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<b>Name:</b>	<b>Directive on a Publicly Announced Admissions Procedure for Doctoral Programmes Taught in the English Language, Accredited at the Faculty of Applied Informatics, Tomas Bata University in Zlín</b>
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**Directive on the Publicly Announced Admissions Procedure  
for Doctoral Programmes Taught in English Language  
at the Faculty Applied Informatics, Tomas Bata University in Zlín**

Approved by the Academic Senate of the Faculty of Applied Informatics (hereafter only "FAI"), Tomas Bata University in Zlín (hereafter only "TBU"), on 3. 2. 2020

**Article 1  
Introductory Provisions**

The Admissions Procedure for study at TBU conforms to Act No. 111/1998 Coll. on Higher Education Institutions and on Alternations and Supplements to Some Other Acts (Higher Education Act), as subsequently amended (hereinafter referred to as the "Act"), the TBU Statute and the FAI Statute.

## **Article 2**

### **General Information about the Admission Procedure**

- (1) Applicants who have successfully completed their university education at a master's degree level or equivalent may submit an application for doctoral programmes ("PhD programmes") accredited at FAI. A list of currently available degree programmes is published in the public section of the FAI web site.
- (2) Applicants can apply by filling in an online application form available at <https://apply.utb.cz>, providing all required documents specified in Article 2 (4) of this directive.
- (3) While submitting the application, applicants are required to select their degree programme, the chosen dissertation topic, supervisor and form of study (full-time or part-time). A list of available dissertation topics is published in the public section of the FAI web site.
- (4) To be eligible for admission, the applicant must upload the following documents while submitting the online application:
  - structured curriculum vitae typewritten in English,
  - 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,
  - recognition of master's diploma or an assessment of previous education for purposes of the admissions procedure. Officially verified documents which prove the completion of the required education are subject to the recognition according to the rector's directive "Recognition of Secondary and Higher Education and Qualification Acquired Abroad" conditioning recognition of previous education or the assessment of previous education for purposes of the admissions procedure according to the rector's directive "Rules for Assessment of Secondary and Higher Education and Qualification Acquired Abroad in the Admission Procedure Held at Tomas Bata University in Zlín" conditioning the assessment of previous education for purposes of the admissions procedure,
  - a certificate of language skills and abilities at 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),
  - list of publications to-date, and yet to be published, as well as outcomes of applicant's professional activities including expert opinions on their projects, if available,
  - a motivation letter typewritten in English (1 to 3 pages, A4, structured, including current knowledge of the selected topic, and goals the applicant would like to achieve during their PhD studies),
  - a reference letter from applicant's previous university.

### **Article 3**

#### **Form and Specification of the Admissions Procedure**

- (1) The maximum of international students who may be admitted to the FAI PhD programmes in the current academic year is announced in public section of the FAI web site.
- (2) The entrance exam is an integral part of the admission procedure. The entrance examination can be realized using online communication tools or can be waived for all applicants. The form and day of the Entrance Exams will be set by the Dean of FAI. Applicants will not be required to appear in person for the admissions procedure.
- (3) The admission procedure is managed by the admission committee.

### **Article 4**

#### **Admissions Committee**

- (1) The admission committee are appointed by the Dean of FAI. The admissions committee is usually chaired by the Chairperson of the Admission Committee. Member of the committee include supervisors responsible for the dissertation topics selected by the applicants and other specialists for the relevant degree course. The admission committee consists of at least five members.
- (2) The admissions committee evaluates the skills of the applicant for the doctoral study and makes a proposal of admission or rejection to the Dean of FAI.
- (3) The admissions committee has a quorum provided that at least three fifths of all the appointed members are present.
- (4) The meeting of the admissions committee is held in a closed session.
- (5) The committee makes decisions by voting, where an absolute majority of the Committee members present is required for the decision to be adopted. In case of equality of votes, the chairperson shall have the casting vote.
- (6) Dates of meetings of the admissions committee are set by the Dean of FAI. The dates are announced on the website of FAI.

### **Article 5**

#### **Publication of Results**

- (1) Applicants are informed about the decision on admission immediately after the decision has been made by the Dean of FAI. 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 when the decision cannot be delivered to the addressee, it is published on the Official Board of the FAI. The fifteenth day after the date of publication is considered to be the date of delivery.
- (2) In accordance with Article 50 (6) of the Act, the 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 FAI, who makes the decision. Another procedure is set out in Article 50 of the Act.
- (3) In accordance with Article 50 (5) of the Act, all documents significant for a positive or negative admission decision are open to the applicant's inspection. Examination documents shall be made available for the applicant's inspection after the announcement of the decision.

- (4) Enrolment for these studies must be realised within three months from the date of issuing of the Admission Decision for Study document. In justified cases, the date of enrolment will be set individually. Each applicant is required to enrol in person on the given date; or may be represented by a proxy on the basis of a written Power of Attorney.

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

- (1) The **tuition fee** for studies per year (365 days) is set in the TBU Statute at **CZK 50,000** (fifty thousand Czech Crowns). The fee can be paid in EUR according to the current exchange rate set by the Czech National Bank (<http://www.cnb.cz/en>). The fee is payable no later than 15 days after the student enrolls in each academic year. Payment details are provided in the application for study and in the Decision on Payment of Tuition Fee.
- (2) Tuition fees for study programmes in a foreign language must be paid by all students unless they are exempted from payment by the Rector, on the basis of a proposal by the FAI Dean.
- (3) Applicants admitted to study must present proof of payment of the tuition fee no more than 15 days after the date of their enrolment.
- (4) In compliance with § 90a of the Act, the applicant is also obliged to cover the fee for actions related to the proceedings on the request for the recognition of higher education and qualifications acquired abroad, or the fee related to the proceedings on the request for assessment of previous education for purposes of the admissions procedure.

Instructions for payment

Owner of the account: Univerzita Tomáše Bati ve Zlíně  
(Tomas Bata University in Zlín)  
nám. T. G. Masaryka 5555  
760 01 Zlín, Czech Republic

Address of the bank: Komerční banka, a.s., tř. T. Bati 152, 761 20 Zlín, Czech Republic

IBAN for payment from abroad (in EUR): CZ 29 0100 0000 4375 6504 0247

Bank account number (payments in EUR): 43-7565040247/0100

Bank account number (local payments in CZK): 27-1925270277/0100

IBAN for payment from abroad (in CZK): CZ 75 0100 0000 2719 2527 0277

Variable code: 3903602930

Specific code: Applicant's surname, Faculty of Applied Informatics

SWIFT (BIC): KOMBCZPPXXX

Constant code: 0379 (payment by a giro transfer form), 0558 (payment by bank transfer)

- (5) In order to accelerate the financial transaction, it is recommendable to make the payment to the account by bank transfer. If the bank transfer order of your bank doesn't have options for Variable or Specific code fields, please write those information (3903603930, your surname and Faculty of Applied Informatics) in "Payment Info" or similar Information line.

- (6) The tuition fee for study in a foreign language is non-refundable in the event of termination of study in accordance with:
- a) Article 56 (1) b) of the Act,
  - b) Article 65 (1) c) of the Act,
  - c) Article 67 of the Act.

**Article 8**  
**Validation**

This internal regulation becomes valid immediately upon approval by the FAI Academic Senate and replaces Dean's Directive No. SD/13/17, which is hereby abrogated.

Ing. Miroslav Matýsek, Ph.D., m. p.  
Chair, FAI Academic Senate

Assoc. Prof. Mgr. Milan Adámek, Ph.D., m. p.  
Dean, FAI