

Dean's Directive no. 4/2023:

**Admission Procedure Rules and Conditions for Admission to Study
in the Master's Degree Study Programme Fine Art and Design for the
Academic Year 2024/2025**

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Responsibility: Vice-Dean for Study Affairs
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Article 1

Subject of Regulation

- 1) This directive regulates the rules and requirements for admission to study in the master's degree study programme "Fine Art and Design" (hereinafter referred to as "FAAD") implemented the Faculty of Fine Arts of the Brno University of Technology (hereinafter referred to as "Faculty" or "FFA BUT") for the academic year 2024/2025 in accordance with Act No 111/1998, on higher education institutions and amending and supplementing other acts (hereinafter the "Higher Education Act" or "Act") and the Statute of BUT (hereinafter the "Statute").
- 2) The study programme allows for the full-time form of study.

Article 2

Conditions for Admission

In accordance with Section 48(3) of the Act, the basic condition for admission to study in the FAAD is the acquisition of a higher education in fine arts, design, or in a related field, and passing the admission examination. The admission examination cannot be waived.

Article 3

Maximum Number of Admitted Applicants

No more than 10 applicants can be admitted to the study programme.

Article 4

Application Deadline and Requirements

- 1) The applications are admitted via e-application form in the period from 1 October 2023 to 15 March 2024.
- 2) Applications are submitted electronically via the e-application form. Information on how to submit the e-application can be found online at <https://www.vut.cz/eprihlaska/en/>.
- 3) The e-application must include following attachments (submitted via e-application form):
 - a) A portfolio of applicant's work which shows a high standard and range of applicant's artistic/design practice. Details regarding the format and size of the portfolio are to be found in the e-application.
 - b) A brief CV.
 - c) A personal statement describing the motivations for the applicant's interest for studying at FFA BUT. It can include an assessment of past interests and study experience.
 - d) A scan (a photocopy) of a document that confirms English language proficiency at the level of at least B2 according to the Common European Framework of Reference (CEFR). This is not required when English is applicant's first language – this should be clearly stated in the CV.

- e) A scan (a photocopy) of diploma or other document confirming that an applicant received a higher-education degree.¹ For information on recognition of acquired foreign education see Article 5.

To submit the e-application, it is sufficient to provide the documents referred to in the previous paragraph as a photocopy or a scan of the document. However, for recognition of higher education qualifications (see Article 5), the documents must be submitted as hard copies. We therefore recommend that the documents specified in Article 5 are sent by post to the address of the Faculty no later than on the closing date for the submission of e-applications.

- 4) The fee for acts related to the admission procedure for the academic year 2024/2025 is, in accordance with the Rector's Decision No. 3/2023, set at:
- a) 700 CZK for each application submitted when paying in the Czech Republic to the following BUT account: account number 117729823/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account holder name: Vysoké učení technické v Brně.
 - b) 30 € for each application submitted when paying in any state other than the Czech Republic to following BUT bank account: account number 1017476763/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account holder: Vysoké učení technické v Brně.

The bank details, including the variable symbol, will be displayed on the BUT website after submitting the electronic application.

- 5) The fee is paid when it is credited to the account. The fee is non-refundable.
- 6) If there are any deficiencies in the application, the Faculty will ask the applicant to remove them. If the applicant fails to correct the deficiencies within the prescribed period or fails to pay the application fee, the Faculty will stop the admission procedure. The applicant must be informed of the consequences of these cases of inactivity.

Article 5

Recognition of Acquired Foreign Education

- 1) The admission of applicants who have received higher education abroad is regulated by the provisions of the Higher Education Act (Section 48) and the [Rector's Directive no. 11/2019](#).
- 2) The procedure for applicants who have received their higher education abroad is following:
 - a) applicants who already have obtained a decision about the recognition of foreign higher education in the Czech Republic shall submit a copy of the relevant document;

¹ In case the applicants are in the final year of their bachelor level studies, the diploma can be alternated with a confirmation of studying the final year issued by their university or academy, along with a record of the courses the applicant has completed, and the date of the final exam.

