

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF BUSINESS AND MANAGEMENT (FBM)

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RULES

FOR ADMISSIONS AND ADMISSION ELIGIBILITY CRITERIA FOR DOCTORAL PROGRAMMES AT FBM IN THE ACADEMIC YEAR 2020/2021

Article 1

Basic provisions

Admissions to doctoral studies at the BUT Faculty of Business and Management (FBM) are governed by Act 111/1998 Coll. on universities as amended (the Act), the BUT Statutes, the FBM Statutes, and these Rules.

- (1) Doctoral programmes at the Faculty of Business and Management are offered based on the current accreditation of the Company Management and Economics programme taught in both Czech and English. Czech or foreign applicants may be admitted to study doctoral programmes offered by FBM.
- (2) The study in programmes taught in a language different from Czech is paid for pursuant to Section 58, Paragraph 4 of the Act. This fee to be paid is laid down by the Dean's Decision on the fees for study in a foreign language at FBM, in effect for a particular academic year.
- (3) The study in a doctoral programme can take a full-time or combined mode. The standard period of study is given by the accreditation of the doctoral programme.
- (4) For reasons given by the study organisation and the availability of supervisors, a maximum of 30 students per academic year may be admitted to doctoral studies.
- (5) To be eligible for admission to doctoral study at FBM, an applicant:
 - a) must have a Master's degree,
 - b) must submit an essay on the desired topic of a dissertation,
 - c) must have an approval by the chosen supervisor,
 - d) must pass an entry examination,

- e) must have a knowledge of English or German at a minimum level of B2.
- (6) Foreigners who have attained previous education at a university abroad can be admitted to study in a doctoral degree programme (pursuant to Art. 30 of BUT Statutes) if they meet the below criteria:
- a) they have attained the education required by the law pursuant to Section 48 Paragraph 5 of the Act in compliance with the Rector's Directive no. 11/2019. For the administrative work needed to verify this education attained abroad, the applicant must pay a fee set for the admissions by the Rector's Decision no. 3/2019 and its Annex no. 1;
 - b) they have met the admission eligibility criteria identical with those for the domestic applicants.

Article 2

Study application

- (1) An application for study must be submitted electronically via the BUT Information System by **4th May 2020**. An application form is available at the BUT website <https://www.vutbr.cz/eprihlaska/cs/eprihlaska>

Other supplements (Article 2, Paragraph 3) must also be submitted (by post or in person) by **4th May 2020**, unless stated otherwise, to: Ing. Simona Reková, the Department for Creative Work and Doctoral Studies at the FBM. If an application has technical shortcomings, the applicant will be called upon to correct and/or supplement these. If the applicant fails to deliver a new corrected application to the faculty's Department for Creative Activity and Doctoral Study within a set period, this will be regarded as a failure to meet a basic eligibility criterion.

The fee for the administrative work entailed by the admissions 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,
- € 24 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 countries 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 and specific symbols following the instructions given on the electronic application.

Should the applicant fail to pay this fee by **4 May 2020**, this will be regarded as a failure to fulfil a basic admission eligibility criterion. Payment is understood as the crediting of the sum to one of the accounts given above. This payment is non-returnable.

- (2) The announced dissertation topics with the names of supervisors can be found at <http://www.fbm.vutbr.cz> and on the FBM official notice board on the 3rd floor at Kolejní 4, Brno no later than four months before the entry examination date. The doctoral applicants may contact their chosen supervisors to be informed on the study focus and the essence of the dissertation topic.

- (3) An application must include:
- a) the applicant's CV,
 - b) a photograph of the applicant (if not a BUT student),
 - c) copies of previous university study certificates (Diploma and Diploma Supplement), documents of previous practical experience if any. The originals of the certificates must be submitted on enrolment for the doctoral programme,
 - d) if the applicant attained university education abroad, he or she must submit a certificate required by Section 48 Paragraph 5 of the Act, in compliance with the Rector's Directive no. 11/2019.
 - e) an essay (written in Czech) of 10 – 15 pages with a summary in English on the topic of the applicant's anticipated dissertation (*in two copies*) – this applies to applicants for doctoral programmes in Czech,
 - f) an essay (written in English) of 10 – 15 pages on the topic of the applicant's anticipated dissertation (*in two copies*) – this applies to applicants for doctoral programmes in English,
 - g) all the relevant certificates (state examination certificates, language study certificates, etc.),
 - h) certificates of the results of previous Master's degree study and a list of research and academic activities.
- (4) An essay is meant to be a reflection on the chosen dissertation topic. The author should consider the given issue in a broader context, including a basic summary of the current expertise, specification of the goals of the future dissertation and an indication of the research methods proposed. An integral part of the 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 current ISO 690 standard.

