

**BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT**

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Overrules: Rules for admissions and admission eligibility criteria for doctoral programmes at the Faculty of Business and Management in the academic year 2023/2024

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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 2024/2025

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 Admissions to doctoral studies at the BUT Faculty of Business and Management (the Faculty) in the academic year 2024/2025.
- (2) The doctoral programme is offered for full-time or combined study. The conditions of admissions for both types of study are identical.

Article 2

Conditions for Admission

- (1) Pursuant to Section 48, Paragraph 3 of the Act, admitting to a doctoral programme is conditioned by the applicant
 - 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 is given by the anticipated supervisor,
 - d) English proficiency at a minimum level of B2
- (3) International students who have achieved degrees 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 conditions of admissions 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 **12th April 2024** for the first round of admissions
- b) by **2nd August 2024** for the second round of admissions. The second round of admissions will be opened by 1st June 2023 by a decision of the Dean. A second round of admissions will not take place if the maximum number of applicants has been admitted in the first round, pursuant to Article 3. In the event that a second round of admissions does take place, submissions of applications will be regulated identically by these rules. The date of the second round of admissions is 13th September 2024.

Article 5

Application for study

- (1) To initiate admission, an applicant must send an application to the Faculty by a given deadline.
- (2) Applications for study must be submitted online.
- (3) To an application, the following documents must be attached
 - a) the applicant's CV
 - b) an authorised copy (or a non-authorised copy if the applicant has received the degree at BUT) of a document testifying to the applicant having received a degree and, if required, practical experience. Applicants who have received university degrees outside the Czech Republic or the countries with which the Czech Republic has concluded an agreement on mutual recognition of documents testifying to the achievement of degrees, must go through the process stipulated by the Act (Section 48) and the Rector's directive on the assessment of education received abroad as amended. If a degree certificate cannot be supplied by the time of application admission, the reason for this must be given (such as that the application is to be submitted before the date of the final state examination),
 - c) a specialized essay (written in the language of the doctoral programme),
 - d) all accompanying certificates (study of foreign languages, state examinations, etc.)

- e) academic transcripts of previous university studies and a list of previous research activities.

These pdf-files will be attached to an online application.

A specialized essay on the anticipated dissertation topic must be attached to each application to doctoral study at FBM. It should contain 4,000 to 6,000 words with a summary in English. The essay must be written in the language of the doctoral programme. When writing the essay for admissions, the applicant will choose its topic from the current list of dissertation topics in Czech or in English. In the specialized essay, the applicant will present his or her conception of the focus of the dissertation outlining its methodology and the results to be achieved. It must also contain a complete list of domestic and international literature on which the applicant has based his or her essay. The applicant must consult his or her anticipated supervisor beforehand about the focus of the essay and dissertation.

The recommended structure of the essay:

- Title: The title of the essay must correspond with the topic of the dissertation chosen by the applicant
- Introduction: This introductory part will define the aim of the essay providing the basic information on the topic and its broader context. This introductory part should imply the relevance of the research on the topic chosen. Here, the applicant should also give his or her motivation to applying for the doctoral study and conducting research on the topic.
- The literature: this part presents the current knowledge of the topic explaining different perspectives of the problem as critically assessed by the applicant.
- Methodology: This part describes the research methods and data sources that can be used to deal with the topic.
- Defining the subject matter of the research: Based on a synthesis of the theoretical knowledge and mental reduction, the applicant will point out major directions of his or her research, listing the main research issues.
- Conclusion: The conclusion should summarize the main points of the essay, including some final ideas of or reflections on the research.

Sources: containing all the references cited in the ČSN ISO 690 format.

- (4) By the decision of the BUT Rector no. 3/2023, the fee for the administrative work entailed by the admissions of 2024/2025 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 (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 online e-application, an applicant must fill in variable and specific symbols according to the instructions attached to the online 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. 2/2023, the fee of 2024/2025 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: CZ5603000000000117729823, 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 submitting an online 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 4, Item a), b) or c)/ Section 48, Paragraph 5, Item a), b) of the Act, otherwise the admissions will be stopped by the Faculty.

If an application has 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 **16th May 2024**.
- (2) Applicants must arrive at the examination venue on the date and at the time stated in the invitation sent to them no later than 14 days before the date of the entry examination by e-mail to the address listed in the online application.
- (3) No substitute entry examination date will be announced.
- (4) The entry examination is oral with the applicants taking part in a discourse with the admissions committee appointed by the Dean of the Faculty conducted 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. The length of the presentation is 10 minutes. 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.

The overall assessment is based on the grading of each part of the entry examination. The parts are graded as follows:

- 0 to 8 points for the discourse on the dissertation topic and the defence of the applicant's essay, with the admissions committee grading:
- the specialized-presentation level (0 to 2 points). The presentation length is 10 minutes
- The applicant's answers in the discourse and defence (0 to 6 points): The committee members will put three questions to the applicant (each graded 0 to 2 points) with one question asked in English and the applicant answering in English (in the event of the admissions to the doctoral programme being in Czech),
 - 0 to 12 points for the essay as assessed by the applicant's anticipated supervisor,
 - 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 at least 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) A decision of admission to study will be sent no later than 30 days after the fulfilment has been verified of all admissions conditions.
 - b) By **12th April 2024**, for 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, the decision of the Dean of "not admitted unless fulfilling the formal requisites" will be published in the BUT Information System. No later than on **13th July 2024**, before a decision on the admission to study, an applicant, using a paper form or an online one issued by the university, must submit to the Department for Creative Activities and Doctoral Study a certificate of the education achieved in the form of a university diploma or an authorised copy thereof or (in applicants from countries who have not concluded with the Czech Republic an international treaty on the mutual recognition of documents on the education achieved) an authorised certificate of the recognition of a university diploma or a positive opinion on the education achieved abroad for admissions at BUT, see <https://www.vutbr.cz/studenti/uznani-vzdelani#posouzeni>. Unless an authorised copy of a university diploma is submitted by the deadline set, the applicant will not be admitted to study even if passing the entry examination with the entire application considered null and void. This also applies to an entry examination on a substitute date. An exception may be granted by the Dean following a written application submitted to the Department for Creative Activities and Doctoral Study of the Faculty. In the case of applicants who have graduated from the Faculty of Business and Management, the Department for Creative Activities and Doctoral Study, after checking on the passing of the entry examination, will issue a decision on admission or non-admission to study
- (2) An appeal may be filed against this decision within 30 days of its publication.

Article 8 **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 30th May 2024 from 10 am to 11 am at the Department for Creative Activities and Doctoral Study of the Faculty
- (2) The present Rules have been 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.

Bc. Martin Očko
Chair of the Faculty Academic Senate

doc Ing. Vojtěch Bartoš, Ph.D.
Dean of the Faculty