- b) applicants who obtained a higher education degree in Germany, Hungary, Poland, Slovakia, or Slovenia shall submit a certified copy of their diploma;
 - c) if neither a), or b) option can be applied, the applicants submit a certified copy of their diploma or other certificate of higher education, and at the same time they apply for the assessment of foreign education (see Annex 1 of the [Rector's Directive no. 11/2019](#)). Details of the recognition of acquired foreign education in cases falling under this paragraph are detailed on the BUT web portal at <https://www.vut.cz/en/study-options/recognition>.
- 3) The fee for the assessment of foreign education within the admission procedure for the academic year 2024/2025 is in accordance with the Rector's Decision no. 2/2023 set at:
- a) 750 CZK in case of a request for assessment of foreign education for payments made in the Czech Republic to the BUT bank account: account number 117729823/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account holder: Vysoké učení technické v Brně;
 - b) 32 € in case of a request for assessment of foreign education for payments made outside the Czech Republic to the BUT bank account: account number 1017476763/0300, name of the bank: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account holder: Vysoké učení technické v Brně.

The bank details, including the variable symbol, will also be displayed on the BUT website after submitting the application for the assessment of foreign education.

Article 6

Admission Exam

- 1) The admission exam procedure is ruled by the committee appointed by the dean of the Faculty.
- 2) The admission exam consists of two parts: a portfolio assessment, and an interview. The first part of the admission exam takes place on 27 March 2024. The second part (the interview) takes place on 11 April 2024 (alternative date of the admission exam is set for 16 April 2024).
- 3) The portfolio assessment will be held without the presence of the applicant. This part of the admission exam is point-based. The evaluation criteria are primarily the quality of the documented practice with the emphasis on the most recent works. The committee considers the structure of the portfolio, the complexity of the documented work, the ability of the presented practice to respond to the specific fine art/design histories and contemporary fine art/design context, and the applicants' ability to contextualize their work in portfolio text(s). The maximum number of points is 20 (increments of 1 point). The minimum number of points required to pass the first part of the admission exam is 10 points. The admission procedure for applicants who do not obtain 10 points in the first part of the admission exam is terminated.
- 4) Invitation to the second part of the entrance examination is sent to applicants at least 7 days before the event. The invitation is sent electronically to the e-mail address provided in the application.

- 5) The interview is conducted online in English. During the interview the committee will assess the suitability of the applicant for the admission to the FAAD and will focus on the following criteria:
 - a) applicants' general orientation in the field of study (max. 10 points);
 - b) motivation for study and ability to discuss a specific issue related to the applicants' area of interest (max. 10 points);
 - c) English language proficiency (max. 5 points).

The minimum number of points required to pass the second part of the admission exam is 15 points.

- 6) The interview will take place online in the MS Teams environment. The applicant is obliged to have a communication device (PC, laptop, tablet, etc.) with a stable connection to the Internet, a microphone, headphones / speaker and a camera on which MS Teams will work. The applicant is obliged to have the camera turned on during the entire interview while the camera will be viewing him/her. The interview will not be recorded. The applicant's identity will be verified at the beginning of the interview. The applicant will show his*her identity document at the camera. A screenshot containing the applicant's personal data will be treated in accordance with the personal data protection legislation. The screenshot will be deleted from the BUT information system no later than 30 November 2024.
- 7) Taking the second part of the admission exam in an alternative date may be permitted only for serious and documented medical or other critical reasons. If the candidate is unable to attend the admission interview for serious reasons, he/she will apologize in writing to the Dean through the study department on or before the set date of the admission exam. The Dean decides on the alternative date examination as set in Paragraph 2 of this section. The Dean's decision is final, and the candidate is notified electronically via the e-mail address specified in the e-application. At the same time, the Dean's decision is made available to the applicant in the e-application.
- 8) The final ranking of applicants after the second part of the admission exam is determined by the sum of the points obtained in both parts of the admission exam.
- 9) Only those applicants who have successfully passed the admission exam and have been adequately ranked in accordance with to Article 3 may be admitted to study. If more than one applicant is ranked last with the same number of points, all such applicants shall be admitted to study.

Article 7

Admission to Study

- 1) The applicant will receive the dean's decision on admission to study within 30 days of verifying that all the conditions of the admission procedure were met.
- 2) It is possible to make an appeal against the decision within 30 days of its notification.

Article 8
Final Provisions

- 1) The applicant has the right to inspect the admission exam file from the date of notification of the decision during the office hours of the study department. The Faculty may instead provide the applicant with a copy of the file.
- 2) This directive has been approved in accordance with Section 27 (1)(e) of the Act by the Academic Senate of the Faculty on 13 September 2023.

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dean