

**THE FACULTY OF BUSINESS AND MANAGEMENT
AT BRNO UNIVERSITY OF TECHNOLOGY**

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**Rules
for admissions procedure and conditions for acceptance to the doctoral
study programme for the academic year 2018/2019**

**Article 1
Basic provisions**

The admission of applicants for doctoral studies at the Faculty of Business and Management at Brno University of Technology is subject to Act 111/1998 Sb. on Universities as amended (hereafter the Law), the Statutes of Brno University of Technology, the Statutes of the Faculty of Business and Management and these Rules.

- (1) Doctoral studies at the Faculty of Business and Management are held in accordance with valid accreditation on the study programme Company Management and Economics in the Czech and English languages. Applicants with Czech citizenship (applicants) and foreigners are admitted for studies on the doctoral study programme at the Faculty of Business and Management.
- (2) A fee is paid for studies in a foreign language in accordance with Section 58, para. 4 of Act 111/1998 Sb. on Universities, as amended (hereafter also merely "the law"). This fee is stipulated in the Dean's ruling "Fees for Study in a Foreign Language at the FBM at Brno University of Technology" valid and effective for the given academic year.
- (3) Studies on the doctoral study programme can be taken in the form of full-time studies or combined studies. The standard period of study is stipulated by the ruling on accreditation of the doctoral study programme.
- (4) In view of the organisation of studies and the capacity available to supervisors, a maximum of 30 students a year.
- (5) The following are necessary conditions to admission for study on the doctoral study programme:
 - the attainment of a university education on a master's study programme,

- the submission of an academic essay on the anticipated topic of the student's dissertation,
 - the approval of the student's anticipated supervisor,
 - successful passing of the entry examination,
 - a knowledge of the English or German language to a minimum level of B2.
- (6) Conditions for admittance for study on the doctoral study programme for foreigners:
- a) Foreigners (with the exception of the Slovak Republic) are admitted for study and may study on an accredited study programme in the Czech language, if:
- they have satisfied the conditions for admission for study stipulated for applicants,
 - their attained education has been recognised (Sections 98 and 90 of the Law),
 - they have successfully passed an examination in the Czech language at the Institute for Language and Preparatory Studies at Charles University in Prague, at a school of languages accredited for this purpose, during the school-leaving examination in the Czech Republic or at a department of languages at Brno University of Technology teaching the Czech language.
- b) Foreigners are admitted for study and may study on an accredited study programme in a foreign language in accordance with Section 58, para. 4 of the Law, if:
- they have satisfied the conditions for admission for study stipulated for applicants,
 - their attained education for education demanded by the Law for admission on the given type of study programme (Sections 89 and 90) has been recognised.

Article 2

Study application

- (1) The application for study is submitted electronically through the BUT Information System until **27 April 2018**. An application form in electronic form is available on the webpages of Brno University of Technology at <https://www.vutbr.cz/eprihlaska/cs/eprihlaska> Other supplements (article 2, para. 3) must also be delivered (by post or in person) by **27 April 2018**, unless stated otherwise, to: Ing. Simona Reková, the Department for Creative Work and Doctoral Studies at the FBM

The fee for acts associated with the admissions procedure amounts to:

- 600 CZK if an electronic application is submitted and payment is made in the Czech Republic into the account of Brno University of Technology, account no.: 27-7495740247/0100,
- € 23 if an electronic application is submitted and payment is made in the Slovak Republic into the account of Brno University of Technology, account no.: 25695603/7500, Československá obchodná banka, a.s., in other states into the account of Brno University of Technology, account no.: 25695603/7500, Československá obchodná banka, a.s., IBAN: SK 45 7500 0000 0000 2569 5603, SWIFT (BIC) CEKOSKBX, account name: Vysoké učení technické v Brně.

When paying for an electronic application, the applicant is obliged to enter the variable symbol and specific symbol according to the instructions given on the electronic application.

Should the applicant fail to pay this charge by **27 April 2018**, he or she will have failed to fulfil a fundamental condition of admission. Payment is understood as the crediting of the charge to one of the accounts given above. This charge is non-returnable.

