

DEAN'S DIRECTIVE NO. 7/2023

RULES REGARDING APPLICATION AND ADMISSION TO DOCTORAL STUDY PROGRAMS IN THE ACADEMIC YEAR 2024/25

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Annexes:	0

ARTICLE 1 SUBJECT MATTER

(1) Relating to the academic year 2024/25, these Rules lay down the conditions for enrollment in the doctoral study programs accredited for full- (F) and part (P)-time study in the Czech language, namely,

- *Biomedicínské technologie a bioinformatika (Biomedical Technologies and Bioinformatics)* (F, P)
- *Elektronika a komunikační technologie (Electronics and Communication Technologies)* (F, P)
- *Informační bezpečnost (Information Security)* (F)
- *Kybernetika, automatizace a měření (Cybernetics, Control and Measurements)* (F, P)
- *Mikroelektronika a technologie (Microelectronics and Technology)* (F, P)
- *Silnoproudá elektrotechnika a elektroenergetika (Power Systems and Power Electronics)* (F, P)
- *Teleinformatika (Teleinformatics)* (F, P)
- *Teoretická elektrotechnika (Theoretical Electrical Engineering)* (F, P),

and in the English language, namely,

- *Biomedical Technologies and Bioinformatics* (F, P)
- *Cybernetics, Control and Measurements* (F, P)
- *Electronics and Communication Technologies* (F, P)
- *Electronics and Information Technologies* (F)
- *Electronics and Information Technologies (Double-Degree)* (F)
- *Microelectronics and Technology* (F, P)
- *Power Systems and Power Electronics* (F)
- *Teleinformatics* (F, P)
- *Theoretical Electrical Engineering* (F, P)

The above study programs have been implemented at the Faculty of Electrical Engineering and Communication (hereinafter only the *FEEC*) pursuant to Act no. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended (hereinafter only the *Act*), and in compliance with the a Statute of BUT (hereinafter only the *Statute*).

(2) The study programs are delivered as either full- or part-time; the admission conditions are identical.

ARTICLE 2 ADMISSION PREREQUISITES

- (1) The basic prerequisite for admission in a doctoral study program is, in accordance with Section 48 (1) and (3) of the Act, a completed master's degree.
- (2) Another prerequisite, within the meaning of Section 49 (1) of the Act, lies in compliance with the requirements for enrolling in the relevant study program; the satisfaction of such requirements is verified through an entrance examination. This examination cannot be waived.

ARTICLE 3 MAXIMUM NUMBER OF APPLICANTS ADMITTED

- (1) The total number of applicants admitted shall not exceed 90.

ARTICLE 4 APPLICATION FORM SUBMISSION DEADLINES

- (1) The time to submit the application forms is specified as follows:
 - a) **from April 1 to April 30, 2024**, in the first round of the admissions process;
 - b) **from July 1 to July 31, 2024**, in the second round of the admissions process.
- (2) The second round of the procedure shall not take place if the maximum number of applicants admitted in the first round reached the value under Art. 3 hereabove.

ARTICLE 5 APPLICATION TO STUDY

- (1) In each applicant, the admission procedure commences when the application form is submitted to the FEEC, within the deadline(s) specified above.
- (2) The application form shall be delivered electronically.
- (3) The Applicant shall be obliged to provide the following documents:
 - a) A scan copy of their university degree certificate(s). Applicants who have completed their studies *outside* the Czech Republic or *outside* states with which the Czech Republic has entered into an agreement on mutual recognition of educational qualifications shall be required to go through the process set out in Section 48 of the Act and in the University rector's guideline *Assessment of Foreign Education of Applicants for Study at BUT within the Admission Procedure*, as amended. Where a higher education certificate cannot for any reason accompany the application form at the time of submission, the Applicant shall substantiate in writing the absence of the document (for example, if the application form had to be submitted before the date of the candidate's final state exam).
 - b) A curriculum vitae in the English language.
 - c) An applicant statement describing the motivation and interest to study the given topic(s), exposing the candidate's history (practical experience, relevant research, project participation, and other related activities), and indicating the expected outcomes. The statement shall be written in English, covering 2 pages A4 at the maximum.

