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Article 1 **General information**

- (1) This directive regulates the conditions for admission to doctoral study programmes (hereinafter referred to as "DSP") at the Faculty of Applied Informatics (hereinafter referred to as "FAI") of Tomas Bata University in Zlín (hereinafter referred to as "TBU") in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as subsequently amended (hereinafter referred to as the "Act"), the TBU Statute (hereinafter referred to as the "Statute") and the UTB Study and Examination Regulations (hereinafter referred to as the "SER").
- (2) Study in the DSP is conducted in Czech or English. Study conducted in English is subject to a fee. Each DSP may be pursued in either full-time or combined form. The standard duration of study is four years. The conditions for admission to the full-time or combined form of study are identical.

Article 2 **Conditions for admission**

- (1) The basic condition for admission to study in a DSP is, in accordance with Section 48(3) of the Act, the successful completion of studies in a master's degree programme.
- (2) Another condition for admission to study is, within the meaning of Section 49(1) of the Act, an interest in scientific research, the ability to work independently, methodically and in accordance with a specified plan, expert knowledge of the field of the given DSP, knowledge of the English language and good study results achieved in the master's degree programme; fulfilment of this condition is verified during the entrance examination (see Article 5).

- (3) Foreign applicants may be admitted to study in the Czech language under the same conditions as domestic applicants, provided that their previous education has been recognised, they have met the admission requirements, and they demonstrate knowledge of the Czech language. The admission committee will assess the applicant's (foreign national's) prerequisites for completing their studies in the Czech language during the entrance examination.
- (4) The admission of foreign nationals to study must be in compliance with the obligations arising from international treaties by which the Czech Republic is bound. These obligations may be subject to limitations (or, as the case may be, may even preclude the admission of a foreign national).

Article 3 **Application for study**

- (1) The admission procedure for applicants begins with the submission of the application. Applicants submit their applications for study in currently accredited DSPs electronically via the e-application form available at <https://eprihlaska.utb.cz/>
- (2) The admission procedure usually takes place twice a year, with starting dates of 1 March and 1 September. The deadline for submitting applications for the respective admission period is published in the public section of the FAI website (<https://fai.utb.cz/en/study/how-to-study/degree-studies/doctoral-degree-studies/>).
- (3) In the application, the applicant must select the study programme, form of study (full-time or part-time), the supervisor, and the dissertation topic. Approved topics for the given admission period will be published in the public section of the FAI website (<https://fai.utb.cz/en/study/how-to-study/degree-studies/doctoral-degree-studies/>).
- (4) The following attachments must be submitted together with the application. Each attachment must be uploaded separately (preferably in PDF format). Neither the application nor the attachments are to be printed and sent by post.

Required attachments:

- a) A structured CV of the applicant¹
- b) proof of previous education
 - an officially certified copy of the applicant's master's degree diploma² (if you completed your previous education in Czech Republic)
 - Recognition of previous foreign higher education (if you completed your previous education outside the Czech Republic, more details on the recognition of the previous education are available <https://www.utb.cz/en/university/international/students/degree-studies/degree-studies-in-english/>)
- c) transcript of academic results from master's and bachelor's degree studies, including the results of state examinations, if these are part of the study programme³,

¹ The document shall include a list of published works and information about professional activities and results achieved by the applicant in addressing issues related to the chosen topic of doctoral study. It shall also include other relevant documents proving professional competence, such as recommendations from persons with whom the applicant has been in professional contact.

² Applicants who have completed a master's degree at FAI do not need to submit a copy.

² Applicants who have completed a master's degree at FAI do not need to submit a copy. Students in their final year of master's degree programmes shall indicate the expected date of their final state examination and submit a copy of the diploma or a written confirmation from the study department to the entrance examination

³ It is not necessary to submit a transcript of results for studies completed by the applicant at FAI.

- d) a letter of motivation⁴ (including a description of prior communication with the potential supervisor).
- e) proof of language skills⁵ (mandatory for applicants to study programmes conducted in English)

Optional, recommended attachments:

- f) other documents⁶,
- (5) If the applicant completed their previous higher education at a foreign university, they must submit proof of general recognition of foreign higher education in the Czech Republic, obtained in accordance with Sections 89 and 90 of the Higher Education Act (known as "nostrification"). This document is not required from applicants who, pursuant to paragraph 4(b), have submitted a foreign document certifying foreign higher education, which is equivalent in the Czech Republic in accordance with its international obligations without further administrative procedure (higher education diploma and supplement from Slovakia, Poland, Hungary, and Slovenia). Detailed information on how to prove the successful completion of a master's degree programme by graduates of foreign universities is available in the public section of the UTB website (<https://www.utb.cz/en/university/international/students/degree-studies/degree-studies-in-english/>).
 - (6) Applicants are also required to submit proof of payment of the fee for services related to the admission procedure (hereinafter referred to as the "fee"). The fee is non-refundable and its amount, in accordance with the relevant provisions of the Statutes, is published together with payment details in the public section of the FAI website (<https://fai.utb.cz/en/study/how-to-study/degree-studies/doctoral-degree-studies/>). The fee is waived for applicants who complete their master's degree at FAI in the academic year preceding the academic year in which they commence their doctoral studies.
 - (7) If the application is incomplete and/or the applicant fails to submit all the required documents, the applicant shall be asked to remedy these deficiencies. If the applicant fails to remedy the above-mentioned deficiencies in the application within the additional deadline, the admission procedure will be terminated, and the decision on termination shall be delivered to the applicant via the UTB electronic information system.

