

**BRNO UNIVERSITY OF TECHNOLOGY  
FACULTY OF INFORMATION TECHNOLOGY**

**Heading**

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**Directive no. 6/2017**

**ADMISSIONS PROCESS RULES AND ADMISSION CONDITIONS FOR PhD STUDY  
PROGRAMME AT FACULTY OF INFORMATION TECHNOLOGY OF BRNO  
UNIVERSITY OF TECHNOLOGY, FOR ACADEMIC YEAR 2018/2019**

**Article 1**

**Basic provisions**

1. The present directive *Admissions process rules and admission conditions* (hereinafter Rules) set out the rules concerning the admissions process and conditions for admission to the four-year PhD study programme *Computer Science and Informatics* at the Faculty of Information Technology (hereinafter FIT) of Brno University of Technology (hereinafter BUT) in the academic year 2018/2019.
2. Admission of applicants to study at FIT is governed by Act No 111/1998 Coll. on Higher Education Institutions as amended (hereinafter Act), the BUT statutes, the FIT statutes, and the present Rules.
3. The admissions process takes place in two rounds.
4. The admissions process begins by submitting an application for admission to study.

5. The progress of the admissions process is controlled by the Dean, who will for this purpose appoint an admissions committee, its chairperson (usually the Vice Dean for research and Ph.D. study), and committees of examiners.

## **Article 2**

### **Application for admission to study**

1. The application for admission to study can be submitted in writing or online.
2. The application in writing will be sent to  
Research department  
FIT VUT v Brně  
Božetěchova 2  
612 66 Brno

Application forms for applying in writing are available in the Research department of FIT Dean's office or on the Faculty web site ([www.fit.vutbr.cz](http://www.fit.vutbr.cz)).

3. Online applications are submitted via the BUT information system at URL: <http://www.vutbr.cz/eprihlaska>.  
Online application is considered as delivered after applicants pay the fee for the transactions connected with the admissions process.
4. The application form should be filled properly in all blanks and submitted together with the following enclosures:
  - a) CV on the required form:  
[http://www.fit.vutbr.cz/study/phd/zivotopis\\_prihlaska.docx](http://www.fit.vutbr.cz/study/phd/zivotopis_prihlaska.docx),
  - b) a certified copy of the university diploma and the certificate of successful completion of state final exam (hereinafter SFE),
  - c) colour photograph of passport format.
5. In case the date of the admission exam precedes in the given academic year the state final examination, the applicant will submit the university diploma copy and the certificate of the successful SFE subsequently. In this case, the decision on admission comes into force only after the certified copy of the university diploma and the certificates of successful SFE have been submitted.
6. The topics offered and the respective supervisors are usually announced on the Faculty web pages in the course of January.
7. Prior to submitting the application, the applicant will contact the anticipated supervisor and become acquainted with the study orientation and the essence of the dissertation thesis.

8. Admission applications with enclosures should be submitted in the first round of the admissions process by May 25, 2018 at the latest, and in the second round of the admissions process by Aug. 31, 2018.
9. The fee for the transactions connected with the admissions process has been set in Rector's directive No 5/2017. When submitting the admission application in writing, the applicant will send or pay an amount of CZK 650 into the FIT BUT bank account No 27-8684040287/0100, with the applicant's personal identification number (without slash) as the variable code, constant code 0308, and specific code 14005.
10. When submitting the admission application online, the applicant will pay the fee as instructed in the online application form.
11. In the first round of admissions process the fee must be paid by May 30, 2018 at the latest, and in the second round of admissions process by Sept. 5, 2018. If the applicant does not pay the fee by the required deadline, the admissions process will be stopped.
12. The fee is not refundable.

### **Article 3**

#### **Admission conditions for studies**

1. Admission to study is conditional on a proper completion of studies in the Master degree programme (§ 48 and § 49 of the Act) as evidenced by certified copies of university diploma and certificate of successful completion of state final exam (SFE).
2. Part of the admissions process is an admission exam; admission is conditional on the admission exam being passed or waived (see Article 4, par. 2).
3. No medical certificate of satisfactory health condition is required.

### **Article 4**

#### **Admission exam**

1. **General rules.** Part of the admissions process is an admission exam. The Dean of FIT may recognize the results of an admission exam taken at another faculty or university and take a decision on admitting the applicant to FIT.
2. **Conditions for waiving the admission exam.** In exceptional cases, in particular in view of significant scientific achievements of the applicant, the Dean may, based on the applicant's request and the admissions committee's proposal, decide to waive the admission exam. The request must be submitted in writing in the first round of the admissions process by May 25, 2018 at the latest, and in the second round by Aug. 31, 2018 at the latest.

