, he/she can take the test and to be interviewed in person at FIT. The rules described below apply to the remote mode.
2. Preliminary admission to the Informatics MDSP at FIT will be granted without an Admission Test and Interview if an Applicant has completed or will complete a Bachelor's degree in Informatics at FIT in the Academic Year 2023/2024.
3. Applicants are expected to have a good command of spoken and written English. The level of spoken English is assessed during the online interviews with the members of the Admission Committee.
4. The technology required for the online admission test and interview is a PC with a camera and a 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.
5. After the application and documents specified in paragraphs 4.1, 4.5, and 4.6 are submitted – and no later than April 19, 2024 - the Applicant and the Admission Committee will mutually agree upon the exact date and time of the online test and interview using email, phone calls, Skype sessions, or any other means of electronic communication. The tests and interviews will take place no later than May 10, 2024.

6. During the Informatics Test, the Applicant cannot leave the room and must remain seated in camera view and avoid any communication with anyone except for the Admissions Committee.
7. The admission test takes 90 minutes and consists of answering a set of multiple-choice questions in Moodle. It is a closed-book exam, no electronic communication tools are allowed, no calculators are permitted.
8. The maximum score attainable in the test is 100 points.
9. The test is based on the following topics: mathematical logic, Boolean algebra, linear algebra, discrete mathematics, graph theory, probability and statistics, algorithms and data structures, formal languages and automata, databases, digital circuits, instruction set and machine code, processor and computer architectures, memory hierarchy, operating systems, computer networks, computer security.
10. If the Applicant obtains a sufficient score from the Admission Test, a 15-minute interview may follow.
11. 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.
12. An Applicant may be preliminarily admitted to the study if he/she meets the following conditions:
 - a. Fulfils the conditions of the CTU Admission Procedure Rules.
 - b. Obtains at least 60 points from the Admission Test.
 - c. Passes successfully the interview.
13. In addition, Applicants who meet the requirements outlined in both points 12a) and 12c) above may be provisionally admitted (cf., preliminary admission) based on their performance in the test, with the aim of fulfilling the capacity of the Informatics MDSP.
14. The preliminary admission/non-admission decision will be announced to the Applicants by May 14, 2024; this preliminary announcement will be followed by an official confirmation.

6. English proficiency requirements

With the exception of native speakers of English, Applicants shall attach a photocopy of a certificate that demonstrates their proficiency in English on (or exceeding) B2 level of the Common European Framework of Reference for Languages. This must be done by the date of admission to study.

This requirement can be satisfied by submitting documents that include, but are not limited to, the following:

- a. FCE – First Certificate in English, 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 primary teaching language of the studied programme at the Applicant's university.

7. Recognition of Bachelor or Master degree education

1. Applicants must
 - a. complete the process of the official recognition of their Bachelor or Master degree education by the Czech Republic (nostrification)
 - b. or apply for verification of his/her foreign education through the CTU in accordance with Section 48 Act No. 111/1998 Coll., Higher Education Act, as amended. Details of the procedure for verifying an Applicant's foreign education document, including the fee for such verification, are available at <https://www.cvut.cz/en/assessment-of-education-for-applying-to-ctu>. This process can be started immediately after submitting an application to study.

This does not apply to the students who graduated from universities in Czechia and Slovakia

2. For students that have graduated from universities in a country other than Czechia and Slovakia, the Applicant must submit a document showing recognition (or verification) of the Applicant's Bachelor or Master degree education as a condition for admission to study.

8. Admission to study

1. Preliminarily admitted applicants will be fully admitted into the Informatics MDSP after the following documents are uploaded or delivered to the Office of Study Affairs:
 1. Recognition of Bachelor degree education (see Section 7 for details).
 2. Proof of English proficiency (see Section 6 for details).
 3. Signed Study Contract (see Section 4 for details).
2. Once the above conditions are met, the successful Applicant shall receive (by mail) the following documents from FIT:
 - a. An official letter of admission with further information about registration into the Informatics MDSP and about starting the studies at FIT.
 - b. Admission confirmation for the Czech Embassy in the Applicant's Country.
3. Admitted Applicants can book their accommodation in the CTU Student Dormitories at <https://www.suz.cvut.cz/en> and will receive confirmation. The tentative date for the commencement of accommodation is September 17, 2024.

9. Registration into the Informatics MDSP

1. The classes start on September 23, 2024.
2. Admitted Applicants should register into the Informatics MDSP online; the registration can be done from June 30, 2024 to September 16, 2024.
3. In order to register, Tuition Fee payment for the first semester (CZK 64 000) must be executed to the FIT bank account (see Section 10 for details).
4. Applicants who – for serious reasons – cannot register during the period specified above must inform the FIT's Office of Study Affairs by e-mail to master-admissions@fit.cvut.cz. For such Applicants, another registration date will be arranged individually.
5. If the Applicant is unable to register by October 14, 2024, he/she cannot start to study.
6. If the Applicant cannot start the studies for reasons beyond his/her control, he/she may be admitted to study in the following Academic Year without need to pass the admission test and the interview again.

10. Fee payments

1. The Admission Procedure Fee is non-refundable.
2. The Tuition Fee is generally non-refundable, except in cases of serious circumstances preventing the registered Applicant from beginning his/her studies. In such situations, the Applicant must request a refund and provide supporting evidence to the Dean for a decision on reimbursement. Refunds are issued to the same account or payment card used for the initial payment.
3. In the case of a fee refund, FIT is entitled to charge administrative costs up to CZK 4000.
4. The Tuition Fee does not cover accommodation, food, transportation, books, medical insurance, or other personal expenses.
5. All payments should be made by a payment card (recommended) or wire transfer. All transaction fees and charges associated with the payment shall be borne by the Applicant.
6. Payment details are described on the FIT CTU website:
<https://fit.cvut.cz/en/applicants/admissions-procedure/master-study-program>

11. Concluding remarks

1. Data filled in the <https://prihlaska.cvut.cz> application and application attachments must be true and complete. False or incomplete data can result in a rejection of the application during the admission procedure; if false or incomplete data in the application are discovered only after the registration into the study programme, the applicant/student could be expelled from the studies.
2. A bachelor's degree, as defined in these Conditions, also encompasses a previously completed master's degree, if applicable.
3. Due to sanctions imposed by the UN Security Council and the Council of the European Union citizens of North Korea are not eligible to apply. Please note that Applicants from Russia and Belarus are subject to additional special conditions for admission and study set out in the CTU regulations, available at <https://www.cvut.cz/en/information-for-students-from-rus-and-blr>.
4. In case of any questions, comments, problems, or requests, Applicants are welcome to send an e-mail to the Office of Study Affairs at master-admissions@fit.cvut.cz.

12. Special admission requirements for candidates applying to the *Digital Business Engineering specialization for Master of Science in Business Engineering: management information systems* at the University of Antwerp

1. The Applicant must be a student of the "Master of Science in Business Engineering: management information systems" at the University of Antwerp.
2. The Applicant must apply by submitting the following documents to the FIT Office of Study Affairs at master-admissions@fit.cvut.cz, no later than May 30, 2024:
 - Completed application for admission
 - Proof of enrolment at the University of Antwerp
3. The Applicant has to pass an admission interview in front of the Admissions Committee of FIT to confirm eligibility of the Applicant.
4. Applicants who successfully complete the admission interview as per point 3 and satisfy the conditions as per point 2, will be admitted to the programme.

13. Reservation of changes

In case of external objective circumstances, FIT may change and/or amend the terms set out in these Conditions, FIT is obliged to inform about the change in the public part of the FIT website and by e-mail to Applicants who have already submitted an application.