

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY

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GUIDELINE NO. 1/2024

**ADMISSION PROCEDURE RULES AND CONDITIONS FOR ADMISSION OF STUDENTS
IN DOCTORAL PROGRAMMES AT THE FACULTY OF INFORMATION TECHNOLOGY
OF BRNO UNIVERSITY OF TECHNOLOGY FOR THE ACADEMIC YEAR 2024/2025**

Article 1

General Provisions

1. This guideline entitled Rules for the Admission Procedure Rules and Conditions for Admission of Students (hereinafter the "Rules") stipulates the rules for the admission procedure and conditions for admission of students in four-year doctoral programmes in Information Technology at the Faculty of Information Technology (hereinafter the "FIT") of Brno University of Technology (hereinafter the "BUT") for the academic year 2024/2025.
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. Applicants who are foreigners pursuant to Section 1(1) of Act No. 67/2022 Coll., i.e. foreigners who have been granted temporary protection in the Czech Republic pursuant to the Act on certain measures in the field of education in connection with the armed conflict within the territory of Ukraine caused by invasion of Russian Federation troops (hereinafter "Foreigners under temporary protection pursuant to Act No. 67/2022 Coll.") may also be admitted to study in the admission procedure pursuant to these Rules.
4. The course of the admission procedure is directed by the Dean. To this end, the Dean appoints an Admissions Committee and its Chair (usually the Vice-Dean for Research, Development and Doctoral Studies) and Examination Committees.
5. The study programme allows full-time or combined study. The conditions for admission to full-time and combined study are the same.

Article 2

Conditions for Admission of Students

1. The basic condition for admission to study is due and proper completion of a Master's degree programme (Sections 48 and 49 of the Act).
2. Foreigners under temporary protection pursuant to Act No. 67/2022 Coll. may submit an affidavit regarding the required level of prior education in accordance with Section 8(1)(b) of Act No. 67/2022 Coll.
3. The admission procedure includes an entrance examination. Successful completion of the entrance examination is a condition of admission (see Article 6). The entrance examination cannot be waived.

Article 3

Maximum Number of Accepted Applicants

1. The maximum number of applicants accepted under this admission procedure is determined by the unfilled capacity for the total number of applicants admitted under all admission procedures to the doctoral programme for the academic year 2024/2025, which is set at 60.

Article 4

Deadline for Submitting a Study Application

1. The study application, including annexes, may be submitted
 - a. in round I of the admission procedure from 1 March 2024 until 31 May 2024 at the latest,
 - b. in round II of the admission procedure from 1 June 2024 until 30 August 2024 at the latest,
 - c. in round III from 21 September 2024 until 31 January 2025 at the latest.

Article 5

Study Application

1. The admission procedure is initiated by the delivery of the study application to the FIT no later than the specified deadline.
2. Study applications are submitted electronically via the BUT information system (BUT IS) at the following URL: <http://www.vut.cz/eprihlaska>
3. The following annexes must be submitted to the FIT together with the application:
 - a. a curriculum vitae on the prescribed form:
<https://www.fit.vut.cz/applicants/application/#dr> (For Applicants - How to apply - Application - Doctoral Degree - Submission of the application),
 - b. a certified copy of a university diploma, in accordance with Section 48 of the Act on higher education institutions and BUT Guideline No. 11/2019,
 - c. a recent colour passport photograph of the applicant.
4. The applicant is obliged to submit, no later than before the decision on admission to study is issued, an officially certified copy of the document certifying that he/she has completed a course of higher education (at Master's level), in accordance with Section 48 of the Act on higher education institutions and BUT Guideline No. 11/2019, or an affidavit regarding the required level of prior education in accordance with Section 8(1)(b) of Act No. 67/2022 Coll.

If the date of the entrance examination precedes the State Final Examination or issuance of the diploma (at Master's level) in the given academic year, the applicant shall submit a certified copy of the diploma as soon as possible after it has been issued, but no later than in Rounds I and II by 10 January 2025, or in round III by 28 February 2025. The deadline for submission may be extended by the Dean subject to justified request submitted by the applicant. The annex must be delivered in hard copy format to the address of the FIT BUT Research Department and, at the same time, in electronic format in the e-application form. In this case, the potential decision on admission shall not be issued until after submission of a certified copy of the university diploma.

If the applicant is a graduate of BUT, he/she may provide a simple copy of his/her university diploma instead of an officially certified copy.

The annexes must be delivered in hard copy format no later than the submission date to the address:

Research Department
FIT BUT
Bozotechnova 2
612 00 Brno
Czech Republic

5. The topics of doctoral dissertations, including the names of the supervisors, shall be published no later than 1 March 2024 on the website of the faculty.

