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DEAN'S DIRECTIVE No. 9/2023

ADMISSION PROCEDURES AND CONDITIONS FOR ADMISSION TO STUDY IN DOCTORAL STUDY PROGRAMMES FOR THE ACADEMIC YEAR 2024/2025

Article 1

Subject of regulation

1. These rules regulate the conditions for admission to study for the academic year 2024/2025 in doctoral study programmes carried out by the Faculty of Mechanical Engineering (hereinafter FME) in accordance with Act No. 111/1998 Coll., On Universities and on Amendments to Other Acts (Act on Higher Education Institutions) as amended (hereinafter the "Act") and the Statute of BUT (hereinafter the "Statute").
2. Study programmes offered:

Degree programme	Language of study	Form of study
Applied Mathematics	Czech	Full-time
		Combined
Power Engineering	Czech	Full-time
		Combined
Physical Engineering and Nanotechnology	Czech	Full-time
		Combined
Engineering Mechanics	Czech	Full-time
		Combined
Design and Process Engineering	Czech	Full-time
		Combined
Materials Sciences	Czech	Full-time
		Combined
Engineering Technology	Czech	Full-time
		Combined
Applied Mathematics	English	Full-time
		Combined
Applied Mechanics	English	Full-time
		Combined

Design and Process Engineering	English	Full-time
		Combined
Manufacturing Technology	English	Full-time
		Combined
Materials Sciences	English	Full-time
		Combined
Physical Engineering and Nanotechnology	English	Full-time
		Combined
Power Engineering	English	Full-time
		Combined

- The conditions for admission to full-time study and combined forms of study are the same.
- A fee of € 3,000 per academic year of study is set for studying in English in accordance with Section 58 par. 4 of the Act. The fee may be reduced by the Dean in justified cases.

Article 2

Conditions for admission

- The basic condition for admission to study in a doctoral study programme is, in accordance with Section 48, Paragraph 3 of the Act, the acquisition of a master's degree.
- Another condition for admission to study in the sense of Section 49 Paragraph 1 of the Act are prerequisites for the study of the study programme in question; the fulfilment of this condition is verified by an entrance examination.
- Another condition for admission to study programmes in the English language is, in the sense of Section 49 paragraph 1 of the Act, the achievement of knowledge of the English language at the level of at least B1 according to the Common European Framework of Reference (hereinafter "CEFR").

Article 3

Maximum number of applicants accepted

- The number of admitted applicants is determined by the number of dissertation topics. A maximum of 100 applicants may be admitted to each study programme referred to Article 1 Paragraph 2.

Article 4

Deadline for submitting an application for study

- The application for study can be submitted by:
 - from April 15, 2024 to May 26, 2024** for the first round of the admission procedure,
 - from September 16, 2024 to October 27, 2024** for the second round of the admission procedure.
- The second round of the admission procedure shall not take place if the maximum number of applicants has been accepted in the first round in accordance with Article 3.

Article 5

Application for study

- The applicant's admission procedure begins with the delivery of the application to the FME within the set deadline.
- Applications for the study are submitted electronically.

3. The following documents must be submitted to the FME together with the application:
 - a) a cover letter,
 - b) a structured curriculum vitae supplemented by the applicant's publishing activities.

In case of doubt, FME may request additional documents.

4. The applicant is also obliged to submit, no later than before the issuance of the decision on admission to study, an officially certified copy of the document of completed university education, including a diploma supplement or a simple copy, if it is an applicant who is a graduate of the Brno University of Technology. An applicant who is a graduate of the master's study programme FME does not provide proof of completed education, completed education is verified automatically.
5. According to Decision No. 3/2023 of the Rector of BUT, the fee for acts connected with the admission procedure for the academic year 2024/2025 is:
 - **CZK 700** for each application submitted for study when paying in the Czech Republic to the BUT account number 117729823/0300, the bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, the account name: the Brno University of Technology.
 - **€ 30** for each study application submitted for payment on the territory of all other countries except the Czech Republic, BUT account number 1017476763/0300, bank name Československá obchodní banka, as, IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account name: the Brno University of Technology.

The bank connection will also be displayed on the BUT website after sending the electronic application. The fee for acts connected with the admission procedure must be credited to the BUT account **no later than May 28, 2024 for applications submitted in the first round of the admission procedure and by October 31, 2024 for applications submitted in the second round of the admission procedure.**

6. According to the decision No. 2/2023 of the BUT Rector, the fee for the acts connected with the assessment of foreign education within the admission procedure for the academic year 2024/2025 is:
 - **CZK 750** for each submitted application for the assessment of foreign education when paying in the Czech Republic to the BUT account number 117729823/0300, the bank name Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, the account name: the Brno University of Technology,
 - **€ 32** for each submitted application for assessment of foreign education when paying on the territory of all other states except the Czech Republic, BUT account number 1017476763/0300, the bank name Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, the account name: the Brno University of Technology.

The bank connection will also be displayed on the BUT website after sending the electronic application. If the fee for acts connected with the assessment of foreign education is not paid, the FME will not perform the assessment according to Section 48 par. 5 (c) of the Act. In such a case, the applicant is obliged to prove the condition of previous education according to Section 48 par. 4 (a) or (b) of the Act, otherwise FME will stop the admission procedure.

