

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

Heading

Passed by the FIT

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Responsible person: Vice-Dean for Research, Development and Doctoral Studies

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GUIDELINE NO. 6/2019

**ADMISSION PROCEDURE RULES AND CONDITIONS FOR ADMISSION OF STUDENTS
IN THE DOCTORAL PROGRAMME AT THE FACULTY OF INFORMATION
TECHNOLOGY OF BRNO UNIVERSITY OF TECHNOLOGY
FOR THE ACADEMIC YEAR 2020/21**

Article 1

General Provisions

1. This *Admission Procedure Rules and Conditions for Admission of Students* (hereinafter the “Rules”) guideline stipulates the rules for the admission procedure and conditions for admission of students in the four-year *Computer Science and Engineering* Doctoral programme at the Faculty of Information Technology (hereinafter the “FIT”) of Brno University of Technology (hereinafter “BUT”) for the academic year 2020/2021.
2. Admission of applicants applying to study at the FIT is governed by Act No. 111/1998 Coll., on higher education institutions (hereinafter the “Act”), the BUT Statutes, the FIT Statutes and these Rules.
3. The admission procedure consists of two rounds.
4. The admission procedure is initiated by submitting an application.
5. The course of the admission procedure is directed by the Dean. To this end, the Dean appoints the admission board and its chairperson (usually the Vice-Dean for Research, Development and Doctoral Studies) and examination committees.

Article 2

Application

1. An application may be submitted electronically. Applications shall be submitted through the BUT Information System (BUT IS) at the following URL: <http://www.vutbr.cz/eprihlaska/en>

An application in electronic form is deemed delivered only when the fee for the admission procedure has been paid.

2. All items of the application must be properly completed and it must be accompanied by the following annexes:
 - a) a curriculum vitae on the prescribed form:
http://www.fit.vut.cz/study/admissions/zivotopis_prihlaska.docx;
 - b) an authenticated copy of a university diploma, in accordance with Section 48 of the Higher Education Institutions Act and BUT Guideline [No. 11/2019](#);
 - c) a recent colour passport photograph of the applicant.

The annexes must be delivered in hard copy not later than by the deadline for delivery of the application to the address:

Research Department
FIT BUT
Božetěchova 2
612 66 Brno

and, at the same time, in electronic form to the e-mail address phd-study@fit.vutbr.cz

3. If the date of the admission examination precedes the date of the State final examination in the given academic year, the applicant shall provide an authenticated copy of his/her university diploma as soon as possible, but not later than by the end of 2020. The annex must be delivered in hard copy to the address of the FIT BUT Research Department and, at the same time, to the e-mail address phd-study@fit.vutbr.cz. In this case, the potential decision on admission shall come into force only after the delivery of an authenticated copy of a university diploma.
4. The topics of doctoral dissertations, including the names of the supervisors, are usually published on the website of the faculty during January.
5. Before submitting an application, the applicant is expected to contact the prospective supervisor and become acquainted with the focus of the study and the subject-matter of the dissertation.
6. Applications including their annexes shall be submitted not later than by 29 May 2020 in the first round of the admission procedure and by 28 August 2020 in the second round of the admission procedure.
7. The administrative fee for the admission procedure is set out in [Annex No. 1 to BUT Rector's Decision No. 5/2017](#).
8. Besides the administrative fee for the admission procedure, a separate fee is set for the recognition of education obtained abroad; the amount of the fee for the relevant admission procedure is determined by the Rector in [BUT Rector's Decision No. 3/2019](#) and its [Annex No. 1](#). When paying the fees, applicants shall follow the instructions provided in the electronic application and the instructions for recognition of foreign education at BUT.
9. The fee for the admission procedure must be paid not later than by 3 June 2020 in the first round of the admission procedure and by 2 September 2020 in the second round of the admission procedure. If the applicant fails to pay the fee by the set deadline, the admission procedure will be discontinued.
10. The fee is non-refundable.

Article 3

Conditions for Admission of Students

1. The admission is conditional on proper completion of Master's programme studies (Sections 48 and 49 of the Act) documented by an authenticated copy of the diploma.
2. The admission procedure includes the admission examination; the admission is conditional on successfully passing of the admission examination (see Art. 4 (2)).
3. No medical certificate is required for admission.

Article 4

Admission Examination

1. **General rules.** The admission procedure includes an admission examination. The Dean of the FIT may recognize the result of an admission exam passed at another faculty or university and decide on the applicant's admission to the FIT on its basis.
2. **Admission and examination committees.** The admission committee consists of the Chair of the Doctoral Board of the Computer Science and Engineering doctoral programme (hereinafter the "Doctoral Board") and other experts appointed by the Dean of the FIT based on the Doctoral Board's proposal. The examination committees consist of the members of the Doctoral Board and other experts appointed by the Dean of the FIT based on the Doctoral Board's proposal. The examination committees are thematic and their number and composition is based on the topics of doctoral dissertations for the relevant year. In the event of a low number of applicants, only a single admission committee, which will simultaneously serve as the examination committee, may be appointed.
3. **Evaluation criteria.** Points are awarded to applicants based on an evaluation of their abilities and knowledge by the examination committee in the following areas:
 - a) the applicant' orientation in the prospective topic of the dissertation (0 – 4 points);
 - b) theoretical knowledge (0 – 4 points);
 - c) specialised knowledge related to the area of study delimited by the chosen topic (0 – 4 points);
 - d) proficiency in English (0 – 4 points);
 - e) previous professional and scientific activities (0 – 4 points).
4. **Description of the admission examination.** The purpose of the admission examination is to provide the examination committee's evaluation score based on the criteria and knowledge indicated in paragraph 3. The evaluation score may be provided:
 - a) exclusively on the basis of demonstrable written evidence of fulfilment of the criteria and knowledge indicated in paragraph 3;
 - b) also on the basis of oral admission examination, as applicable.

