

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

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Mandatory for:	applicants for study, students and employees of FIT BUT
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GUIDELINE NO. 6/2024

**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
2025/2026**

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 2025/2026.
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 and Development) 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

1. The basic condition for admission to study is a successful 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 assessment of the applicant cannot be waived.

Article 3

The 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 2025/2026, which is set at 60.

Article 4

Deadline for submitting the application for study

1. The application for study, including all annexes, can be submitted
 - a. from 1st March 2025 to 30th May 2025 in the 1st round of the admission procedure,
 - b. from 1st June 2025 to 29th August 2025 in the 2nd round of the admission procedure,
 - c. from 21st September 2025 to 30th January 2026 in the 3rd round of the admission procedure.

Article 5

Application for study

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/.en#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 current colour photograph of the applicant in the passport format.

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. In the appropriate circumstances, the faculty might decide to delay the fulfilment of this requirement.

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 the 1st or 2nd round by 9th January 2026 or 27th February 2026 in the 3rd round. 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
Božetěchova 2
612 00 Brno, Czech Republic

4. The topics of doctoral dissertations, including the names of the supervisors for the first and the second round of the admission procedure, shall be published no later than 1st March 2025 on the website of the faculty. The topics for the third round of the admission procedure shall be published no later than 22nd September 2025. Additional topics can be added one month before the conclusion of the round at the latest.
5. 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.
6. The administrative fee for the admission procedure for the academic year 2025/2026 as set out in BUT Rector's Decision No. 5/2024 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: CZ040300000001017476763, 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.
7. The fee for the admission procedure must be paid:
 - a. until 3rd June 2025 during the first round of the admission procedure,
 - b. until 3rd September 2025 during the second round of the admission procedure,
 - c. until 3rd February 2026 during the third round of the admission procedure.
8. The fee is non-refundable.
9. The fee for operations relating to assessment of foreign education within the framework of the admission procedure for the academic year 2025/2026 as set out in Decision of the Rector No. 4/2024 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** for 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: CZ040300000001017476763, 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 stop the admission procedure.
10. 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 that have been paid already.
11. 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 stop the admission procedure. The applicant will be informed of this consequence electronically, if the applicant agreed to this form of communication on the application.

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 based on these results to admit the applicant to the FIT.

2. **Admissions and Examination committee.** 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 are 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:
 - a. the applicant’s familiarity with the prospective topic of the dissertation (0-4 points),
 - b. theoretical knowledge (0-4 points),
 - c. specialised knowledge relating to the field of study defined by the selected topic (0-4 points),
 - d. proficiency in English (0-4 points),
 - e. previous professional and scientific activities (0-4 points).

The foreign applicants that want to study in the Czech language must prove their proficiency of Czech language.

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:
 - a. exclusively based on demonstrable written evidence of fulfilment of the criteria and knowledge referred to in paragraph 3,
 - b. where applicable, based on 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 Examination Committees.

5. **Date of the entrance examination.** A meeting of the Examination Committee(s) will be held:
 - a. in the first round of the admission procedure between 6 June and 13 June 2025,
 - b. in the second round of the admission procedure between 5 September and 12 September 2025
 - c. in the third round of the admission procedure between 6 February and 13 February 2026.

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:**

- a. 24 - 28 June 2025 for the first round of the admission procedure,
- b. 23 - 27 September 2025 for the second round of the admission procedure and
- c. 24 - 28 February 2026 for the third round 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 the third round 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 stopped.
7. **Alternative date of the oral entrance examination.** An alternative date may be granted only based on 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. **To pass the entrance examination**, the applicant must gain at least half of the maximum possible points according to paragraph 3.

Article 7 Admission to study

1. The decision on admission to study shall be issued within 30 days of verification of compliance with all the conditions of the admission procedure.
2. The decision may be appealed within 30 days of it being issued.
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 a 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
Closing 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 15 October 2024.
3. This guideline shall come into effect on the date specified in its header.

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

doc. Dr. Ing. Petr Hanáček
Dean of FIT