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Title:	<b>Rules and Requirements for the Publicly Announced Admission Procedure for Accredited Doctoral Study Programmes in the English Language</b>
Liability:	Faculty of Technology of Tomas Bata University in Zlín
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### **Article 1** **General Information**

This directive applies to the following doctoral programmes (“Ph.D. programme”) taught in English by Faculty of Technology (“FT”) of Tomas Bata University in Zlín (“TBU”):

Study programme

**P0531D130058 Technology of Macromolecular Substances**

Study programme

**P0531D130062 Environmental Chemistry and Technology**

Study programme

**P 2901 Chemistry and Food Technology**

Study Course 2901V013 Food Technology

Study programme

**P 3909 Process Engineering**

Study Course 3909V013 Tools and Processes

Study programme

**P0711D130004 Process Engineering**

## **Article 2**

### **Conditions for Application**

(1) Applicants who have successfully completed their university education at the Master's degree level may submit an application for a Ph.D. programme. Applicants for study in the above-mentioned study programmes can apply by filling in an online application form available at <https://apply.utb.cz> and providing all required documents as set out in Art. 2(3) of this directive. The deadlines for submission are announced in public section of the TBU web site at <https://ft.utb.cz/en/research-and-development/doctoral-studies/apply-now/>.

(2) While submitting the application, applicants are required to select their degree programme, degree course (in case the course is determined), anticipated dissertation topic, tutor and form of study (full-time or part-time). Dissertation topics will be published by in the public section of TBU web site at <https://ft.utb.cz/en/research-and-development/doctoral-studies/dissertation-topics/> and at <http://apply.utb.cz>.

(3) To be eligible for admission, the applicant must upload the following documents while submitting the online application:

a) An original or verified copy of the applicant's Master's Diploma and Diploma Supplement (Transcript of Records), verified by a relevant foreign authority and translated into Czech or English. These must be either

- recognized in compliance with the Rector's Directive on Recognition of Secondary and Higher Education and Qualification Acquired Abroad
- assessed for the purpose of TBU admission process only, described in Rector's Directive on Rules for Assessment of Secondary and Higher Education and Qualification Acquired Abroad in the Admission Procedure Held at Tomas Bata University in Zlín

b) A certificate proving English skills of B2 level or higher, (according to the Common European Framework of Reference for Languages, e.g. Test of English as a Foreign Language (TOEFL), First Certificate in English (FCE), Cambridge Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), City & Guilds – a notarised copy.

c) CV typewritten in English.

d) A reference letter typewritten in English.

e) A motivation letter, typewritten in English, approximately 1-3 pages long, giving a brief summary of the current state of the applicant's knowledge in the selected topic area, the applicant's concepts and aims to be achieved during his or her doctoral studies.

f) A list of published and unpublished works and other research activities and results.

### **Article 3**

#### **Admission Committee**

(1) The Admissions Committees are appointed by the Dean of FT and are composed of the Chairperson of the Board of Specialists for the relevant degree course, topic supervisors responsible for the dissertation topic selected by the applicant, and other specialists nominated by the Doctoral Programme Board. The Committees are responsible for admission proposals. The admission decision is made by the Dean of FT.

(2) The entrance exam is an integral part of the admission procedure. Date of entrance examination is set by the Dean of FT.

(3) The entrance examination is managed by the Admissions Committee. The Committee consists of at least five members. Chairperson of the Admissions Committee is the guarantor of the relevant degree course. Other members include supervisor of the topic selected by the applicant and other experts from the ranks of associate professors and professors.

(4) The Admissions Committee evaluates the applicants for doctoral studies based on entrance examination results, prepares a report on progress of the entrance examination including the evaluation of the applicants and makes a proposal of admission or rejection to the Dean of FT.

(5) The Admissions Committee has a quorum provided that at least three fifths of all the appointed members are present.

(6) The meeting of the Admissions Committee is held in closed session.

(7) The Committee makes decisions by voting, where an absolute majority of the Committee members present is required to adopt the decision. In case of equality of votes, the Chairperson shall have the casting vote.

### **Article 4**

#### **Entrance Examination**

(1) The date of the entrance exam for degree courses is announce at <https://ft.utb.cz/en/research-and-development/doctoral-studies/apply-now/>.

(2) The admission interview predominantly focuses on the field of study and topic of the intended dissertation, degree course specialization, and the applicant's previous professional and scientific activities. Assessment of the applicant's level of English is part of the admission interview. Applicants who do not attend the admission interview in person shall take a written English test after their enrolment on a date to be announced upon agreement with the guarantor of the English language courses. Based on the results of the test, the guarantor shall make a decision concerning the suitable type of English studies for the applicant to attain a level of English required by FT.

(3) Applicants are informed about their entrance exam results immediately after the decision has been made by the Dean of FT. The manner in which the announcement is made and the options for requesting reconsideration of the admissions decision is regulated by the Act. In cases that the decision cannot be delivered to the addressee, it is published on the Official Board

of the FT. The fifteenth day after the date of publication is considered to be the date of delivery. In accordance with Article 50(6) of the Act, an applicant may appeal against the Admission Decision within a 30-day period from the date of delivery. The appeal must be submitted to the Dean of FT, who makes the decision.

(4) In accordance with Article 50(5) of the Act, applicants have the right to inspect all of their documents relating to the admission process after the Admission Decision announcement.

(5) Studies of international students and students that are citizens of the Czech Republic in the degree programmes taught in a foreign language at TBU in Zlín are regulated by the respective Rector's Directive related to studies of international students and students that are citizens of the Czech Republic in degree programmes taught in the foreign language.

## **Article 5**

### **Enrolment in Studies**

The date of enrolment is stipulated individually.

## **Article 6**

### **Fees for Studies in English**

(1) The tuition fee is charged for the studies in English at FT in accordance with Art. 14 of TBU Statute. Its amount and payment details are defined by an internal regulation of FT and are available at <https://ft.utb.cz/en/research-and-development/doctoral-studies/apply-now/>. The fee amount remains unchanged for the period of the whole length of study.

(2) The tuition fee for study programmes in a foreign language must be paid by all students studying in the study programmes unless they are exempted from paying the tuition fee by the Rector, in accordance with Art. 14 of TBU Statute.

(3) The tuition fee for the study in the foreign language is non-refundable in the event of termination of study in accordance with:

- a) Article 56(1a) of the Act,
- b) Article 56(1b) of the Act,
- c) Article 65(1c) of the Act,
- d) Article 67 of the Act.

(4) The applicant is also obliged to cover the fee for actions related to the proceedings on the request for the recognition or assessment of higher education and qualifications acquired abroad. The amount for the recognition is described in the Rector's Directive Recognition of Secondary and Higher Education and Qualification Acquired Abroad. The amount for the assessment is described in the Rector's Directive related to Fees for Actions Related to the Admission Procedure and Tuition Fees in Academic Year.

**Article 7**  
**Final Provisions**

- (1) This directive was approved by the Academic Senate of the Faculty of Technology of TBU in Zlín on 05. 10. 2020.
- (2) This directive comes into force on the day of its approval by the Academic Senate of the Faculty of Technology of TBU in Zlín.

doc. Ing. Michal Staněk, Ph.D., v.r.  
Chairperson, Academic Senate of the FT

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Dean, FT