

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT

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RULES
FOR ADMISSIONS AND ADMISSION ELIGIBILITY CRITERIA FOR DOCTORAL PROGRAMMES
AT THE FACULTY OF BUSINESS AND MANAGEMENT IN THE ACADEMIC YEAR
2023/2024

Article 1

Subject Matter of the Rules

- (1) In conformance with Act 111/1998 Coll. on universities as amended (the Act) and the BUT Statutes (the Statutes), these rules regulate the Admissions to doctoral studies at the BUT Faculty of Business and Management (the Faculty) in the academic year 2023/2024.
- (2) The doctoral programme is offered for full-time or combined study. The admissions conditions for both types of study are identical.

Article 2

Conditions for Admission

- (1) Pursuant to Section 48, Paragraph 3 of the Act, admittance to a doctoral programme is conditioned by
 - a) having achieved a degree of MSc.
- (2) The following conditions must also be met
 - a) passing an entrance examination
 - b) submitting an essay on the anticipated topic of the dissertation thesis,
 - c) consent by the anticipated supervisor,
 - d) English proficiency at a minimum level of B2
- (3) International students having achieved the degree at a university abroad can be admitted to the doctoral programme (by Article 30 of the Statutes) provided that they meet the below conditions
 - a) they have achieved the degree required by the law, and proved this by submitting a document specified by Section 48, Paragraph 5 of the Act in accordance with the relevant directive by the Rector,
 - b) they have fulfilled the admissions conditions identical with those of the domestic students,
 - c) the admission to study of international students is further conditioned by sufficient knowledge of the Czech language proved by submitting a document on passing a Czech course accredited by the Ministry of Education Youth and Sports at a BUT department of foreign languages.

Article 3

Maximal Number of Applicants Admitted

The number of applicants admitted is given by the number of dissertation topics published. No more than one applicant can be admitted for each topic. The total number of applicants admitted is 17

Article 4

Deadline for submitting an application to study

Applications to study must be submitted

- a) by **14th April 2023** for the first round of admissions
- b) by **1st August 2023** for the second round of admissions. The second round of admissions will be opened by 1st June 2023 by a decision of the Dean.

In the event that a second round of admissions takes place, the submissions of applications will be regulated identically by these rules. The date of the second round of admissions is 14th September 2023.

The second round of admissions will not take place if the maximum possible of applicants were admitted in the first round, pursuant to Article 3.

Article 5

Application for study

- (1) To initiate admission, an applicant sends an application to the Faculty by a given deadline.
- (2) Applications for study must be submitted electronically.
- (3) Along with the application, by **14th April 2023**, unless otherwise advised, an applicant must also deliver the below documents to the Faculty (by post or by e-mail on demand) at the address: Ing. Simona Reková, Oddělení pro tvůrčí činnost a doktorské studium FP VUT v Brně, Kolejní 4, 612 00 Brno, Czech Republic (on demand - at the e-mail address: rekova@vutbr.cz)
 - a. applicant's CV
 - b. authorised copy (or non-authorised copy if the applicant has received the degree at BUT) of a document testifying to the applicant having received a degree and practical experience. The original copies of the documents will be submitted by the applicant on enrolment to the doctoral course
 - c. in the event of an applicant receiving a degree at a university abroad, he or she will submit a document pursuant to Section 48, Paragraph 5 of the Act in accordance with the Dean's Directive no. 11/2019,
 - d. *two copies* of a specialized essay in Czech of 10 to 15 pages with an English summary on the anticipated dissertation theme for doctoral study taught in Czech,
 - e. *two copies* of an essay in English of 10 to 15 pages on the anticipated dissertation theme for doctoral study taught in English,
 - f. all accompanying recommendations (study of foreign languages, etc.)
 - g. documents certifying the study results during the previous university study and a list of previous research activities.

The specialized essay will deal with the topic of the dissertation chosen by the applicant. The author of the essay will consider a problem in a broader context, summarizing the present state of knowledge, specifying the aims and objectives of the anticipated dissertation and outlining the methods of solution anticipated. Such an essay will also contain a detailed list of literature used by the applicant to write the essay. The references must comply with the current ISO 690 standard

(4) By the decision of the BUT Rector no. 5/2022, the fee for the administrative work entailed by the admissions of 2023/2024 amounts to:

- 700 CZK for each application to study submitted if payment is made in the Czech Republic into the account of Brno University of Technology, account no.: 117729823, banking address: Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account title: Vysoké učení technické v Brně.
- € 30 for each study application submitted if payment is made in a country other than the Czech Republic into the account of Brno University of Technology, account no.: 1017476763, banking address: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT SWIFT (BIC) CEKOCZPP, account title: Vysoké učení technické v Brně.

The banking address can also be found at the BUT website after sending an e-application.

When paying for an e-application, an applicant must fill in variable and specific symbols according to the instructions attached to the e-application.

The fee will be paid by a bank transfer into the account. The fee is non-refundable.

(5) By the decision of the BUT Rector no. 5/2022, the fee of 2023/2024 for the administrative work entailed by considering a degree received abroad amounts to:

- 750 CZK for each application to study submitted if payment is made in the Czech Republic into the account of Brno University of Technology, account no.: 117729823/0300, banking address: Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account title: Vysoké učení technické v Brně.
- € 32 for each application submitted for considering a degree received abroad if payment is made in a country other than the Czech Republic into the account of Brno University of Technology, account no.: 1017476763/0300, banking address: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT SWIFT (BIC) CEKOCZPP, account title: Vysoké učení technické v Brně.

