

# BRNO UNIVERSITY OF TECHNOLOGY

## Faculty of Civil Engineering

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### Dean's Directive No 3/2023

#### ADMISSION PROCEDURE RULES AND CONDITIONS FOR ADMISSION TO DOCTORAL STUDY PROGRAMMES WITH INSTRUCTION IN ENGLISH FOR THE ACADEMIC YEAR 2023–24

##### Article 1

###### Scope of regulation

1. These rules regulate the conditions for the academic year 2023–24 for admission to the doctoral study programmes (hereinafter the “DSP”) listed below (Article 1, paragraph 2) implemented by the Faculty of Civil Engineering (hereinafter the “FCE BUT”) in accordance with Act No 111/1998, on higher education institutions and amending and supplementing other acts (the Higher Education Institutions Act), as amended (hereinafter the “Act”), and the Statute of Brno University of Technology (hereinafter the “Statute”).
2. DSPs with full-time and combined study with instruction in the English with a standard length of study four years:
  - a) DSP *Building Construction*;
  - b) DSP *Structural and Transport Engineering*;
  - c) DSP *Physical and Building Materials Engineering*;
  - d) DSP *Water Management and Water Structures*;
  - e) DSP *Civil Engineering Management*;
  - f) DSP *Geodesy and Cartography*.The conditions for admission to full-time and combined study are the same.
3. The study programmes are intended for self-financing students. The fee for studying for a doctoral study programme in a foreign language is:
  - **EUR 4,000** per academic year for full-time forms of study;
  - **EUR 1,500** per academic year for combined forms of study.

##### Article 2

###### Conditions for admission

1. In accordance with Section 48(3) of the Act, the basic condition for admission to a DSP is the completion of a master's degree programme.
2. Another condition for admission to a study programme is to have met the prerequisites for studying in the study programme in question, as defined in Section 49(1) of the Act; these are verified by an entrance examination. **An entrance examination can be waived, but English level B2 is always required.**

##### Article 3

###### Waiver of the entrance examination

1. The Dean of the FCE BUT may decide on the extraordinary admission of an applicant to study at the FCE BUT without an entrance exam if the applicant simultaneously meets the following conditions:
  - a) the applicant is a graduate of a similarly focused master's study programme at the FCE BUT, or a graduate of a similar master's study programme at other Civil Engineering faculties either

- abroad or in the Czech Republic, and has graduated from this study programme with an overall study evaluation of “with honours”;
- b) the supervisor who listed the topic of the dissertation for which the applicant is applying agrees with the applicant's acceptance.
2. Verification of fulfilment of the conditions for admission without an entrance exam will be carried out on the day of the entrance exam.
  3. In an extraordinary health situation, the applicant may, upon meeting the condition specified in paragraph 1 letter b), be admitted exceptionally without an entrance exam based on the Dean's decision.

#### **Article 4**

##### **Maximum number of admitted applicants**

Based on a successfully completed entrance exam or fulfilment of the conditions for admission without an entrance exam, the FCE BUT may admit the following maximum numbers of applicants to programmes taught via the full-time and combined forms of study:

- a) 20 applicants to the DSP *Building Construction*;
- b) 10 applicants to the DSP *Structural and Transport Engineering*;
- c) 10 applicants to the DSP *Physical and Building Materials Engineering*;
- d) 10 applicants to the DSP *Water Management and Water Structures*;
- e) 10 applicants to the DSP *Civil Engineering Management*;
- f) 8 applicants to the DSP *Geodesy and Cartography*.

#### **Article 5**

##### **Deadline for the submission of admission applications**

1. Admission applications can be submitted in the following periods:
  - a) from 4. 4. 2023 to 31. 7. 2023 for the first round of admissions with the date of the entrance exam 1. 9. 2023 (the period is intended for applicants to all DSPs listed in Article 1, paragraph 2);
  - b) from 20. 10. 2023 do 15. 12. 2023 for the second round of admissions with the date of the entrance exam being 2. 2. 2024 (the period is not intended for applicants to the DSP *Geodesy and Cartography*).
2. A second round of admissions shall not be held if the maximum numbers of applicants specified in Article 4 have been admitted in the first round.

#### **Article 6**

##### **Application for admission to study at the FCE BUT**

1. The admission procedure is initiated by the delivery of an application to the FCE BUT within the specified period.
2. The applicant applies for the dissertation topic listed for the given programme. Dissertation topics, including the name of the supervisor who provided the topic, will be published for applicants no later than 30 days before the latest deadline by which an application to study in the given programme can be submitted.
3. In accordance with Decision No 5/2022 of the Rector of Brno University of Technology (hereinafter “BUT”), the fee for acts related to the admission procedure for the academic year 2023/2024 shall be:
  - **CZK 700** for each application for admission to study at the FCE BUT submitted when paying in the Czech Republic to the following BUT account: account number 117729823/0300; bank name Československá obchodní banka, a.s.; IBAN CZ5603000000000117729823; BIC CEKOCZPP; account name Vysoké učení technické v Brně;
  - **EUR 30** for each application for admission to study at the FCE BUT submitted when paying in any state other than 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.The bank details will also be displayed on the BUT website after the online application has been submitted.

4. In accordance with Decision No 3/2022 of the Rector of BUT, the fee for acts related to the assessment of foreign education in the admission procedure for the academic year 2023/2024 shall be:
  - **CZK 750** for each submitted application 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;
  - **EUR 32** for each submitted application for assessment of foreign education when paying in any state other than 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.