6. Before submitting an application, the applicant is expected to contact the prospective supervisor and familiarise himself/herself with the focus of the study and the subject-matter of the dissertation.
7. The administrative fee for the admission procedure for the academic year 2024/2025 as set out in BUT Rector's Decision No. 3/2023 amounts to:
 - **CZK 700.00** for each submitted study application when paying in the Czech Republic to the following BUT account: account number 117729823/0300, bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně.
 - **€ 30.00** for each submitted study application when paying in all other countries except the Czech Republic to the following BUT account: account number 1017476763/0300, bank name Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.
 - When paying for an electronic application, the applicant is obliged to fill in the variable symbol and the specific symbol according to the instructions given in the electronic application form.
8. The fee for the admission procedure must be paid:
 - a. in round I of the admission procedure, no later than 4 June 2024.
 - b. in round II, no later than 4 September 2024
 - c. in round III, no later than 5 February 2025.
9. The fee is non-refundable.
10. The fee for operations relating to assessment of foreign education within the framework of the admission procedure for the academic year 2024/2025 as set out in Decision of the Rector No. 2/2023 amounts to:
 - **CZK 750.00** for each submitted request for assessment of foreign education when paying in the Czech Republic to the following BUT account: account number 117729823/0300 bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account name: Vysoké učení technické v Brně,
 - **€ 32.00** or each submitted request for assessment of foreign education when paying in all other countries except the Czech Republic to the following BUT account: account number 1017476763/0300, bank name Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: Vysoké učení technické v Brně.

If the fee for assessment of foreign education is not paid, the FIT will not perform assessment pursuant to *Section 48(4)(d) of the Act/Section 48(5)(c) of the Act*. In such a case, the applicant shall be required to prove his/her meeting of the condition of previous education in accordance with *Section 48(4)(a), (b) or (c) of the Act/Section 48(5)(a) or (b) of the Act*, otherwise the FIT shall discontinue the admission procedure.
11. For the academic year 2024/2025, the admission fee and the fee for assessment of foreign education are waived for Foreigners under temporary protection pursuant to Act No. 67/2022 Coll., and Article 9 applies to fees already paid.
12. If the application has any defects, the FIT will invite the applicant to remedy them. If the applicant fails to remedy the defects in the application within the prescribed time limit or fails to pay the admission fee in the prescribed form, the FIT will discontinue the admission procedure. The applicant will be informed of this consequence.

Article 6

Admission Procedure

1. **General rules.** The admission procedure includes an entrance examination. The Dean of the FIT may accept the results of an entrance examination taken at another faculty or another university and decide on the basis of these results to admit the applicant to the FIT.
2. **Admissions and Examination Committees.** The Admissions Committee consists of the Chair and members of the Doctoral Board of the Information Technology Doctoral Programme (hereinafter referred to as the "Doctoral Board") and other experts appointed by the Dean of the FIT subject to proposal by the Doctoral Board. Examination Committees consist of members of the Doctoral Board and other experts appointed by the Dean of the FIT subject to proposal by the Doctoral Board. Examination Committees are thematically oriented and their number and composition is based on the topics for doctoral studies for the given year. In the event of a low number of applicants, only one Admissions and Examination Committee may be appointed.

3. **Evaluation criteria.** The evaluation criteria are used by the Examination Committee to score the following knowledge and the applicant's performance to date:
- the applicant's familiarity with the prospective topic of the dissertation (0-4 points),
 - theoretical knowledge (0-4 points),
 - specialised knowledge relating to the field of study defined by the selected topic (0-4 points),
 - proficiency in English (0-4 points),
 - previous professional and scientific activities (0-4 points).

In the case of a Czech study programme, the entrance examination is conducted in Czech.

4. **Course of the entrance examination.** The purpose of the entrance examination is assessment of the criteria and knowledge referred to in paragraph 3) by the Examination Committee resulting in an assessment score. Assessment may be made:
- exclusively on the basis of demonstrable written evidence of fulfilment of the criteria and knowledge referred to in paragraph 3,
 - where applicable, on the basis of an oral entrance examination.

The final proposal for the decision shall be submitted to the Dean by the Admissions Committee based on assessment of the applicants by all of the Examination Committees.

5. **Date of the entrance examination.** A meeting of the Examination Committee(s) will be held:
- in round I of the admission procedure between 7 June and 13 June 2024
 - in round II of the admission procedure between 6 September and 13 September 2024
 - in round III of the admission procedure between 10 February and 14 February 2025.

