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Category:	FaME Dean's Regulation
Title:	Admission Conditions for Students Applying for Admission to Full-time and Part-time Modes of Study in the Accredited Doctoral Degree Programmes held in English at the Faculty of Management and Economics of Tomas Bata University in Zlín
Place of liability:	Faculty of Management and Economics of Tomas Bata University in Zlín
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1. General Information

- (1) This regulation of the Dean of the Faculty of Management and Economics of Tomas Bata University in Zlín comprises admission requirements for studies in compliance with Sections 48 - 50 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment and Supplement to Some Other Acts (hereinafter referred to as 'Act'), and rules for admissions procedures and admission requirements for studies in accordance with the Statute of Tomas Bata University in Zlín and with provisions of the Study and Examination Regulations of Tomas Bata University in Zlín (hereinafter referred to as 'TBU') related to study in the doctoral degree programmes. The doctoral degree programmes are implemented by the Faculty of Management and Economics of Tomas Bata University in Zlín (hereinafter referred to as 'FaME').
- (2) The tuition fee for degree programmes taught in a foreign language is determined in compliance with Section 58 Para 4 of the Act and the Statute of TBU. Details of payment are stated further in this regulation in Article 3. The tuition fee is in CZK. Information about the possibility to refund the tuition fee is set out in the up-to-date Internal Regulation of TBU concerning conditions for study of foreign and Czech students held in a foreign language, released on <https://www.utb.cz>, English version/Official Board.

2. Application Form and Requirements

- (1) The TBU International Office accepts electronic applications to study available at <https://apply.utb.cz>
The following documents form an integral part of the e-application:
 - Applicant's Curriculum Vitae in English,
 - Documents which prove the completion of the required education – these must be either:
 1. verified, or
 2. reviewed for the purpose of admissions procedure at TBU.

Further details regarding the recognition of education and qualification acquired abroad are specified in the relevant Internal Regulation of TBU released on <https://www.utb.cz>, English version/Official Board.

- 2 Reference letters in English,
 - A list of works published and yet to be published as well as the outcomes of applicant's professional activities, including expert opinions on his/her projects if possible,
 - A processed essay approximately 8 – 10 pages long in the English language written on the topic chosen from the doctoral thesis titles suggested by the Faculty (hereinafter referred to as 'essay'), or own topic based on the previous discussion with a future supervisor,
 - An officially certified copy of International English language certificate, e.g. TOEFL, IELTS, FCE, CAE, CPE; level B2 at a minimum, according to the Common European Framework of Reference for Languages, abbreviated as CEFR. The institution issuing such certificate must be recognized as an accredited one with the right to organize a certified language examination. Such requirement (the language certificate) does not concern the applicants who are English native speakers, or their previous education obtained (verified/recognized) was in the English language. FaME reserves the right to check out the applicant's language knowledge,
 - A written supervisor's statement on the processed essay and his/her consent to guiding the student during Doctoral studies.
- (2) A form of the supervisor's statement is released as stated in Article 3 of this Regulation.
- (3) Every e-application is assessed individually.
- (4) The e-application must be filled in properly, having a compulsory information of a contact e-mail included. In case all required parts of an e-application are not included, as stated in Paragraph 1 of this Article, or there are formal deficiencies, an applicant will be asked to remove the deficiencies within the time stated. If an applicant does not remove the deficiencies of the e-application mentioned within the time stated, the admissions procedure will be stopped. An applicant will be informed about such matter in writing.
- (5) The admissions procedure is commenced on the date of the application receipt by the university. Deadlines for e-applications are set by the Dean of FaME and released as stated in Article 3 of this Regulation.
- (6) In compliance with Section 90 of the Act, an applicant must pay the fee for administration procedure connected with a request for recognition of university education and qualification obtained abroad in the amount of 3 000 CZK.
- (7) An applicant must pay the fee for administration procedure connected with a request for recognition of university education and qualification obtained abroad. The amount of fee is stated in the up-to-date Internal Regulation of TBU modifying the Admissions Procedure Fee.

3. Publication of Information about Admissions Procedure

- (1) In the period stated by the Act and the Statute of TBU, the faculty makes public the information below. The faculty releases the information in the public part of the web pages available at <http://www.utb.cz/fame>, under the section for studies in doctoral degree programmes taught in English as follows:
- a) The first day of admissions procedure
 - b) The last day for sending the e-application
 - c) Dates of the admission committee sessions
 - d) Essay topics and the form "Supervisor's Statement"

- e) A minimum and maximum number of the students admitted for studies
- f) Tuition fee (per year) for studies in a foreign language
- g) Payment details (tuition fee for studies in a foreign language) and payment details (fee for administration procedure connected with a request for recognition of university education) as stated in Para 6 and 7, Article 2 of this Regulation.

4. Admission Committee

- (1) The Admission Committee and its chairperson is appointed by the Dean of FaME.
- (2) The Admission Committee sessions are on the dates given by the Dean, as stated in Article 3 of this Regulation. The Admission Committee evaluates all the applications received which have fulfilled necessary requirements.

5. Admission Examination

- (1) The purpose of the admission examination is to generally evaluate the applicant's prerequisites for scientific work in the research field. A part of the admission examination is also discussion on the topic as well as focus of the doctoral study. The Admission Committee assesses each applicant based on the provided documents (an essay in particular) in terms of formulation of objectives, the contribution of the Doctoral thesis to theory, practice, the level of problem specification, the quality of essay processing, the quality of existing publications and benefits of applicant's admission to FaME, and also the feasibility of the verified documents regarding completion of the previous degree programme. The proposal for admission to study will be made upon the evaluation of the best prerequisites for a successful completion of the Doctoral degree programme.
- (2) Students who apply to study at FaME within scholarship programmes supported by the Government of the Czech Republic will be admitted based on an individual admissions procedure.

6. Decision on Admission and Announcement of Results

- (1) The decision on the acceptance to study is made by the Dean – it is based on the best results achieved during the admission examination.
- (2) The Admission Committee can, in exceptional cases, suggest the applicant's enrolment for study in the academic year which has already started.
- (3) The decision on being admitted/not being admitted for studies must be issued within 30 days in accordance with Section 50 Para 4 of the Act.
- (4) An applicant may appeal against the decision within 30 calendar days of notice of the decision in writing to the Dean of FaME, who either grants the request and modifies the decision, or forwards it to the Rector as being the administrative authority for appeals. The Rector is in charge of decision whether it was made in contradiction with the law, TBU regulations, FaME regulations of admission conditions stated by the university or FaME.

7. Tuition Fee

- (1) The tuition fee is due within 15 days after the enrolment for study.

8. Final Provisions

- (1) Each applicant has the right to access his/her materials after being acquainted with the decision, not earlier. FaME can provide the applicant with the copy of his/her materials instead of seeing the originals.

The proposal was discussed and approved by the Specialist Board for the Doctoral Degree Programmes of FaME of TBU in Zlín on 17 February 2020

Ing. Lubor Homolka, Ph.D., m.p.
Vice-Dean for PhD Study

The proposal was discussed and approved by the Scientific Board of FaME of TBU in Zlín on 21 February 2020

doc. Ing. David Tuček, Ph.D., m.p.
Dean of FaME

The proposal was discussed and approved by the Academic Senate of FaME of TBU in Zlín on 16 March 2020

doc. Ing. Miloslava Chovancová, CSc., m.p.
Chairman of AS