The banking address can also be found at the BUT website after sending an e-application. If the applicant fails to pay the fee for the administrative work entailed by considering a degree received abroad, the Faculty will not consider it by Section 48, Paragraph 4, Item d) of the Act, Section 48, Paragraph 5, Item c) of the Act.

In such an event, the applicant is obliged to prove differently the fulfilment of the condition of previous education by Section 48, Paragraph 5, Item a) or b) of the Act, otherwise the admissions will be stopped by the Faculty.

If an application shows faults, the applicant will be called upon by the Faculty to remove them. If the applicant fails to do so by a specified deadline or if the applicant fails to pay the

fee for the administrative work entailed by the admissions, the admission will be stopped by the Faculty. The applicant must be informed of this consequence.

Article 6

Entry examination

- (1) The entry examination will take place on **18th May 2023**.
- (2) Applicants must arrive at the examination venue on the date and at the time stated in the invitation sent to them by e-mail to the address listed in the e-application.
- (3) No substitute entry examination date will be announced.
- (4) The entry examination is oral taking the form of the applicant taking part in a discourse with the admissions committee appointed by the Dean of the Faculty in Czech or English depending on the language of the programme chosen by the applicant and the defence of the essay the applicant has submitted. The point of departure of the discourse is the anticipated supervisor's opinion on the applicant's essay. This opinion will also include the supervisor's characteristic of the applicant.
- (5) In justified cases, the Dean may, at the applicant's request, change the form of the entrance examination to a videoconference. The applicant must file such a request no later than 10 days before the date announced for the entrance examination.
- (6) The admissions committee is appointed by the Dean of the Faculty. The number of the admissions committees is set by the vice-dean of the Faculty for creative activities and doctoral study based on the number of applicants and with regard to the focuses of dissertations. The discourse is steered by the chair of the admissions committee or by one of its members authorised by the chair. The chair of the admissions committee is a member of the academic staff of the Faculty. In addition to the chair, an admissions committee has two members. The chairs (members) of admissions committees may also be the supervisors for whose dissertation topics applicants have registered. Only one applicant may be admitted for a single dissertation topic.
- (7) An entry examination will consist of:
 - a) a discourse with the applicant and a defence of the applicant's essay on the chosen topic of dissertation. The required level of the applicant's knowledge must be comparable with that required for the Master's final state examination. During the discourse, the applicant should prove having the expertise required for the doctoral study, the ability to work on the chosen dissertation topic, and a strong interest in the area of the applicant's speciality and presenting his or her previous research activities. As a member of the admissions committee, the supervisor for the given dissertation topic may attend the discourse and the defence of the essay giving his or her opinions. The discourse will also test the applicant's familiarity with specialised English vocabulary.
 - b) an assessment of the applicant's previous university study and research activities.
- (8) The overall assessment is based on the grading of each part of the entry examination. The parts are graded as follows:

0 to 12 points	for the essay as assessed by the applicant's anticipated supervisor,
0 to 8 points	for the discourse on the dissertation topic and the defence of the applicant's essay,
0 to 6 points	for study results attained in previous university studies: 1.0 to 1.19 = 6 points; 1.2 to 1.39 = 4 points, 1.4 to 1.59 = 2 points

0 to 4 points for the current research activities such as publications and participation in research carried out at the university, and other specialist activities proved by a certificate.

An applicant will pass the entry examination if receiving 16 points of the maximum 30.

An applicant who has passed the entry examination and is the only one to have applied for a particular doctoral study topic will be recommended for admission.

If several applicants are interested in a particular dissertation topic and have passed the entrance examination, the applicant with the highest score will be recommended for admission. If several applicants have identical scores, the scores received in individual parts of the entry examination will decide, in the following order:

- the discourse on the doctoral study topic and the defence of the applicant's essay,
- the applicant's previous research activities and study results attained during Master's studies.

In the event of the scores being identical in all the above parts, the chair of the admissions committee will decide.

If an applicant has failed the entry examination or has not arrived at the entry examination venue, the applicant will not be recommended for admission.

Article 7

Admission to study

- (1) Following a recommendation by the admissions committee entered in the examination report and, following a proposal by the Faculty Doctoral Committee, the Dean will decide on the admission of an applicant for doctoral study as follows:
 - a) Applicants for doctoral study eligible for admission will be sent a decision on admission no later than 30 after the fulfilment has been verified of all admissions conditions.
 - b) By **14th April 2023**, the applicants under Article 2, Paragraphs 1, 2, 3 who have not fulfilled the condition of receiving the required Master's degree or have not submitted a document required by Section 48, Paragraph 5 of the Act in conformance with the Rector's directive no. 11/2019 will be informed by the BUT Information System that they will not be admitted unless fulfilling the formal requisites. After all conditions have been verified, such an applicant will receive a decision of being admitted to study. These attachments must be submitted by the applicant no later than on **13th July 2023**.
- (2) An appeal may be filed against this decision within 30 days of its publication.

Article 7

Final Provisions

- (1) Applicants are entitled to inspect the materials relevant for the decision on their admission to study. This opportunity may be used by the applicants on 29th May 2023 from 10 am to 11 am at the Department for Creative Activities and Doctoral Study of the Faculty
- (2) The present Rules were approved by the Faculty Academic Senate pursuant to *Section 27, Paragraph 1, Item e) of the Act/ Section 9 Paragraph 1, Item g) of the Act*.

Chair of the Faculty Academic Senate

Dean of the Faculty