



## DEAN'S DIRECTIVE NO. 1/2020

### RULES REGARDING APPLICATION AND ADMISSION TO DOCTORAL STUDY PROGRAMS AT THE FEEC, BUT

Valid: January, 23 2019  
Effective: as of the valid date  
Pages: 5  
Annexes: 0

## ARTICLE 1 GENERAL PROVISIONS

- (1) These *Rules Regarding Application and Admission to Doctoral Study Programs* (hereinafter referred to as the *Rules*) shall apply to the accredited full and part-time four-year doctoral study programs (hereinafter *SP*) in Czech and English, as presented below.

Programs delivered in the Czech language:

- *Biomedical Technologies and Bioinformatics*
- *Electronics and Communication Technologies*
- *Information Security*
- *Cybernetics, Control and Measurement*
- *Microelectronics and Technology*
- *Power Electrical and Electronic Engineering*
- *Teleinformatics*
- *Theoretical Electrical Engineering.*

Study options in the English language:

- *Cybernetics, Control and Measurement*
- *Electronics and Communication Technologies*
- *Electronics and Information Technologies*
- *Microelectronics and Technology*
- *Power Systems and Power Electronics*
- *Teleinformatics*
- *Theoretical Electrical Engineering.*

All of the above-listed programs are available at the Faculty of Electrical Engineering and Communication, Brno University of Technology (hereinafter referred to as the *FEEC BUT*)

- (2) The admission of Applicants is governed by Act No. 111/1998 Coll., On Higher Education Institutions (hereinafter referred to as the *Act*); the Statute of BUT; the University's internal directive titled „*Assessment of Foreign Education of Applicants for Study at BUT within the Admission Procedure*“ (hereinafter *Directive on the assessment of education*); the Statute of the FEEC; and these Rules.
- (3) The prerequisite for both participation in the admission procedures and the eventual acceptance to study in a doctoral program shall be a completed Master's degree, as laid down in general terms in Art 48 and Art 49 of the Act.
- (4) The admission to study shall be effected through relevant procedures, which, as set forth in Art 49 (5), (6) of the Act and Part five of the Consolidated Statute of BUT, may be
- a) announced publicly or
  - b) initiated at the request of an Applicant wishing to discontinue their studies at another higher education institution to enter a similar study program provided by the FEEC BUT (the transfer scenario).
- (5) The final decision on the acceptance or non-admission to study at the Faculty shall invariably be made by the Dean, who, at an appropriate time, shall also set up admissions committees for the individual programs. Such committees shall manage, report on, and propose the procedures and actions, including but not limited to recommendations regarding admission

to study at the FEEC. The committees are usually chaired by the chairpersons of corresponding subject area boards.

- (6) Within the legal time limit, before the start of the admission procedures, the Dean shall decide on and disclose via the Faculty's website the following details and parameters:
  - maximum numbers of full and part-time students to be admitted;
  - amount of the handling fee charged for the procedures, as specified by the Rector;
  - deadline to submit the application form;
  - application delivery address;
  - regular date of the entrance examination;
  - alternative date of the entrance examination;
  - day on which the Applicants may inspect their admission files.
- (7) Doctoral students can choose either the full or the part-time mode of study.
- (8) In a case when the full capacity of an SP has not been reached, the Dean may initiate a second round of regular admission procedures. The new application deadline, entrance examination date, and participation conditions shall be defined within a relevant Dean's decision and released via the Faculty's website and official notice board, not later than one (1) week after the first round.

## ARTICLE 2 APPLICATION TO STUDY

- (1) The admission procedures will be available only to a person that has, in a proper and timely manner, filed a valid application to study at the FEEC BUT.
- (2) Applications to study are usually submitted electronically. The non-refundable fee charged for the admission procedures in a given academic year is set via Rector's decision (as specified in Art 58 (1) of the Act, and Art 13 of the Statute). The relevant bank connection details are displayed on the BUT webpage after the electronic application has been sent. Any and all applicants whose fees remain unpaid at the application deadline will be denied participation in the admission procedures and will not be invited to the entrance examination.
- (3) Each application form is required to contain the study program and dissertation (doctoral thesis) topic desired by the Applicant. The programs and topics can be selected from the options indicated on the Faculty's website and at the teaching departments; the topics usually begin to be offered in the month of April.
- (4) The application form must be accompanied by
  - An officially verified copy of the Applicant's higher education degree certificate. Candidates who have completed their university studies outside the Czech Republic or a state to which the Czech Republic is bound by a bilateral agreement on the recognition of educational qualifications and certificates must follow the procedures set out in the Act (Art 48) and the BUT's *Directive on the assessment of education*, as amended.
  - A curriculum vitae in Czech or English.
  - An Applicant Statement characterizing the candidate's interest in the fields, problems, and topics to be studied; his or her relevant previous experience (such as that related to work, research, and project participation within the given area); and expected outcomes. The Applicant Statement shall be written in English, comprising not more than two (2) pages.

These documents shall be attached as PDF files to the electronic application form, and their hard copies shall be brought by the Applicant to the entrance interview.

- (5) If the day of the entrance exam precedes that of the Applicant's final state examination, the candidate shall deliver the required copy of their degree certificate to the Faculty's Science department only when they become able to do so, but without unnecessary delay. In such cases, the decision of acceptance or non-admission to study at the FEEC shall be postponed until the Science department has received the copy. Regarding graduates from the Faculty, the department shall review the Applicant's final exam results by its own efforts, and the decision of acceptance or non-admission shall be issued thereafter.
- (6) No medical certificates of physical and/or mental fitness to study shall be required to accompany the application.

### ARTICLE 3 ENTRANCE EXAMINATION

- (1) All registered Applicants shall be invited in writing to sit the entrance examination, which shall comprise exclusively a personal interview focused on (but not limited to) the following items:
  - questions targeting the desired field of study, expected dissertation topic and its broader context, and the Applicant's motivation;
  - general theoretical problems;
  - character and contents of the candidate's creative activities;
  - English language knowledge and skills.
- (2) The Applicants shall take the examination on the day and at the hour specified through a letter of invitation at least 14 days before the interview proper. An alternate date and time can be arranged only if serious health issues or other major problems provably prevent the Applicant from participating in the procedures.
- (3) The chair of the Study program board may, upon written and justified request by the Applicant, decide to organize a videoconference instead of the standard personal interview.

### ARTICLE 4 ACCEPTANCE OR NON-ADMISSION

- (1) An Applicant shall be admitted to study at the FEEC if they have passed the entrance examination.
- (2) After the completion of the procedures, each Applicant will receive in due time a letter of decision indicating the outcome of the exam.
- (3) Applicants who have been notified of their non-admission may, within 30 days from the delivery of the relevant letter, appeal in writing to the Rector of BUT via the Dean of the Faculty. The document to the Rector must be signed by the Applicant, who shall be considered as acting for him or herself; no appeal made by a person other than the Applicant shall therefore be taken into account.
- (4) Pursuant to Art 50 (6) of the Act, an Applicant has the right to inspect the admission files and records that relate to and are of importance regarding his or her admission to study at the FEEC. Such inspection shall be possible exclusively on the day specified by the corresponding Dean's decision.

## ARTICLE 5 FINAL PROVISIONS

- (1) The *Rules* were approved by the Academic Senate of the FEEC, BUT on December 17, 2019.

Assoc Prof Miloslav Steinbauer, signed  
Chair of the Faculty Academic Senate

Prof Vladimír Aubrecht, signed  
Dean of the Faculty