The Examination Committees shall assess the applicants with a score in accordance with paragraph 4(a) and propose the possible invitation of the applicants to attend an oral entrance examination in accordance with paragraph 4(b). These applicants shall be invited via the BUT IS, no later than 10 days before the date of the actual oral entrance examination. The invitation shall include the date and time when the candidate is to present himself/herself for the examination. In exceptional cases, especially in the case of foreign applicants and with regard to circumstances preventing the applicant from presenting himself/herself in person for the oral examination, the Dean may decide to conduct the entrance examination in the form of a video conference subject to request by the applicant. In the event that an emergency has been declared, the oral entrance examination is conducted by means of a video call. If the student is unable to do so, he/she shall submit a request for attendance in person or an alternative date for the entrance examination. Such request must be submitted in writing at least 5 working days before the date set for the oral entrance examination.

The oral entrance examination will take place before the respective Examination Committee between the following dates:

24-28 June 2024 for round I of the admission procedure,
23-27 September 2024 for round II of the admission procedure and
24-28 February 2025 for round III of the admission procedure.

The specific date and time will be determined in the letter of invitation to the applicant. The evaluation of all applicants shall subsequently be forwarded to the Admissions Committee, which shall prepare a final draft of its decision. This proposal shall be forwarded to the Dean of the FIT.

In the event that a sufficient number of applicants submit applications for round III of the admission procedure including all annexes at an earlier date, other extraordinary dates may be determined by a Decision of the Dean for the Examination Committee(s) to meet prior to the above-mentioned dates.

6. **An excuse for absence from** the oral entrance examination must be submitted in writing within 5 days of the examination. This excuse will be considered by the Dean and if the candidate is excused, he/she may then take the oral entrance examination on an alternative date. If the applicant fails to appear for the oral entrance examination without an excuse or if his/her excuse is not accepted, the admission procedure shall be discontinued.
7. **Alternative date of the oral entrance examination.** An alternative date may be granted only on the basis of serious and documented medical or other compelling reasons. The date, place and time of the oral entrance examination on the alternative date shall be determined by the Dean.
8. **In order to pass the entrance examination,** the applicant must gain at least half of the maximum possible points according to paragraph 3.

Article 7 Admission

1. The decision on admission to study shall be issued within 30 days of verification of compliance with all of the conditions of the admission procedure.
2. An appeal may be lodged against the decision within 30 days of its issue.
3. The decision on admission/non-admission to study shall be delivered to the applicant in accordance with the Act and the BUT Statutes within 30 days of verification compliance with the conditions for admission to study (Section 50(4) of the Act). The decision on admission shall primarily be delivered via the BUT information system, where the date of delivery shall be understood to mean the date on which the decision is sent. If the decision on admission is delivered in writing and if the applicant fails to take receipt of the decision on admission sent to him/her, it shall be published on the official notice board of BUT, whereas the date of publication is considered to be the date of delivery.

Article 8 Enrolment

1. The date of regular enrolment of accepted candidates shall be determined by a Decision of the Dean. The time of enrolment shall be communicated to the applicant in the invitation to enrol or in the decision on admission. The alternative date of enrolment shall be determined by a Decision of the Dean subject to request by the applicant for an alternative date. Delivery of the invitation shall be governed by procedure pursuant to Article 8(3).
2. Applicants accepted for study may enrol either in person or via their authorised representative with an officially authenticated power of attorney in Czech or English.
3. If an applicant cannot attend the enrolment for serious reasons, he/she may excuse himself/herself in writing in accordance with Article 29 of the BUT Statutes.

Article 9 Admission Procedure for Foreigners

1. The conditions of study by foreigners in the Czech language are stipulated in Article 30 of the BUT Statutes. A condition for the admission of foreigners to study in the Czech language is demonstration of a sufficient level of proficiency in the Czech language. This condition may be waived for applicants specified in Article 1(3). For citizens of the Slovak Republic, knowledge of the Czech language is not required.
2. The admission procedure for applicants for study in a foreign language is initiated and conducted in accordance with these Rules with the following modifications:
 - a. Applicants must provide evidence of their level of English language proficiency together with their application.
 - b. The admission procedure is conducted in English.

Article 10 Final Provisions

1. The applicant has the right to inspect the file from the date of notification of the decision during the *office hours of the Research Department of the FIT BUT*. The FIT may instead provide the applicant a copy of the file.
2. These rules were approved by the *FIT BUT Academic Senate* pursuant to *Section 27(1)(e) of the Act/ Section 9(1)(g) of the Act* on 23 January 2024.
3. This guideline shall enter into effect on the date specified in the header of this guideline.

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

doc. Dr. Ing. Petr Hanáček
Dean of the FIT