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**Directive on a Publicly Announced Admissions Procedure
for Students Applying for
Admission to the Doctoral Programs Taught in English, Accredited at the Faculty of Applied
Informatics, Tomas Bata University in Zlín**

approved by the Academic Senate of the Faculty of Applied Informatics (hereafter referred to as "FAI"),
Tomas Bata University in Zlín (hereafter referred to as "TBU"), on 30. 9. 2024

**Article 1
Introductory Provisions**

The Admissions Procedure for study at TBU conforms to Act No. 111/1998 Coll. on Higher Education Institutions and 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 apply to doctoral programs ("PhD programs") accredited at FAI. A list of currently available degree programs is published in the public section of the FAI website.
- (2) Applicants can apply by filling in an online application form at <https://apply.utb.cz>, providing all required documents specified in Article 2 (4) of this directive. The administration procedure starts only if all required documents are submitted to the system via <https://apply.utb.cz>.
- (3) While applying, applicants must select their degree program, 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 website.

- (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 a master's diploma or an assessment of previous education for the admissions procedure. Officially verified documents that 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 notarized 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 the applicant's previous university,
 - proof of payment of a non-refundable admissions fee, the amount of which is by the relevant provisions of the TBU Statute, together with the payment details published in the FAI website's public section.
- (5) In compliance with Section 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 are sent to the applicant.

Article 3

Form and Specification of the Admissions Procedure

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

Article 4

Admissions Committee

- (1) The Dean of FAI appoints the admission committee. The Chairperson of the Admission Committee usually chairs the admissions committee. Committee members 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 applicant's skills for the doctoral study and proposes 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 admissions committee meeting 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) The Dean of FAI sets dates of admissions committee meetings. The dates are announced on the FAI website.

Article 5 Publication of Results

- (1) Applicants are informed about the decision on admission immediately after the Dean of FAI has made the decision. How the announcement is made, and the Act regulates the options for requesting reconsideration of the admissions decision. When the decision cannot be delivered to the addressee, it is published on the Official Board of the FAI. The fifteenth day after publication is considered the date of delivery.
- (2) By Section 50 (6) of the Act, the applicant may appeal against the admission decision within a 30-day period from the delivery date. The appeal must be submitted to the Dean of FAI, who decides. Another procedure is set out in Section 50 of the Act.
- (3) In accordance with Section 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 decision has been announced.
- (4) Enrolment for these studies must be realized within three months from the date of issuing of the Admission Decision for Study document. In justified cases, the date of enrollment will be set individually, but no later than 9 months from the date of issue of the admission to the study document. Each applicant must enroll in person on the given date or may be represented by a proxy based on 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 on the Faculty official board for a given academic year by Article 14, paragraph 3 of the TBU Statute and the rector's directive "Determining the coefficients expressing the costs of ensuring the study quality in study programs conducted in a foreign language at the TBU in Zlín in a given academic year" and the relevant annex determining "Cost coefficients". If study enrolment is realized during the academic year, only the proportional part of the fee for the relevant academic year is assessed, after rounding up to whole hundred 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>). Payment details are provided in the application for study and in the Decision on Payment of Tuition Fee.
- (2) The tuition fee remains unchanged for the standard length of study.

- (3) Tuition fees for study programs 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.
- (4) The tuition fee for study in a foreign language is non-refundable in the event of termination of study by:
 - a) Section 56 (1) b) of the Act,
 - b) Section 65 (1) c) of the Act,
 - c) Section 67 of the Act.

Article 8 Validation

- (1) This internal regulation becomes valid on 1. 10. 2024.
- (2) This Directive replaces Dean's Directive No. SD/02/20, which is hereby abrogated.
- (3) This internal regulation comes into effect on 1. 10. 2024.

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