The admission committee shall present the final proposal of its decision to the Dean based on the applicants' evaluation by all of the examination committees.

5. **Date of the admission examination.** The examination committees shall meet from 8 June to 10 June 2020 for the first round and from 7 September to 10 September 2020 for the second round. They shall evaluate the applicants according to paragraph 4 (a). As applicable, they shall propose inviting the applicants for oral admission examination according to paragraph 4 (b). These applicants shall be invited via BUT IS not later than 14 days before the date of the oral admission examination. The invitation shall include the date and time when the applicant is to appear for the examination. In

exceptional cases, mainly in the case of foreign applicants and with regard to circumstances preventing the applicant from appearing personally for the oral examination, the Dean may decide, on the applicant's request, to perform the examination in the form of a videoconference. This request must be submitted in writing not later than 5 business days before the date of the oral admission examination. The oral admission examination shall be held before the relevant examination committee from 22 June to 26 June 2020 for the first round of the admission procedure and from 21 September to 25 September 2020 for the second round of the admission procedure; the exact date and time shall be specified in the invitation. The evaluation of all applicants shall subsequently be passed to the admission committee which shall prepare the final recommendation. This recommendation shall be presented to the Dean of the FIT.

6. **An excuse for absence at the oral admission examination** must be delivered in writing not later than 5 days after the date of the examination. The excuse will be assessed by the Dean and, if the applicant is excused, (s)he may take the examination at a substitute date. If the applicant fails to appear for the oral examination without an excuse or if his/her excuse is not accepted, the admission procedure will be discontinued.
7. **Substitute date of the oral admission examination.** A substitute date may only be allowed on the basis of serious and documented health reasons or other serious reasons. The date, place and time of the substitute oral examination shall be determined by the Dean.

Article 5

Decision on Admission

1. Admissions are decided by the Dean based on the admission committee's recommendation and with regard to the examination results. The admission examination is passed successfully if at least a half of the maximum score is reached.
2. The decision on admission or non-admission will be delivered to the applicant within 30 days of verification of compliance with the conditions for admission to studies in accordance with the Act and the BUT Statutes (Section 50 (4) of the Act). The decision on admission is primarily delivered via the BUT information system; the decision is deemed to be delivered on the date of sending. If the decision on admission is delivered in writing and the applicant fails to take over the decision sent to him/her, the decision will be published on the BUT official notice board, where the date of publication is considered to be the date of delivery.

Article 6

Enrolment

1. The regular enrolment date shall be determined by a decision of the Dean. The time of the enrolment shall be announced to applicants in the invitation to the enrolment or in the decision on admission. The substitute enrolment date shall be determined by a decision of the Dean on the applicant's request for a substitute enrolment date.
2. The admitted applicants may either enrol personally or through their authorised representative with an officially authenticated power of attorney in the Czech or the English language.
3. If the applicant cannot appear for enrolment for serious reasons, (s)he may excuse himself/herself in writing according to Article 29 of the BUT Statutes.

Article 7
Appeals Procedure

1. Applicants may examine the documents relevant to the decision on admission to study at the FIT Research Department on Monday 20 July 2020 from 1 p.m. to 2 p.m. in the first round of the admission procedure and on Monday 5 October 2020 from 1 p.m. to 2 p.m. in the second round of the admission procedure.
2. Applicants who were notified of non-acceptance to the Faculty may appeal against the decision pursuant to Section 50 (6) of the Act. Appeals shall be lodged in writing with the Dean of the FIT within 30 days of the date of delivery of the decision. If the Dean complies with the applicant's request, (s)he shall change the decision on admission. Otherwise, (s)he shall pass the decision to the Rector according to Section 50 (8) of the Act.

Article 8
Report on the Admission Procedure

1. A report on the admission procedure shall be published within 15 days of its conclusion (Section 50 (9) of the Act).

Article 9
Admission Procedure for Foreigners

1. The conditions for studies of foreign nationals in the Czech language are stipulated in Article 30 of the BUT Statutes. The knowledge of the Czech language is not required for citizens of Slovakia.
2. Applicants wishing to study in a foreign language are admitted under the following conditions:
The admission procedure complies with the Rules except for the following points:
 - a) The applicant shall accompany his/her application with a document of the minimum required level of English proficiency (TOEFL Basic English 213, written English 550 or comparable).
 - b) The admission procedure shall be held in the English language.

Article 10
Final Provisions

1. This Guideline shall enter into effect on the day specified in the heading hereof.

Ing. Radek Kočí, Ph.D.
Chairperson of the BUT FIT Academic Senate

prof. Dr. Ing. Pavel Zemčík
Dean of the FIT BUT