Article 4 **Admissions Committee**

- (1) The Admission Committee conducts the admission examination. The Dean appoints the members of the Admission Committee and its Chair. The Committee has at least five members. The Chair of the Admission Committee is usually one of the guarantors of the doctoral study programmes for which the admission procedure is being conducted. Other members of the Committee are traditionally supervisors (or consultants) who have proposed the topics selected by the applicants, as well as other experts from among the academic staff. A representative of the Language Institute, which organizes the English language examination, is usually also a member of the Committee.

⁴ The applicant shall comment on their expected involvement in future scientific work and justify their choice of topic. They shall describe the objective, motivation and intended procedure, including references to key literature. They shall also describe their interaction with the potential supervisor to date, the reasons for choosing this topic, and, if applicable, the possibilities for securing funding for doctoral studies

⁵ A certificate of language skills 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)

⁶ Anything supporting the application, e.g. certificates of completion of relevant courses, confirmation of funding, confirmation of involvement in a research project at TBU, etc.

- (2) The Admissions Committee evaluates the applicants' eligibility for doctoral study on the basis of the results of the entrance examination. The Committee prepares a report on the entrance examination that includes a detailed evaluation of the applicant, a proposal for their admission or non-admission to study, or a statement on any review proceedings. The Chair of the Committee submits the report to the Dean via the FAI Research and Development Department no later than 10 days after the Admissions Committee meeting.
- (3) The Admissions Committee has a quorum if a majority of all appointed members are present.
- (4) The Committee's meetings are closed to the public.
- (5) Each member of the Admissions Committee evaluates the quality of the applicant in individual areas. The evaluation form is specified in Article 5.
- (6) The committee's resolutions are adopted by vote; a resolution is passed by a majority of the members present.

Article 5 **Entrance examination**

- (1) The entrance examination is conducted in Czech or Slovak; in the case of studies in English, it is conducted in English. As a rule, applicants are required to attend the entrance examination in person. In justified cases, the entrance examination may be conducted remotely via electronic communication, particularly for foreign applicants.
- (2) The entrance examination primarily tests the applicant's readiness for independent scientific work in the chosen programme in the context of broader professional knowledge, and their level of communication in English. The entrance examination consists of two parts:
 - a) Professional discussion – conducted in the form of an oral interview to assess the applicant's suitability for doctoral study and their knowledge of the chosen dissertation topic. The interview also covers the applicant's previous studies and work experience, as well as their motivation for further research.
 - b) English language examination – conducted in the form of a written test. In justified cases, the examination may take the form of an oral interview. The examination is prepared and administered by a representative of the Language Institute. The English language examination is waived for applicants who are native English speakers.
- (3) The Admissions Committee evaluates the applicants independently in five areas:
 - a) quality of previous education – taking into account the type of university attended (the relevance of completed study programmes to the DSP applied for), and study results at the bachelor's and master's level in relation to the proposed dissertation topic,
 - b) the applicant's orientation in the dissertation topic – taking into account their orientation in the given subject area (knowledge of basic concepts), the preparedness of the topic (prior research, defined objectives, etc.), the degree of elaboration of the topic (connection to the subject of the diploma thesis),
 - c) prerequisites for doctoral study – including knowledge of the principles of scientific work, participation in student research and professional activities (hereinafter referred to as "STOČ") or similar, experience in publishing or research activities, involvement in research projects, active participation in professional conferences or workshops,
 - d) knowledge of the English language – the result of a written test or an assessment of the applicant's ability to communicate in everyday or professional English,
 - e) quality of the cover letter.

- (4) Each member of the Admission Committee evaluates applicants individually and independently in each area. In each area, applicants are assessed on a scale of 0–10 points. The final number of points obtained by an applicant is calculated as the arithmetic mean of the total points awarded by individual Committee members.
- (5) The entrance examination is successfully passed by applicants who obtain at least 25 points out of a possible 50 in the overall evaluation and whose score in no area is lower than 5 points.
- (6) During the entrance examination, the Admissions Committee also assesses foreign applicant's aptitude for studying in the Czech language. In its assessment, the Committee takes into account the following:
 - a) the foreign applicant has completed secondary education with a school-leaving examination or has completed higher education in the Czech or Slovak language,
 - b) the foreign applicant has provided proof of successful completion of a Czech language examination at a minimum language level of B2.