All of the above documents shall be attached to the electronic application form as PDF files.

The Applicant shall deliver to the FEEC's Science Department, not later than before the decision of admission to study has been issued, an officially authenticated hard or electronic copy of their certificate of education; in the latter case, such a copy shall be in particular one that has been provided to the Applicant by their home university. Candidates from countries which have not concluded with the Czech Republic an agreement on mutual recognition and equivalence of educational qualifications shall have to submit an official proof that their university degree certificate has been verified as equivalent; alternatively, such candidates may present an evidence of positively assessed foreign education to become eligible for the the admission procedures (<https://www.vut.cz/en/study-options/recognition>).

If an officially authenticated copy of the degree certificate has not been delivered within the deadline, the applicant shall not be admitted to study at the FEEC even when they have passed the entrance examination, and the entire application process shall be considered null and void. This stipulation shall apply to both the regular and the alternate examination dates. An exemption may be granted by the Dean upon a written request submitted to the Faculty's Science Department.

In any and all applicants who have earned their degrees from the Faculty, the Science Department shall verify the particulars of the candidate's final state exam by its own efforts.

(4) Concerning the admissions process fees for the academic year 2024/25, these have been specified pursuant to the BUT rector's decision no. 3/2023, amounting to the sums below:

- **CZK 700** per each application to study if paid from within the Czech Republic. The payment shall be made to the BUT bank account no. 117729823/0300, operated by Československá obchodní banka, a.s.; IBAN: CZ560300000000117729823; BIC CEKOCZPP; account name: Vysoké učení technické v Brně (Brno University of Technology).

- **€ 30** per each application to study if paid from outside the Czech Republic. The payment shall be made to the BUT bank account no. 1017476763/0300, operated by Československá obchodní banka, a.s.; IBAN: CZ0403000000001017476763; SWIFT (BIC) CEKOCZPP; account name: Vysoké učení technické v Brně (Brno University of Technology).

The bank account-related details shall also show on the BUT website after the candidate has clicked to submit their electronic application form.

(5) Regarding the fees associated with the assessment of foreign education in the admissions process for the academic year 2024/25, these have been specified pursuant to the BUT rector's decision no. 2/2023, amounting to the sums below:

- **CZK 750** per each application to assess foreign education if paid from within the Czech Republic. The payment shall be made to the BUT bank account no. 117729823/0300, operated

by Československá obchodní banka, a.s.; IBAN: CZ560300000000117729823; BIC CEKOCZPP; account name: Vysoké učení technické v Brně (Brno University of Technology).

• € 32 per each application to assess foreign education if paid from outside the Czech Republic. The payment shall be made to the BUT bank account no. 1017476763/0300, operated by Československá obchodní banka, a.s.; IBAN: CZ040300000001017476763; SWIFT (BIC) CEKOCZPP; account name: Vysoké učení technické v Brně (Brno University of Technology).

The bank account-related details shall also show on the BUT website after the candidate has clicked to submit their electronic application form. Where the fee associated with the assessment of foreign education has not been duly paid, the FEEC shall *not* proceed to assess the candidate's eligibility, the assessment particulars being set out in Section 48 (4) (d) and Section 48 (5) (c) of the Act. In such an event, the applicant shall be obliged to prove that they have satisfied the previous education requirement, presenting a proof specified in Section 48 (4) (a), (b), or (c) and/or Section 48 (5) (a) or (b) of the Act; failure to meet this condition shall terminate the applicant's admissions process.