- (2) Proposed topics of future dissertations, including the names of supervisors, are published at <http://www.fbm.vutbr.cz> and on the official notice board of the FBM at Brno University of Technology on the 3rd floor at Kolejní 4, Brno no later than four months before the entry examination is held. Applicants for study on the doctoral study programme must contact their anticipated supervisor to acquaint him or her with his or her study focus and the essence of the topic of his or her dissertation.
- (3) The following supplements comprise part of an application:
 - a) the curriculum vitae of the applicant,
 - b) a photograph (for applicants from universities other than Brno University of Technology),
 - c) proof of payment of the administration fee,
 - d) copies of documentation of university education attained (Diploma and Supplement to Diploma), documentation of previous work experience. The applicant will submit original documents during enrolment for study on the doctoral study programme,
 - e) if the applicant has studied abroad (with the exception of the Slovak Republic), his or her certificate of attained education demanded by the Law will be supplemented by certification of the recognition of this foreign education,
 - f) an academic essay (in the Czech language) to the extent of 10–15 pages with annotation in the English language on the topic of the applicant's anticipated dissertation (*in two copies*) – those applying for a study field on the doctoral study programme in the Czech language,
 - g) a specialist essay (in the English language) to the extent of 10–15 pages on the topic of the applicant's anticipated dissertation (*in two copies*) – those applying for a study field on the doctoral study programme in the English language,
 - h) all relevant certificates (state examination certificates, language study certificates, etc.),
 - i) confirmation of study results attained in previous master's studies and an overview of previous specialist and academic activity.
- (4) The academic essay is understood as a consideration of the selected dissertation topic. The author of the academic essay will consider the given issue in the broader context, including a basic summary of the current knowledge, specification of the goals of the future dissertation and an indication of proposed research methods. An integral part of the academic essay is also a detailed list of the Czech and international literature used by the author. Literary sources will be cited in accordance with the up-to-date ISO 690 standard.

Article 3 **The entry examination**

- (1) The date stipulated for the entry examination is **1 June 2018**.
- (2) Applicants are obliged to arrive for the entry examination at the right time on the day of which they have been informed in a written invitation sent at least 14 days before the

date of the entry examination. No alternative date for the entry examination will be opened.

- (3) The Dean of the FBM may open another round of admissions proceedings if the available capacity of the FBM is not filled. The deadline for the submission of applications and for the holding of the entry examination in another round of admissions proceedings will be stipulated by a ruling by the Dean of the FBM by 31 October 2018 at the latest.

Article 4

The holding of the entry examination

- (1) The entry examination is an oral examination held in the form of a specialist debate with the applicant before an examination committee appointed by the Dean of the FBM in either the Czech or the English language depending on the language in which the study programme for which the applicant is applying is held and the defence of the academic essay submitted. The point of departure for the specialist debate is the opinion of the future supervisor on the applicant's academic essay. The opinion of the future supervisor also includes the expression of this opinion to the doctoral student.
- (2) The course of the specialist debate is guided by the chair of the examination committee or a member of the committee accredited by the chair. The chair of the examination committee is a member of the academic staff of the FBM at Brno University of Technology appointed by the Dean of the FBM. The composition of expert examination committees is determined by the Vice-dean of the FBM for Creative Work and Doctoral Studies. Examination committees for entry examinations for study on the doctoral study programme at the FBM at Brno University of Technology are comprised of three members. The members of the examination committee are appointed by the Dean of the FBM. The members of examination committees are supervisors whose dissertation topics have been chosen by applicants. The number of examination committees is determined by the Vice-dean of the FBM for Creative Work and Doctoral Studies according to the number of applicants and with a view to the specialist focus of dissertation topics. Only one applicant may be accepted for each dissertation topic.
- (3) The entry examination is comprised of the following parts:
 - a) a specialist debate and defence of the academic essay with the applicant on the chosen topic of his or her dissertation, with the necessary depth of knowledge proportionate to the demands of the final state examination for master's studies. In the specialist debate, the applicant will demonstrate his or her specialist preparedness for doctoral studies, ability to work on the chosen dissertation topic and depth of interest in the specific specialist area, and will present his or her previous academic activities. The supervisor for the given dissertation topic will be present as a member of the committee at the specialist debate and defence of the applicant's academic essay and will give an opinion of the given applicant's specialist debate and essay defence.
 - b) the applicant's study results on previous master's studies and evaluation of previous specialist and academic work.