7. The fee is paid when it is credited to the account. The fee is non-refundable.
8. If the application has formal deficiencies, FME will ask the applicants to eliminate them. If the applicant does not eliminate the deficiencies of the application within the prescribed time limit or fails to pay the fee for the activities related to the admission procedure, FME will stop the admission procedure. The applicant must be informed of this consequence.
9. The conditions for foreigners studying in the Czech language are set out in Article 30 of the BUT Statute. The condition for admitting foreigners to study in the Czech language is to prove

a sufficient level of the Czech language at the minimum level B2 according to the Common European Framework of Reference (CEFR), e.g. a proof of successful completion of the Czech language course accredited by the Ministry of Education, successful completion of the Czech language course for foreigners organized by the Lifelong Learning Institute BUT, etc. This condition does not apply to applicants from the Slovak Republic and applicants who obtained a master's degree in the Czech Republic or in the Slovak Republic by completing a study programme conducted in the Czech or Slovak language.

10. The compulsory part of the application for the study programme in English is a document proving the achievement of the candidate's knowledge in English at the level of at least B1 according to the Common European Framework of Reference (CEFR).

Article 6

Entrance examination

1. The entrance examination has no parts and takes place before an examination board.
2. The entrance examination shall be held for applications submitted in accordance with Article 4 Paragraph 1 (a) **from 24. 6. 2024 to 4. 7. 2024**, for applications filed pursuant to Article 4 Paragraph 1 (b) **from 18. 11. 2024 to 29. 11. 2024**.
3. The invitation to the entrance examination is sent to the candidates no later than 14 days before the event. The invitation is sent electronically to the e-mail address specified in the e-application. At the same time, the invitation is made available to the applicant in his e-application.
4. The entrance examination is oral and lasts a maximum of 60 minutes, it verifies the necessary initial knowledge for study in the chosen study programme and the prerequisites for independent scientific work corresponding to the selected topic of the dissertation topics. The entrance examination consists of expert questions from the members of the admission committee related to the topic of the dissertation chosen by the candidate. Individual questions are scored, and the candidate may receive a total of 0 to 100 points. The minimum score for admission is 50 points. The admission examination is conducted in the form of a full-time examination. At the applicant's request, the chairman of the examination board may decide to hold the entrance examination by distance form.
5. The evaluation of the entrance exam is passed/failed.
6. The taking of an entrance examination at a substitute date may be permitted only for serious and documented medical or other comparatively serious reasons. In the event that the applicant is unable to attend the examination for serious reasons, he/she will apologize in writing to the Dean through the study department before the date of the entrance examination or no later than 5 working days from the date of the entrance examination. The Dean decides on the acceptance of the apology and on the examination in the alternative term, and possibly also sets an alternative date for the entrance examination on the basis of the proposal of the chairman of the examination commission. The Dean's decision is final and is notified to the applicant electronically to the e-mail address specified in the e-application. At the same time, it is made available to the applicant in the e-application.
7. The applicant who has successfully passed the entrance examination and placed in the place according to Article 3 may be admitted to the study. If more than one candidate applies for one dissertation topic, the highest ranked candidate may be admitted to the study. If more than one applicant is ranked the highest, the decision shall be made by drawing lots.

Article 7
Admission to study

1. The applicant will receive a decision on admission to study within 30 days of verifying that all the conditions of the admission procedure have been met.
2. The decision may be appealed against within 30 days of its notification.

Article 8
Other provisions

1. Contact

Faculty of Mechanical Engineering
Study Department - admission procedure to doctoral study programmes
Technická 2896/2
616 69 Brno
<https://www.fme.vutbr.cz/>
e-mail: prijimani_ds@fme.vutbr.cz
tel.: +420 541 141 141

2. Important dates

Deadlines for submitting electronic applications

The first round of the admission procedure	from 15. 4. 2024 to 26. 5. 2024
The second round of the admission procedure	from 16. 9. 2024 to 27. 10. 2024

Fee for admission procedures

All programs uniformly **CZK 700 or € 30** for each submitted application.
The fee is non-refundable.

The deadline for payment of the application in the first round of the admission procedure	to 28. 5. 2024
The deadline for payment of the application in the second round of the admission procedure	to 31. 10. 2024

Dates of entrance exams

Entrance exam in the first round of the admission procedure	from 24. 6. 2024 to 4. 7. 2024
Entrance exam in the second round of the admission procedure	from 18. 11. 2024 to 29. 11. 2024
Entrance exam alternate date (for the excused from the due date)	will be set

Article 9
Final provisions

1. The applicant has the right to look in the file from the date of notification of the decision during office hours of the FME Study Department. The FME may instead provide the candidate with a copy of the file.
2. In exceptional cases justified by external circumstances, the rules on admission may be adjusted.
3. These rules were approved according to § 27 par. 1 (e) of the Act by the Academic Senate of FME on November 30, 2023.

Assoc. prof. Ing. Jiří Hlinka, Ph.D.
Dean of FME