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DEAN'S DIRECTIVE NO. 1/2021

About the admission procedure in doctoral study programs at FME BUT for the academic year 2021/2022

This directive lays down the rules for the admission procedure and the conditions for admission to the study of doctoral study programs provided at the Faculty of Mechanical Engineering (FME) at BUT in accordance with § 48 - § 50 of Act No. 111/1998 Coll. on Universities as amended (hereinafter referred to as the Act) and with Articles 24 - 31 of the BUT Statute.

At FME, BUT studies are carried out in the following doctoral study programs:

- Applied Mathematics
- Design and Process Engineering
- Manufacturing Technology
- Applied Mechanics
- Materials Sciences
- Power Engineering
- Physical Engineering and Nanotechnology

Doctoral studies at FME BUT in Brno take place in **full-time and combined form, in the Czech or English language**. Students of the full-time form of study in the Czech language program get a **scholarship**. **Tuition fees for studying in the English language program are set at 3000 Euro per year, tuition fees can also be paid in CZK according to the current exchange rate**. International students can study in the Czech language program if they demonstrate a language level of at least A2 according to CEFR (Common European Framework of Reference: Learning, Teaching, Assessment).

The relevant Subject Councils will assess all new topics of the dissertations and submit them to the Study Department by March 15, 2021. The topics will be published on the faculty's website (www.fme.vutbr.cz) by April 30, 2021, at the latest.

Those interested in studying in doctoral study programs are advised to contact the supervisors directly, who will provide them with more detailed information on the topics listed by them.

Applications for the study are submitted electronically by May 31, 2021. The administrative fee is set at CZK 700 (€ 28 when paying outside the Czech Republic). In exceptional cases, a "paper" application may be used, in this case, the fee is CZK 700, which can be paid at the FME box office. The fee for acts connected with the admission procedure must be paid or credited to the account of BUT no later than on June 1, 2021, otherwise the admission procedure is stopped.

The application must be accompanied by a motivation letter, a structured CV (may be supplemented by publication activities and letters of recommendation from scientific personalities) and copies of documents on completed university education, or passed higher exams in English (FCE, CAE, etc.). The diploma and the diploma supplement may be submitted by the applicant studying the last year of the master's study at the latest at the time of enrolment. If the applicant has graduated from a university other than BUT, these documents must be certified by a notary.

The condition for admission to study in a doctoral study program at FME is the proper completion of studies in a master's degree program of technical or scientific specialization. The number of the accepted applicants on the FME side is limited by the number of topics offered and the capacity of supervisors approved for doctoral study programs. However, this number is also limited by the Ministry of Education, Youth and Sports and subsequently BUT.

The Subject Councils submit to the Dean of the FME for approval proposals for the composition of the admissions committees, set the dates of the entrance examinations and send out invitations to the examinations to the members of the admissions commissions. **The admission procedure takes place in two rounds.** In the first round, the admissions committee evaluates the documentation sent by the applicant together with the application. Based on this documentation, some applicants may be directly accepted or rejected without an entrance examination. Admission without an entrance examination applies mainly to those applicants who, in addition to a high level of previous education (e.g. at prestigious foreign universities) and merit, also provide two letters of recommendation from professors quoted on the Web of Knowledge - Thomson Reuters (i.e. have non-zero H-index here). The (co-)authorship of an article included in the Web of Knowledge or Scopus database can also be considered a sufficient basis for acceptance without an entrance examination. On the other hand, applicants who have not completed a master's degree with a corresponding technical or scientific specialization and cannot be expected to complete such studies even by the date of enrolment are directly rejected.

The other applicants are invited by the Study Department to **the second round - the entrance exam**, which consists of a test in mathematics and physics (questions are listed at <http://www.fme.vutbr.cz/vav/ds-okruhy-otazek.pdf>) and an oral interview, which can be conducted in Czech or English. During it, the knowledge in the chosen field is verified, taking into account the topic of doctoral studies, and the committee evaluates whether the applicant has the prerequisites for independent scientific work.

The admission procedure will take place in the period **from June 1 to July 2, 2021, of which the first round from June 1 to 7, 2021** and the second round - the entrance examination **from June 21 to July 2, 2021**. About the exact date of the second round - entrance exams, applicants will be informed by the Study Department in writing, at least 14 days in advance. Exceptions from this period are permitted by the Dean at the request of the Director of the Institute. If a person interested in studying cannot attend the exam for serious reasons, then he/she apologizes in writing to the chairman of the admissions committee no later than one day in advance (the day of delivery of the written apology is considered to be the day of delivery to the Study

Department) and the chairman will offer to allow the new date of the entrance examination. In the event of unforeseeable facts preventing participation in the 2nd round of the entrance examination, the unexcused absence and the replacement date will be assessed individually. The proposal for the composition of alternate admissions commissions and specific examination dates is submitted to the Dean by the corresponding directors of the institutes in agreement with the relevant chairmen of the Subject Councils.

The maximum number of students who can be admitted to the doctoral study program at FME in the academic year 2021/2022 is 100. This number may be increased by a decision of the Dean based on the course of the admission procedure. If more than one applicant applies for one topic, or the total number of applicants exceeds the maximum number of the accepted students, the admissions committee determines the order of applicants according to their level of knowledge. In doing so, the commission takes into account all components of the entrance examination as well as the opinion of a potential supervisor who is a member of the commission or is present at the admission procedure (commission meeting) as an assessor for the given topic. Applicants who have met the conditions for admission but were not in the first place for the chosen topic in the order of applicants may be offered admission to another doctoral topic. Alternatively, the admissions committee, together with the potential supervisor, may propose an amendment to the original topic, which will then be referred to the standard approval procedure.

In exceptional cases (e.g. a graduate of a foreign university, the need to solve new projects) the admission procedure may be carried out at another date during the academic year, on the proposal of the director of the Institute and after approval by the relevant subject council and dean.

The results of the admission procedure (with the opinion of the admissions committee) will be submitted to the Dean of the FME. The dean of the faculty then decides on admission to study in the doctoral study program. The decision is notified to the applicants in writing within 30 days from the date of the entrance examination and contains a justification and instructions on the possibility of reviewing the decision. The results of the entrance examinations will also be published within three working days from the date of their holding on the faculty's website in the e-application, and from the next working day the applicant at the FSI study department

Enrolments in the 1st year will take place on July 16, 2021, and September 1, 2021.

Approved by AS FME on January 28, 2021.

Asoc. Prof. Ing. Jaroslav Katolický, Ph.D.
Dean of FME BUT