Article 3

Entry examination

- (1) The entry examination will take place on **5th June 2020**.
- (2) Applicants must arrive at the exam venue on the date and at the time stated in the invitation sent to them no later than 14 days before the date of the entry examination. No substitute date for the entry examination will be announced.
- (3) By 15th June 2020, the Dean of the FBM may announce a next round of admissions if the available capacity of the FBM has not been reached. For a next admissions round, applications must be submitted by 21st August 2020 in compliance with these rules. The date of a next round of the entrance examination is 24th September 2020.

Article 4

Entry examination details

- (1) The entry examination is oral taking the form of a discourse with the applicant by an admissions committee appointed by the Dean of the FBM. The language of the discourse is Czech or English depending on the language of the programme chosen by the applicant and the defence of the essay he or she has submitted. The point of

departure of the discourse is the future supervisor's opinion on the applicant's essay. This opinion will also include the supervisor's characteristic of the applicant.

- (2) The admissions committee is appointed by the Dean of the FBM. The number of the admissions committees is set by the vice-dean of the FBM for creative activities and doctoral study based on the number of applicants and with regard to the focuses of dissertation topics. The discourse is steered by the chair of the admissions committee or by one of its members authorised by the chair. The chair of the admissions committee is a member of the academic staff of FBM. In addition to the chair, an admissions committee has two members. The chairs (members) of admissions committees may also be the supervisors for whose dissertation topics applicants have registered. Only one applicant may be admitted for a single dissertation topic.
- (3) The entry examination consists of:
 - a) a discourse with the applicant and the defence of an essay on the chosen topic of the applicant's dissertation. The required level of the applicant's knowledge must be comparable with that required for the Master's final state examination. During the discourse, the applicant should prove that he or she has the expertise required for the doctoral study, the ability to work on the chosen dissertation topic and a strong interest in the area of his or her speciality by presenting his or her previous specialist activities. As a member of the admissions committee, the supervisor for the given dissertation topic will attend the discourse and the defence of the essay giving his or her opinions.
 - b) the results of the applicant's previous Master's study and an assessment of the applicant's research activities.
- (4) The overall assessment is based on the grading of each part of the entry examination as given in Article 4, Paragraph 3. The parts are graded as follows:

0 to 15 points	for the essay assessed by the applicant's future supervisor,
0 to 5 points	for the discourse on the dissertation topic and a defence of the applicant's essay,
0 to 5 points	for study results attained in previous Master's studies: 1.0 to 1.59 = 5 points; 1.6 to 1.8 = 3 points,
0 to 5 points	for the current research activities such as publications and other specialist activities proved by a certificate.

Applicants receiving 15 points of the maximum 30, with at least 10 points received for the discourse on the chosen dissertation topic and the defence of the essay, will pass the entry examination.

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

If several applicants are interested in a particular dissertation topic and have passed the entrance exam, the applicant with the highest score will be recommended for admission. If several applicants have an identical score, the scores received in individual parts of the entry examination will decide, in the following order:

- the discourse on the doctoral study topic and the defence of the applicant's essay,
- the applicant's previous specialist and research activities and study results attained during Master's studies.

In the event of the scores being identical in all the above parts, the chair of the admissions committee will decide which applicant is to be admitted.

If an applicant has failed the entry examination or has not arrived at the entry exam venue, he or she will not be recommended for admission.

Article 5

Decision on admission

- (1) Following a recommendation by the admissions committee entered in the examination report and following a proposal of by the FBM Doctoral Committee, the Dean will decide on the admission of an applicant for doctoral study as follows:
 - a) Applicants for doctoral study eligible for admission will be sent a decision on admission within 30 days of the date of entry exam.
 - b) On the same date a decision on non-admission will be sent to applicants non-eligible for admission and to those not admitted for reasons of insufficient FBM capacity (not ranking as first for a given dissertation topic announced).
 - c) Pursuant to Article 1 Paragraphs 5 and 6, applicants who, by 4th May 2020, had not fulfilled the criterion of graduating from a Master's programme or had not submitted a document Pursuant to Section 48 Paragraph 5 of the Act in compliance with the Rector's Directive no. 11/2019 will find the Dean's decision in the BUT Information System with the text, "admission conditioned by the applicant's meeting the formal requisites". The applicant will then receive a decision on admission provided that the meeting of the formal requisites has been verified. The applicant must submit these supplements no later than 10 days of the date of the final state examination.
- (2) Based on an application, pursuant to Article 30 of the BUT Statutes, waving the entrance examination, the Dean of the Faculty of Business and Management may admit to full-time study applicants who have applied and have met the eligibility criteria pursuant to Article 1 Paragraph 6 and, for serious reasons, have been unable to take the regular entrance examination and, considering their previous research and study results in Master's programme, can be expected to be successful in their doctoral study as well.
- (3) On the basis of Section 50, Paragraph 5 of the Act, the applicant has the right to inspect the materials that are relevant for the decision on his or her admission to study on 13th July 2020 from 10 am to 11 am at the FBM Department for Creative Work and Doctoral Studies.

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

Ing. Lenka Smolíková, Ph.D. doc.
Chair of the BUT FBM Academic Senate

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