

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

Date of issue:	1. 12. 2020
In force from:	1. 12. 2020
Person in charge:	doc. Ing. et Ing. Stanislav Škapa, Ph.D.
Binding on:	Faculty of Business and Management
Issued by:	Dean of the FBM
Replaces:	Rules for admissions and admission eligibility criteria for the doctoral programmes at the Faculty of Business and Management in the academic year 2021/2022
Supplements:	-
Number of pages:	5
Number of supplements:	0

RULES
FOR ADMISSIONS AND ADMISSION ELIGIBILITY CRITERIA FOR DOCTORAL PROGRAMMES AT THE FACULTY OF BUSINESS AND MANAGEMENT IN THE ACADEMIC YEAR 2021/2022

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 the present Rules.

- (1) Doctoral programmes at the FBM are offered based on the current accreditation of the Company Management and Economics programme taught in both Czech and English.
- (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 doctoral programme (DP) offered 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 can be admitted to doctoral studies.
- (5) To be eligible for admission to DP at FBM, an applicant:
 - a) must have a Master's degree,
 - b) must submit an essay on the expected topic of his or her dissertation,
 - c) must have an approval by the expected 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 proved by a document required by Section 48, Paragraph 5 of the Act pursuant to the Rector's relevant directive. For the administrative work needed to verify this education attained abroad, an applicant must pay a fee set for the admissions by the Rector's relevant directive;
- b) they have fulfilled 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 **21st May 2021**. An application form is available at <https://www.vutbr.cz/eprihlaska/cs/eprihlaska> (in the English version at <https://www.vutbr.cz/eprihlaska/en>)

Other supplements (Article 2, Paragraph 3) must be submitted (by post, in person, or, if requested to do so, by e-mail) by **21st May 2021**, unless stated otherwise, to: Ing. Simona Reková, the Department for Creative Work and Doctoral Studies at the FBM, Kolejní 4, 61200 Brno. (by e-mail to rekova@fbm.vutbr.cz)

If an application has formal shortcomings, an 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:

- 700 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.: 117729823, banking address: Československá obchodní banka, a.s., IBAN: CZ560300000000117729823, BIC CEKOCZPP, account title: Vysoké učení technické v Brně.
- € 28 for each study application submitted if payment is made from a country other than the Czech Republic into the account of Brno University of Technology, account no.: 1017476763, banking address: Československá obchodní banka, a.s., IBAN: CZ0403000000001017476763, SWIFT (BIC) CEKOCZPP, account title: Vysoké učení technické v Brně. When paying for an electronic application, an applicant must enter the variable and specific symbols following the instructions given on the electronic application.

Should the applicant fail to pay this fee by **21st May 2021**, this will be regarded as a failure to fulfil a basic admission eligibility criterion. A 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/cs/pro-uchazece/prijimacky#doktorske-studium> 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 expected 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) 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,
 - c) if an applicant has 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.
 - d) 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,
 - e) 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,
 - f) all the relevant certificates (state examination certificates, language study certificates, etc.),
 - g) 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 domestic and international literature used by the author. Literary sources must be cited in accordance with the current ISO 690 standard.

Article 3

Entry examination

- (1) The entry examination will take place on **3rd June 2021**.
- (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) The Dean of the FBM may announce a next round of admissions if the available capacity of the FBM has not been reached. This announcement by the Dean will be made by 18th June 2021. For a next admissions round, applications must be submitted by 20th August 2021 in compliance with the present Rules. The date of a next round of the entrance examination is 23rd September 2021.

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 anticipated 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 may attend the discourse and the defence of the essay giving his or her opinions.
 - b) an assessment of the applicant's previous Master's study and 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.

An applicant will pass the entry examination if 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.

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 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 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 21st May 2021, have not fulfilled the criterion of graduating from a Master's programme or have 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 by 2nd July 2021.
- (2) Based on
 - * the BUT Statutes, Art. 25, Paragraph 3, in the case of those meeting the admissions criteria pursuant to Art. 1, Paragraph 5 a), b), c), e) of the present Rules, and
 - * the BUT Statutes, Art. 30, in the case of those meeting the admissions criteria pursuant to Article 1, Paragraph 6 of the present rulesthe Dean of the Faculty of Business and Management may admit to the doctoral study, waving the entrance examination, applicants who have applied and have met the eligibility criteria pursuant to Article 1 Paragraph 6 of the present Rules and, for serious reasons, have been unable to take the regular entrance examination if, considering their previous research and study results in Master's programme, they can be expected to be successful in their doctoral study as well.
- (3) Based on Section 50, Paragraph 5 of the Act, applicants have the right to inspect the materials that are relevant for the decision on their admission to study on 1st July 2021 from 10 am to 11 am at the FBM Department for Creative Work and Doctoral Studies.

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

Ing. Jan Luhan, Ph.D.
Chair of the BUT FBM Academic Senate

doc. Ing. Vojtěch Bartoš, Ph.D.
Dean of the BUT FBM