



DEAN'S DIRECTIVE NO. 5 / 2019

**RULES FOR ADMISSION PROCEDURE AND
CONDITIONS FOR ADMISSION TO THE
STUDY IN CHARGEABLE DOCTORAL
DEGREE STUDY PROGRAMMES TAUGHT
IN ENGLISH LANGUAGE AT THE FCH BUT
IN ACADEMIC YEAR 2020/2021**

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The Academic Senate of the Faculty of Chemistry of the Brno University of Technology approved these Rules for admission procedure and conditions for admission to the study in chargeable doctoral degree study programmes taught in English language at the FCH BUT in the academic year 2020/2021 on November 19, 2019.

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Article 1

Subject matter

1. The admission of applicants for study at the Faculty of Chemistry of BUT is governed by the Law on Higher Education No. 111/1998 Coll. (including amendments), by the BUT Statute and these Rules. These Rules regulate the admission procedure and the conditions for admission to doctoral study at FCH BUT for the academic year 2020/2021 in these doctoral degree study programmes:
 - Physical Chemistry,
 - Chemistry, Technology and Properties of Materials,
 - Biophysical Chemistry,
 - Macromolecular Chemistry,
 - Chemistry and Technology of Foodstuffs.
2. Study in these study programs is in English language and is subject to a fee. Study programmes can be studied in full-time or part-time form. The standard length of study is four years. The conditions for admission to full-time or part-time study are the same.

Article 2

Basic provisions

1. The condition for admission to the doctoral degree study program at FCH BUT is proper completion of the master's degree study programme of the same or related field. The applicant shall prove the achieved education by submission by the set deadline.
2. Other conditions for admission are interest and skills for scientific work, knowledge of chemical disciplines, knowledge of English language and good study results achieved in the master's degree study programme in accordance with the provision of Section 49 (1) of the Act; fulfilment of this condition is verified by an entrance examination.

Article 3

Deadline for submitting the application for study

1. Applicants who have applied for study including all annexes will be included to the admission procedure in the deadline:
 - a) from 15 February to 30 April 2020,**
 - b) from 1 July to 15 September 2020,**
 - c) from 1 November 2020 to 15 January 2021.**

Article 4

Application for study

1. The admission procedure starts with the delivery of the application form at the FCH BUT within the set deadline.
2. The applicant chooses the field of study and the topic of the dissertation thesis from the offer published on the website of FCH BUT. The topic of the dissertation thesis will also include the expected supervisor. Topics together with approved supervisors are published on the website and in the electronic application form since **31 January 2020**.
3. The application for study is submitted electronically in the application e-přihláška (e-application). Information on how to apply is available at www.vutbr.cz/eprihlaska/en.

The administrative fee for the admission procedure is:

- CZK 600 when submitting an application in the Czech Republic to the BUT account number 27-7495740247/0100, a variable symbol is assigned to each applicant automatically when completing the application.
 - € 23 when submitting an electronic application and its payment in the territory of
 - the Slovak Republic to the BUT account number 25695603/7500, Česko-slovenská obchodná banka, a. s. and
 - other countries to the BUT account number 25695603/7500 Česko-slovenská obchodná banka, a. s. (IBAN: SK 45 7500 0000 0000 2569 5603, SWIFT (BIC) CEKOSKBX, account name: Vysoké učení technické v Brně (Brno University of Technology)).
4. When submitting the application, the applicant shall provide
- a) CV including (i) a list of published works and information on the professional activities and results achieved by the applicant so far in addressing the issues related to the selected doctoral degree study topic, and (ii) where appropriate, other relevant supporting documents demonstrating his/her professional competence, such as referrals from persons with whom the applicant has been professionally in contact; and
 - b) letter of motivation in which the applicant shall comment on the expected involvement in future scientific work and justify the choice of the topic.
5. An Applicant who is a graduate of a university in the Czech Republic is obliged to deliver an officially certified copy of the evidence of education or a simple copy of such a document if the applicant is a BUT graduate to the Department of Educational and Creative Activities of FCH BUT. These documents must be delivered immediately after the successful completion of the state final examination and defence of the thesis, however, at the latest according to the following:
- a) for applications received pursuant to Article 3 (1) (a) until **31 August 2020**,
 - b) for applications received pursuant to Article 3 (1) (b) until **15 September 2020**,
 - c) for applications received pursuant to Article 3 (1) (c) until **15 January 2021**.
- If the applicant fails to prove his/her education by the given deadline, a resolution on the termination of the admission procedure will be issued.
6. In order to assess the condition of achieving a master's degree in foreign higher education, the applicant shall provide the following documents:
- a) For the assessment pursuant to Article 8 of BUT Directive No. 11/2019 he/she will submit a certificate of recognition of foreign higher education and qualification in the Czech Republic issued by a Czech public higher education institution or MEYS.
 - b) For the assessment pursuant to Article 9 of BUT Directive No. 11/2019 he/she will submit
 - i. in the case of education obtained in Slovakia, an evidence of obtaining the relevant master's degree
 - ii. in the case of education obtained in Poland, a document confirming the completion of a master's degree study program and the award of a professional degree „magister“ or „lekarz“ in the Republic of Poland,
 - iii. in the case of education obtained in Slovenia, an evidence of completion of the master's degree,
 - iv. in the case of education obtained in Hungary, an evidence of completed master's education,
 - v. in the case of education obtained in Germany, an evidence of completed master's education.
 - c) For the assessment according to Article 10 of BUT Directive No. 11/2019, the applicant will submit

- i. evidence of completed university education (diploma) with verification of authenticity of signatures and stamps according to BUT Directive No. 11/2019,
- ii. application for assessment of foreign education for the purpose of admission procedure at BUT (Annex BUT Directive No. 11/2019 - Assessment of foreign education of applicants for study at BUT within the admission procedure),
- iii. overview of completed courses during the university studies and evaluation of the examinations with the names of examiners.