The bank details will also be displayed on the BUT website after the online application has been submitted. If the fee for acts related to the assessment of foreign education is not paid, the FCE BUT shall not carry out the assessment in accordance with Section 48(5)(c) of the Act. In such a case, the applicant is obliged to demonstrate the completion and characteristics of his/her previous education in accordance with Section 48(5)(a) or (b) of the Act; otherwise, the FCE BUT shall terminate the admission procedure.
5. The fee is paid when it is credited to the aforementioned account. The fee is non-refundable. The applicant must pay the fee:
  - a) by 1. 8. 2023 at the latest with the date of the entrance exam being 1. 9. 2023;
  - b) by 16. 12. 2023 at the latest with the date of the entrance exam being 2. 2. 2024.
6. Along with the application, the following documents must be delivered to the FCE BUT:
  - proof of proper completion of a master's study programme (hereinafter referred to as a "diploma"), or an approved copy thereof;
  - proof that the study obligations of the completed master's study programme were fulfilled (hereinafter referred to as a "diploma supplement"), or an approved copy thereof;
  - curriculum vitae;
  - brief information on professional and publishing activities and results that the applicant has achieved so far when dealing with professional issues related to the chosen topic of the dissertation.

The applicant must attach the above-mentioned documents to the application (scanned in pdf format); an original or an approved copy of the diploma and the diploma supplement can be delivered during enrolment.

Applicants from the FCE BUT do not submit diplomas and diploma supplements.
7. If the application has deficiencies, the FCE BUT shall invite the applicant to remove them. If the applicant fails to remedy the deficiencies in the application within the prescribed time limit, or fails to pay the fee for acts connected with the admission procedure in the prescribed form, the FCE BUT shall terminate the admission procedure. The applicant must be informed of this consequence.
8. An applicant who obtained a master's degree via a study programme at a foreign higher education institution (with the exception of studies in the Slovak Republic) must prove that the conditions for admission to study have been met with one of the documents listed in Section 48(5) of the Act (e.g., a certificate of recognition of education, etc.).

## **Article 7**

### **Entrance examination**

1. The entrance examination consists of the following parts:
  - an expert discussion between the examination board and the applicant on the topic of the dissertation, with an assumed depth of knowledge commensurate with the requirements for the state final examination of master's studies at Civil Engineering faculties in the Czech Republic. In the discussion, the applicant must demonstrate professional readiness for study and the ability to perform professional and scientific work on the topic, as well as the depth of his/her interest in the specialised issue in question. The applicant shall also present his/her

- professional activities to date. During the discussion, the supervisor is present as a member of the examination board;
- verification of knowledge of the English language, i.e. assessment of the ability to study professional texts in the English language, and language knowledge at the level required for an international English language exam at level B2;
  - an assessment of the study results achieved during the applicant's previous master's studies, and the professional activities of the applicant to date.
2. Applicants will be sent an electronic invitation to attend the entrance exam no later than fourteen days before it takes place.
  3. The overall evaluation of the entrance exam, in which the applicant can obtain a maximum of 50 points, is based on the evaluation of its individual parts according to paragraph 1 of this article. The individual parts of the entrance exam are evaluated separately as follows:
    - a specialised discussion on the topic of the dissertation – 0 to 30 points;
    - knowledge of the English language – 0 to 10 points;
    - the results of the applicant's previous master's studies (overall result and evaluation of the state final exam, evaluation of the diploma thesis, etc.) and the professional or research activities of the applicant (professional or research cooperation, participation in conferences, other professional or research activities related to the dissertation topic, etc.) – 0 to 10 points.
  4. A minimum threshold of 25 points is set by the Dean of the FCE BUT for successfully passing the entrance exam, and the result of the specialised discussion must be awarded at least 15 points by the examination board.
  5. The list of accepted applicants for each programme will first be filled by applicants who are to be accepted without an entrance exam in accordance with Article 3. They will be ranked in the waiting list according to the overall academic average from their master's study programme in ascending order. The list will be continuously updated with candidates who have passed the entrance exams, these being listed in descending order according to the total number of points they achieved in the entrance exam. The applicants who gained placement according to Article 4 can be accepted for the study programme. If more applicants with the same number of points achieve placement in last place, all these applicants are accepted for the study programme.

#### **Article 8**

##### **Admission to study**

1. The decision on admission to study at the FCE BUT shall be issued within 30 days of verification that all conditions of the admission procedure have been met.
2. The decision may be appealed against within 30 days of its notification.

#### **Article 9**

##### **Final provisions**

1. The applicant has the right to inspect his/her file from the date of notification of the decision during the opening hours of the Office of Student Affairs.
2. These rules have been approved in accordance with Section 27(1)(e) of the Act by the Academic Senate of the FCE BUT on 22<sup>nd</sup> March 2023.

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prof. Ing. Rostislav Drochytka, CSc., MBA, dr. h. c.  
Dean of the Faculty of Civil Engineering, BUT

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Ing. Petr Beneš, CSc.  
Head of the Academic Senate,  
Faculty of Civil Engineering, BUT

**ANNEX NO. 1 ADMISSIONS SCHEDULE FOR THE ACADEMIC YEAR 2023–24  
FOR DOCTORAL STUDY PROGRAMMES WITH INSTRUCTION  
IN ENGLISH**

**Doctoral study programmes – commencement of studies from the winter semester**

Applications accepted:	to 31. 7. 2023
Entrance exam date:	1. 9. 2023
Enrolment deadline:	11. 9. 2023

**Doctoral study programmes – commencement of studies from the summer semester\***

Applications accepted:	to 15. 12. 2023*
Entrance exam date:	2. 2. 2024*
Enrolment deadline:	8. 2. 2024*

\* not intended for applicants to the DSP *Geodesy and Cartography*