

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY

Heading

Date of approval by AS FIT: 13 November 2018
Valid from: day of approval
Effective from: day of coming into force
Responsibility: Vice-dean for research and Ph.D. study
Replacing: Admissions Process Rules and Admission Conditions for PhD
Study Programme at Faculty of Information Technology of Brno
University of Technology, for Academic Year 2017/2018
Number of pages: 5
Number of annexes: 0

DIRECTIVE NO. 18/2018

**ADMISSIONS PROCEDURE RULES AND CONDITIONS FOR ADMISSION OF
STUDENTS IN THE DOCTORAL DEGREE STUDY PROGRAMME AT FACULTY OF
INFORMATION TECHNOLOGY OF BRNO UNIVERSITY OF TECHNOLOGY, FOR
ACADEMIC YEAR 2019/2020**

Article 1

Basic provisions

1. The present directive *Admissions process rules and admission conditions* (hereinafter Rules) stipulate the rules and conditions for admission of students in Doctoral degree 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 2019/2020.
2. Admission of applicants for 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 these 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 course of the admissions procedure is directed 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 online. Online applications are submitted via the BUT information system at URL: <http://www.vutbr.cz/eprihlaska>.

The online application is considered as delivered after applicants pay the fee for the transactions connected with the admissions process.

2. The application form should be filled properly in all blanks and submitted together with the following enclosures:
 - a) The CV on the required form:
http://www.fit.vutbr.cz/study/phd/zivotopis_prihlaska.docx,
 - b) a certified copy of the university diploma,
 - c) colour photograph of passport format.

These enclosures in printed form should be delivered at the latest by the deadline for submission of the application for admission to this address:

Research department
FIT VUT v Brně
Božetěchova 2
612 66 Brno, CZE

and also in electronic form to email phd-study@fit.vutbr.cz

3. 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 subsequently. In this case, the decision on admission comes into force only after the certified copy of the university diploma has been submitted.
4. The topics offered and the respective supervisors are usually announced on the Faculty web pages in the course of January.
5. 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.
6. Admission applications with enclosures should be submitted in the first round of the admissions process by May 31, 2019, at the latest and in the second round of the admissions process by Aug. 30, 2019.
7. The fee for the transactions connected with the admissions process has been set in Rector's decree No 5/2017 (Enclosure 1).
8. When submitting the admission application online, the applicant will pay the fee as instructed in the online application form.
9. In the first round of admissions process the fee must be paid by June 3, 2019 at the latest and in the second round of admissions process by Sept. 2, 2019.

If the applicant does not pay the fee by the required deadline, the admissions process will be stopped.

10. The fee is not refundable.

Article 3

Admission conditions for studies

1. Admission to study is conditional on proper completion of studies in the Master degree programme (§ 48 and § 49 of the Act) as evidenced by the certified copy of university diploma.
2. Part of the admissions process is an admission exam; admission is conditional on the admission exam being passed (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. **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, single admission and simultaneously exam committee can be appointed.
3. **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).
4. **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. 3). 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.

5. **Admission exam date.** On June 10 to June 13, 2019, in the first round, and on Sept. 9 to 12, 2019 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 28, 2019, in the second round of admissions process on Sept. 27, 2019, 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.
6. The Excuse for absence from oral admission exam is to be made in writing 5 days prior to the date of the exam at the latest. The Dean will make a decision; 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.
7. **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. The decision on admission is made by the Dean, based on the admissions committee's proposal with a view to the results of the admission exam. Successful completion of the admission exam consists in achieving a minimum of half of the maximum possible points in the exam.
2. A written decision on admission/non-admission to study will be delivered to the applicant in person pursuant the Act and the Statute of BUT 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.

Article 6
Enrolment

1. Regular enrolment of applicants accepted in the first round of the admission procedure takes place on Tuesday 23 July 2019 and of applicants accepted in the second round of the admission procedure on 5 September 2019. Replacement term is on Thursday 12 September 2019. The exact time for the registration will be announced in the enrolment invitation letter.
2. You can enrol in the study either personally or through an authorized representative officially authenticated power of attorney.
3. If an applicant cannot attend the enrolment for serious reasons, he may apologize in writing in compliance with Article 29 of the BUT Statute.

Article 7
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. 22, 2019, between 1 and 2 p.m., and in the second round of admissions process on Monday, Nov. 14, 2019, between 1 and 2 p.m. in the Research 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. 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 8
Report on the course of the 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 9
The 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) 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.
- b) The applicant is also required to substantiate achieving the minimum required level of competence in English (TOEFL Basic English 213, written English 550 or other comparable levels).
- c) The admissions process proceeds in English.

Article 10
Final provisions

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

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

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