- (6) Any and all fees hereabove shall be deemed paid only after the BUT's bank account has been credited with the payment amount(s). The fees are non-refundable.
- (7) Where the application to study contains deficiencies or errors, the FEEC shall invite the applicant to eliminate such issues. If, however, the applicant fails to do so within the preset deadline of if their admissions process fee has not been paid as required, the admissions process shall be terminated; the applicant must be informed of such a consequence.
- (8) The rules and conditions governing the studies pursued by foreign nationals within the Czech language study programs are set forth through Art. 30 of the Statute. Applicants wishing to enroll in an accredited Czech language study program at the FEEC shall be obliged to demonstrate that their knowledge of Czech ranges no lower than level B2 of the Common European Framework of Reference for Languages. The relevant competences shall be verified via a dedicated examination in Czech before a board of examiners.

ARTICLE 6 ENTRANCE EXAMINATION

- (1) The applicant shall have to sit an oral entrance examination before a board of examiners. In terms of the content, the examination shall be composed as follows:
 - questions relating to the focus of the studies, field of the doctoral thesis, and motivation;
 - general theoretical questions;
 - discussion on the applicant's creative activities to date;
 - conversation-based and/or other tasks to verify competence in English;
 - conversation-based and/or other tasks to verify competence in Czech, in foreign nationals wishing to enroll in a Czech language study program.

- (2) The entrance examination shall take place on **June 7, 2024** for applications submitted pursuant to Section 4 (1) (a), and on **August 27, 2024** in applications made in compliance with Section 4 (1) (b).
- (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.
- (3) The letter of invitation to sit the entrance examination shall be sent to the applicants not less than 14 days before the exam date. This document shall be delivered electronically, to the e-mail address specified by the candidate in the application form; simultaneously, however, the letter shall also be accessible through the e-application file.
- (4) Taking the entrance examination on an alternative date shall be allowed only for serious and substantiated reasons, including but not limited to major health-related and comparable issues. Participation in an entrance exam elsewhere shall not be deemed a relevant cause. Within the present Rules, the alternative dates have been set as follows:

August 27, 2024 for applications pursuant to Section 4 (1) (a);
August 29, 2024 in applications made as per Section 4 (1) (b).

If the applicant is unable to sit the examination for serious reasons, they shall send an excuse e-mail or letter to the Dean via the Faculty's Science Department, thus justifying their absence; such an item of communication shall be received at the FECC before the date of the exam or, where applicable, not later than five days from the said date. The Dean shall decide whether to accept the excuse and whether the applicant shall be offered an alternative date; in the event of a positive decision, the Dean shall also set such an alternative date, based on a proposal by the Chair of the Examining Board. The Dean's decision shall be final, and the applicant shall be informed of the outcome electronically, at the e-mail address specified in the e-application form; the decision shall be accessible through this e-file too.

- (5) Enrollment in the studies shall be reserved for those applicants who have passed the entrance examination. Where multiple applicants show interest in one doctoral thesis topic, the admission to study shall be granted to the applicant that ranked first among such candidates. If the first place is occupied by multiple applicants, the winner shall be determined by drawing lots, in the event that the doctoral thesis topic is not robust enough.

ARTICLE 7 ADMISSION TO STUDY

- (1) The decision on the admission to study shall be issued within 30 days from the date when the applicant's admissions process requirements were evaluated as fully satisfied.
- (2) Any and all appeals may be submitted within 30 days from the decision being made known.

ARTICLE 8 FINAL PROVISIONS

- (1) The applicants shall be able to review their admission procedure files on June 13, 2024 (in applications pursuant to Section 4 (1) (a)) and on September 2, 2024 (in applications pursuant to Section 4 (1) (b)), invariably during the office hours at the Science Department.

- (2) These Rules were adopted by the Academic Senate of the FEEC, in compliance with Section 27 (1) (e) and Section 9 (1) (g), on October 24, 2023.

Assoc Prof Miloslav Steinbauer, signed
Chair of the Academic Senate (FEEC)

Prof Vladimír Aubrecht, signed
Dean of the FEEC