3. **Admissions and exam committees.** The admissions committee includes the chairperson and members of the Subject Area Board for the PhD study programme Computer Science and Informatics (hereinafter Subject Area Board) and other specialists appointed by the Dean at Subject Area Board's suggestion. The exam committees are topic-oriented and their number and composition are given by the PhD study topics offered for the given academic year. In case the number of applicants is low, a single admissions and simultaneously exam committee can be appointed.
4. **Assessment criteria.** The exam committee uses the assessment criteria to assess in points the following qualities and knowledge of the applicant:
  - a) applicant's knowledge orientation with respect to the anticipated topic of the dissertation thesis (0-4 points),
  - b) theoretical knowledge (0-4 points),
  - c) special knowledge related to the study area defined by the topic chosen (0-4 points),
  - d) competence in the English language (0-4 points),
  - e) prior technical and scientific activities (0-4 points).
5. **Admission exam procedure.** The purpose of the admission exam is to have a point assessment by the exam committee of the criteria and knowledge given under par. 4). The point assessment can be made:
  - a) exclusively on the basis of verifiable written or electronic documents proving the fulfilment of the criteria and knowledge as given under par. 4),
  - b) possibly also via an oral admission exam.The admissions committee submits the final admission proposal to the Dean, based on the assessment of the applicants by all the exam committees.
6. **Admission exam date.** On May 31 to June 13, 2018 in the first round, and on Sept. 6 to 11, 2018 in the second round of the admissions process the exam committees will meet. They will conduct an assessment of the applicants as specified in par.5a). They will propose inviting the applicants to do the oral exam according to par. 5b). These applicants will be invited via a registered letter 14 days before the date of oral exam at the latest. The invitation will include the hour and day the applicant should come to do the exam. In exceptional cases, in particular in the case of international students and under circumstances that make it impossible for the applicant to appear for the oral exam, the Dean can, at the applicant's request, allow the admission exam to be conducted via a videoconference. The request must be submitted at least 5 workdays before the date set for the oral admission exam. The oral admission exam in the first round of admissions process is taken on June 29, 2018, in the second round of admissions process on Sept. 26, 2018 before the relevant exam committee. Immediately afterwards, the assessment of all applicants is handed over to the admissions committee, which will process the final admission proposal. The proposal is delivered to the Dean of the Faculty.

7. Excuse for absence from oral admission exam is to be made in writing 5 days prior to the date of exam at the latest. The Dean will judge the excuse; if excused, the applicant can take the oral admission exam at an alternative date. If the applicant does not appear for the oral admission exam without excuse or if the excuse is not accepted, the admissions process will be stopped.
8. **Alternative date of oral admission exam.** An alternative date can only be granted for attested health and other important reasons. The Dean will set the hour, day, and venue of the admission exam taken at the alternative date.

#### **Article 5** **Admission decision**

1. Decision on admission is made by the Dean, based on the admissions committee's proposal with a view to the results of admission exam. Successful completion of the admission exam consists in achieving a minimum of 10 points in the exam.
2. A written decision on admission/non-admission to study will be delivered to the applicant in person within 30 days of verifying the conditions for admission to study (§ 50 par. 4 of the Act). If the applicant does not receive the decision on admission, it will be posted on the official notice board, with the date of posting understood to be the date of its delivery. The admission decision includes its justification and advice on the possibility of lodging an appeal.

#### **Article 6** **Appeals procedure**

1. Applicants can inspect the documents that are of significance for the decision on admission to study in the first round of admissions process on Monday July. 23, 2018 between 1 and 2 p.m., and in the second round of admissions process on Monday Nov. 15, 2018 between 1 and 2 p.m. in the Science dept. of FIT.
2. Applicants who have been informed of non-admission to the Faculty can, in accordance with § 50 par. 6 of the Act lodge an appeal with the Dean of FIT against the decision within 30 days of the day the decision was delivered.
3. The appeal procedure consist in re-examining the admission exam documentation by an independent appeals committee appointed by the Dean. The committee will only recommend upholding the appeal if an error is found in the assessment and the corrected assessment yields at least the minimum number of points necessary for a successful completion of the admission exam.

4. On the basis of the committee's positive recommendation, the Dean will uphold the applicant's appeal and change the original admission decision; in the opposite case it will be referred to the Rector for decision in compliance with § 50 par. 8 of the Act.

#### **Article 7**

##### **Report on the course of admissions process**

1. Within 15 days of the termination of the admissions process, a report on its course will be released (§ 50 par. 9 of the Act).

#### **Article 8**

##### **Admissions process for foreigners**

1. Conditions for foreigners studying in Czech are given by Article 30 of BUT Statutes. Citizens of the Slovak Republic are not required to be competent in Czech.
2. Applicants who want to study in a foreign language are admitted under the following conditions:  
The admissions process is initiated and proceeds in accordance with the present Rules except that:
  - a) The application process begins by submitting an online application.
  - b) An application fee of € 23.00 is to be paid into BUT account No 25695603/7500, Československá obchodní banka, a.s. when the payment is made in Slovakia; in other countries it is to be paid into BUT account No 25695603/7500, Československá obchodní banka, a.s., IBAN: SK 45 7500 0000 0000 2569 5603, SWIFT (BIC) CEKOSKBX, account name: Vysoké učení technické v Brně.
  - c) In case the applicant studied abroad (except for the Slovak Republic), the document of legally required completed education must be accompanied by a certificate of foreign education recognition.
  - d) The applicant is also required to substantiate achieving the minimal required level of competence in English (TOEFL Basic English 213, written English 550 or other comparable levels).
  - e) The admissions process proceeds in English.

#### **Article 9**

##### **Final provisions**

1. The present Directive is effective from the day stated in the headline.

Prof. Dr. Ing. Pavel Zemčík  
Dean, FIT BUT

Prof. Ing. Lukáš Sekanina, Ph.D.  
chairman, AS FIT BUT