The Committee will decide whether the requirements have been met. If the decision is negative, the applicant shall not be recommended for admission.

The date of the entrance examination for the relevant admission period shall be published in the public section of the FAI website (<https://fai.utb.cz/en/study/how-to-study/degree-studies/doctoral-degree-studies/>) no later than the final day of the application deadline. Invitations to the entrance examination are sent to applicants no later than two weeks before the examination, in writing via the UTB electronic information system.

- (7) The Dean may permit an applicant to take the entrance examination on an alternative date if the applicant submits a written request no later than three days after the scheduled examination date, provided that the applicant was unable to take the exam for serious and documented reasons, in particular health-related reasons. The request must be submitted in writing to the FAI Admissions Office. The Dean shall decide on the alternative date and set the date of the entrance examination based on a proposal from the Chair of the Admissions Committee.

Article 6

Exemption from the entrance examination

- (1) In exceptional cases, the entrance examination may be waived for an applicant by decision of the Dean, who is authorised to issue such a decision after consultation with the supervisor whose topic the applicant has applied for and after consultation with the Chair of the Subject Area Board. In the event the entrance examination is waived, the Dean shall determine the method for verifying that the admission conditions have been met.
- (2) The entrance examination may be waived, in particular, if the applicant has achieved excellent results during their previous master's studies (e.g. outstanding grade point average, excellent thesis, strong performance in STOČ, etc.). Consideration shall also be given to the applicant's demonstrable involvement in scientific research or research activities in the relevant field (e.g., publishing activity, participation in research projects).
- (3) Applicants will be notified of whether the entrance examination has been waived via the UTB electronic information system no later than 14 days before the scheduled entrance examination date.

Article 7

Admission to study and publication of results

- (1) Applicants who have successfully passed the entrance examination and, in the case of foreign applicants, have fulfilled the requirements for studying in the Czech language (see Article 4(6)), may be admitted to study.

The maximum number of students admitted to individual study programmes in a given academic year is published in the public section of the FAI website (<https://fai.utb.cz/en/study/how-to-study/degree-studies/doctoral-degree-studies/>).

- (2) Based on the recommendation of the Admission Committee, the Dean determines the number of applicants who may be admitted to full-time study in individual doctoral study programmes. The number of applicants admitted to full-time study in the relevant admission procedure will be determined in particular with regard to:
- a) the current number of full-time students,
 - b) the financial capacity of the relevant FAI institute,
 - c) the current number of students in individual study programmes,
 - d) the level of internationalisation of studies.
- (3) If more applicants than the maximum number of available places achieve a score of at least 25 points in the entrance examination, the order of the best applicants shall be decisive. The admissions committee determines the order of applicants for full-time and part-time study programmes. The following factors are taken into account when determining the order:
- a) the result of the entrance examination (number of points),
 - b) the supervisor's opinion on the applicant in accordance with Article 37 of the Study Regulations,
 - c) the current number and structure of students in individual study programmes and institutes
 - d) ensuring doctoral study admission for applicants for full-time study.
- (4) If an applicant has successfully passed the entrance examination but has not been admitted to a given study programme due to the Dean having filled the quota for the number of students admitted to that programme or form of study, the applicant may, within the appeal procedure, request that their application be transferred to another FAI study programme or to another form of study, provided that the capacity for that programme or form of study has not been filled.

The results of the admission procedure shall be published within 15 days after the meeting of the admission committee in the public section of the FAI website (<https://fai.utb.cz/en/study/how-to-study/degree-studies/doctoral-degree-studies/>).

- (5) Within 30 days of verifying the fulfilment of the admission conditions, the Dean shall issue a decision on admission or non-admission in accordance with the provisions of Section 50(4) of the Act. The decision shall be delivered via the TBU electronic information system. The decision is deemed delivered at the moment the applicant logs into the TBU electronic information system after the document has been made available. If the applicant does not log in within 10 days from the date on which the decision was made available in the TBU electronic information system, the decision is considered delivered on the last day of this period.
- (6) The applicant may appeal against the Dean's decision within 15 days of its delivery. Further procedure is governed by Section 50 of the Act.

Article 8 Enrolment

Applicants shall be informed of the enrolment date in the admission decision.

Article 9 Validity and Effectiveness

- (1) This directive replaces Dean's Directive SD/01/20 and SD/05/24.
- (2) This internal regulation shall enter into force and effect on 7 January 2026

Ing. Tomáš Sysala, Ph.D., m. p.
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