(4) The overall assessment is based on the evaluation of the individual parts of the entry examination as given in Article 4, para. 3. The individual parts are evaluated as follows:

- 0 to 15 points for the academic essay assessed by the applicant's future supervisor,
- 0 to 5 points for the specialist debate on the dissertation topic with a defence of the applicant's academic essay,
- 0 to 5 points for study results attained on previous master's studies, with the evaluation: 1.0 to 1.59 = 5 points; 1.6 to 1.8 = 3 points,
- 0 to 5 points for previous specialist and academic work, a maximum of 0 to 5 points. Publications and other specialist activities proven by certificate are assessed.

Applicants who gain a total of at least 15 points of the possible 30, with at least 10 points gained for the specialist debate on his or her chosen study topic and the writing and defence of his or her academic essay, will pass the entry examination.

An applicant who has successfully passed the entry examination and is the only one to have applied for a particular doctoral study topic will be proposed for admission for study.

If more than one applicant who has successfully passed the entry examination has expressed interest in a particular doctoral study topic, the applicant with the highest point score will be proposed for acceptance. If more than one of these applicants has the same total point score, the number of points obtained in the individual parts of the entry examination will be decisive, this in the following order:

- the specialist debate on the doctoral study topic and defence of the applicant's academic essay,
- the evaluation of previous specialist and academic activity and study results attained in previous master's studies.

The chair of the examination committee will decide on which applicant is to be accepted if more than one applicant has an equal assessment in both these parts.

If an applicant does not take the entry examination or does not turn up to the entry examination, his or her non-acceptance for study will be proposed.

Article 5

Ruling on acceptance

(1) The Dean of the FBM rules on the acceptance or non-acceptance of an applicant for study on the doctoral study programme on the basis of the recommendation of the examination committee formulated in the entry examination protocol and at the proposal of the Branch Board of the FBM, this as follows:

- a) A ruling on acceptance for study on the doctoral study programme will be sent in writing addressee only within 30 days of the holding of the entry examination to applicants who have fulfilled the conditions of acceptance.

- b) A written ruling on non-acceptance for study will be sent at the same time to all applicants who have not succeeded at the entry examination or who cannot be accepted for reasons of capacity (applicants who have not placed highest in order for a given doctoral study topic).
 - c) Applicants who have not fulfilled the condition of the attainment of a university education on a master's study programme in accordance with article 1, paragraphs 5 and 6 by 27 April 2018 or have not submitted certification of the recognition of this education will be shown the ruling by the Dean of the Faculty of Business and Management "not admitted until formal requirements are fulfilled" in the Brno University of Technology information system. The applicant will receive a ruling on admission for study following verification of the fulfilment of these conditions. The applicant must submit these supplements within 10 days at the latest of the holding of the final state examination.
- (2) The Dean of the Faculty of Business and Management may, in accordance with article 30 of the Statutes of Brno University of Technology, admit applicants for a full-time form of doctoral study by waving the admission examination for study applicants who have, for objective reasons, been unable to take the admissions examination at the stipulated time and who can, on the basis of their professional and academic work and the study results they have attained on previous master's study, be expected to have the necessary preconditions for successful study on a doctoral study programme, this on the basis of their request and if they have satisfied the conditions stipulated for admission for study in accordance with article 1, para. 6.
- (3) On the basis of Section 50, para. 5 of the law, the applicant has the right to view his or her materials that are of importance for the ruling on his or her acceptance for study. Applicants may take advantage of this opportunity from 10.00 a.m. to 11.00 noon on 12 July 2018 at the Department for Creative Work and Doctoral Studies at the FBM.

These Rules come into effect on the day of their approval by the Academic Senate of the FBM.

Ing. Lenka Smolíková, Ph.D.
Chair of the AS of the FBM at BUT

doc. Ing. et Ing. Stanislav Škapa, Ph.D.
Dean of the FBM at BUT