The assessment of the achievement of the master's degree of foreign higher education is always carried out only according to one of the above mentioned options, i.e. according to paragraphs a), b) or c) on the basis of documents delivered.

The administrative fee for acts related to the assessment of foreign education in the admission procedure according to paragraph c) is determined by the relevant Rector's decision. The fee is set as follows:

- CZK 700 for each application for assessment of foreign education when paying in the Czech Republic to the BUT account number 27-7495740247/0100,
 - € 27.00 for each application for assessment of foreign education when paid in the territory of
 - the Slovak Republic to the BUT account number 25695603/7500, Česko-slovenská obchodná banka, a. s.
 - other countries to the BUT account number 25695603/7500 Česko-slovenská obchodná banka, a. s., IBAN: SK 45 7500 0000 0000 2569 5603, SWIFT (BIC) CEKOSKBX, account name: Vysoké učení technické v Brně (Brno University of Technology).
7. The applicant will receive a notification of the acceptance of the application and the invitation to the entrance examination electronically via the IS BUT no later than 30 days from the date of the end of the acceptance of the applications.
 8. If the application contains defects, FCH BUT prompts the applicant to remove them. If the applicant fails to remedy the application defects within the prescribed period or fails to pay the fee for operations related to the admission procedure or to the assessment of foreign education in a specified form, the FCH BUT shall terminate the admission procedure by a resolution.

Article 5

Entrance examination

1. The due dates of the entrance examinations are set as follows:
 - a) for applications received pursuant to Article 3 (1) (a) **5 June 2020**,
 - b) for applications received pursuant to Article 3 (1) (b) **9 October 2020**,
 - c) for applications received pursuant to Article 3 (1) (c) **22 January 2021**.
2. The examination in the alternative term will be allowed only in justified cases on the basis of a written application of the applicant, submitted no later than the regular date of the entrance examination at the Department of Educational and Creative Activities of FCH BUT. The Dean decides on the alternative term and also sets the date of the entrance examination on the basis of a proposal by the chairman of the examination board.
3. The course of the entrance examination is governed by the examination board appointed by the Dean. The board submits to the Dean a report on the entrance examination and a proposal for a decision on admission or non-admission to study and submits comments on any review procedures. The chairman of the board is usually the guarantor of the relevant doctoral degree study program in which the entrance examinations take place. Possible future supervisors may participate in the entrance examination, on whose topics the doctoral candidates applied.

Supervisors who are not members of the examination board do not participate in the applicant's score.

4. The entrance examination takes the form of an interview, which verifies the prerequisites for the doctoral study of chemical disciplines. The entrance examination may be carried out by electronic means of communication. The examination board assesses the quality of the applicant on a 100-point scale in four areas:
 - a) quality of existing study and professional activities 0–20 points
 - b) knowledge of the scientific basis of the field of study 0–30 points
 - c) prerequisites for further study 0–25 points
 - d) knowledge of the English language 0–25 points
5. Each member of the board evaluates the applicants individually and the resulting number of points earned by the candidate is expressed by the arithmetic mean of the total number of points awarded by individual members of the board. The entrance examination is successfully passed by a candidate, who scores at least 50 points out of 100 in the overall assessment and at the same time his score in any area a)–d) in paragraph 4 of Article 5 is not less than half of the maximum score of the area.
6. For each study programme, applicants will be ranked in a list drawn up in descending order of the total number of points earned during the entrance examination. Applicants who have successfully passed the entrance examination and who have placed in this list at the place corresponding to the total maximum number of admitted full-time and part-time applicants may be admitted to the individual study programmes:

Study programmes	Total maximum number of students
Physical Chemistry	20
Chemistry, Technology and Properties of Materials	20
Biophysical Chemistry	20
Macromolecular Chemistry	20
Chemistry and Technology of Foodstuffs	20

In the case of failure to meet the limits of the number of admitted students, the Dean of the faculty may announce another round of the entrance examination. The deadline for submitting applications for the next round, the date of the next round and publication of the entrance examination results will be published on the official notice board and on the faculty website.

7. If more than one applicant registers for one dissertation topic, those applicants who have achieved the best score can be admitted to the given topic. Other applicants may be admitted to study on other topics.
8. The result of the admission procedure will be displayed to the applicant after logging in the electronic application within 15 days of the entrance examination.
9. The Dean of the faculty decides on admission to study. The applicant will receive the Dean's decision within 30 days from the date of the entrance examination. The decision is sent electronically via IS BUT.

Article 6 **Transitional and final provisions**

1. An applicant who has not been admitted to study may file an appeal pursuant to section 50 (6) of the Act. The appeal is filed to the Dean within 30 days from the date of delivery of the decision on non-admission to study.

2. Applicants may consult all of their materials that are relevant for the decision on admission to study for one week from the date of notification of the decision from 10:00 to 12:00 at the Department of Educational and Creative Activities of FCH BUT.
3. This directive was approved by the Academic Senate of FCH BUT on 19 November 2019.
4. This Directive shall enter into force on 19 November 2019.
5. This Directive shall enter into effect on the date of its entry into force.

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doc. Ing. Pavel Diviš, Ph.D.
Chairman of AS FCH BUT

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prof. Ing. Martin Weiter, Ph.D.
Dean of FCH BUT