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| Category:  | RECTOR'S DIRECTIVE  |
| Title:   | <b>Directive on Publicly Announced Admission Procedure for Doctoral Programmes in the English Language, Accredited at Tomas Bata University in Zlín</b> |
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| Signature of the chairperson of the Academic Senate of TBU |   |
| Signature of authorized person:                            |   |

### **Article 1 General Information**

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

**1) P3924 Material Sciences and Engineering**

3911V040 Degree course Biomaterials and Biocomposites

**2) P3972 Nanotechnology and Advanced Materials**

3942V006 Degree course Nanotechnology and Advanced Materials

(2) The vice-rector in charge is responsible for the correctness and completeness of the information available at [www.utb.cz/international/doctoral-programmes](http://www.utb.cz/international/doctoral-programmes) and at [apply.utb.cz](http://apply.utb.cz).

### **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 PhD 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 (4)

of this directive. The deadlines for submissions are announced in public section of the TBU web site at <http://www.utb.cz/research-and-development/ph-d-studies>.

(2) While submitting the application, applicants are required to select their degree programme, degree course, anticipated dissertation topic, tutor and form of study (full-time or part-time). Dissertation topics are published in the public section of the TBU web site at [www.utb.cz/international/doctoral-programmes](http://www.utb.cz/international/doctoral-programmes) 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.

b) An original or verified copy of the Recognition of the applicant's Master's Diploma in compliance with Articles 48(1) and 48(3), of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as subsequently amended (hereinafter referred to as "the Act"), and the respective Rector's Directive on Recognition of Secondary and Higher Education and Qualifications Acquired Abroad.

c) 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.

d) CV typewritten in English.

e) A Letter of Reference typewritten in English.

f) A Motivation Letter, typewritten in English, approximately 1-3 pages long (minimum), 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 study.

g) A list of applicant's published and unpublished works and other research activities and results.

### **Article 3 Admissions Committee**

(1) The Admissions Committees are appointed by the Rector of TBU and are composed of the Chairperson of the Board of Specialists for the relevant degree course, topic supervisors responsible for the dissertation topics 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 Rector of TBU.

(2) The entrance exam is an integral part of the admission procedure. The date of entrance examination is set by the Rector.

(3) The entrance examination is managed by the Admissions Committee. The Committee consists of at least five members. The Chairperson of the Admissions Committee is the guarantor of the relevant degree course. Other members include the supervisor responsible for 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 on the basis of their entrance examination results, prepares a report on the progress of the entrance examination, including the evaluation of the applicants, and makes a proposal of admission or rejection to the Rector.

(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 a 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 announced at <http://www.utb.cz/research-and-development/ph-d-studies> before the submission deadline.

(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 TBU.

(3) Applicants are informed about their entrance exam results immediately after the decision has been made by the Rector of TBU. 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 TBU. 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 Rector of TBU, 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 who 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 in degree programmes taught in the Czech language.

**Article 5**  
**Enrolment in Studies**

The date of enrolment is stipulated individually.

**Article 6**  
**Tuition Fee for Studies in English**

(1) The tuition fee is charged for the studies in English at TBU in Zlin. Its amount and payment details are defined by an internal regulation of TBU and are available at <http://www.utb.cz/research-and-development/ph-d-studies>. The fee amount remains unchanged for the period of the standard 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(1b) of the Act,
- b) Article 65(1c) of the Act,
- c) Article 67 of the Act.

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

(1) This directive was approved by the Academic Senate of the TBU on xx. xx. 2017.

(2) This directive comes into force on the day of its approval by the Academic Senate of the TBU.