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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) P0711D130024 Biomaterials and Biocomposites
 - 2) P0719D130002 Nanotechnology and Advanced Materials
- (2) The vice-rector in charge is responsible for the correctness and completeness of the information available at <https://www.utb.cz/en/ph-d-courses> and at <https://prihlaska.utb.cz/en/>.
- (3) The recognition of secondary education and qualification acquired abroad within the admission procedure held at TBU is governed in Section 48 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Act (Higher Education Act), as subsequently amended (hereinafter referred to as "the Act") and, furthermore, in the relevant TBU internal regulations.

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://prihlaska.utb.cz/en/> and providing all required documents as set out in Art. 2 (3) of this directive. The deadlines for submissions are announced in public section of the TBU web site at

<https://www.utb.cz/en/ph-d-courses>.

- (2) While submitting the application, applicants are required to select their degree programme, 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 <https://www.utb.cz/en/ph-d-courses>.
- (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 Sections 48(1) and 48(3), of the Act, and the respective Rector's Directive on Recognition of Secondary and Higher Education and Qualifications Acquired Abroad and Rector's Directive Rules for Assessment of Secondary and Higher Education and Qualification Acquired Abroad within the Admission Procedure Held at Tomas Bata University in Zlín.
 - 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, B2 First), 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 elected 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.
 - h) Proof of payment of a non-refundable admissions fee (hereinafter referred to as the "fee"), the amount of which is in accordance with the relevant provisions of the TBU Statute and together with the details for payment published on the website <https://www.utb.cz/en/ph-d-courses>.
- (4) The applicant who does not pay the aforementioned fee will be notified to pay it. If the applicant fails to pay the fee even within the additional time limit specified in the notice, the admission procedure will be suspended, of which the applicant will be informed.
- (5) The transitional provision applies to both paragraph 3(h) and paragraph 4 and it shall apply with effect from September 2024 or after the effective date of the TBU Statute, specifically Article 13.

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 doctoral degree programme, 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 examination 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 programme. 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 examination for Doctoral programmes is announced at <https://www.utb.cz/en/ph-d-courses> before the submission deadline.
- (2) Entrance examination is integral part of the admission procedure to verify applicant's - prerequisites for proper studies to be carried out at TBU including:
 - Recognition of applicant's previous foreign studies and assessment of its relevance for studying in the given study programme and topic,
 - Level of knowledge in the field of study programme,
 - English language proficiency at a minimum level of the B2 Certificate of the Common European Framework of Reference for Languages that was previously evidenced by the applicant by means of a relevant certificate or an equivalent document that can be verified online by the organization/institution that has issued the relevant document. Applicants who are citizens of countries in which the foreign (English) language is the official language and applicants who have successfully completed a degree programme in the foreign (English) language preceding the degree programme to which they apply for, do not have to evidence the language competence by submitting the relevant certificate, but instead they are required to submit a confirmation issued by their previous school or university stating that the medium of instruction during the whole period of their study was English.
- (3) The entrance examination is realized by means of direct presence of the applicant or other form of direct contact with the applicant with the admission board (video call).

- (4) The admission interview predominantly focuses on the field of study and topic of the intended dissertation degree programme 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.
- (5) Applicants are informed about their entrance examination 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 Section 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.
- (6) In accordance with Section 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.
- (7) 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.
- (8) In the event of a duly justified absence, an alternative date for the entrance examination will be set at the applicant's request. Justification for non-attendance at the entrance examination must be provided no later than 5 working days after the examination. The chairman of the admissions board decides whether the absence is justified.
- (9) The entrance examination cannot be waived.

Article 5 Enrolment in Studies

- (1) 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 Zlín. Its amount and payment details are defined by an internal regulation of TBU and are available at <https://www.utb.cz/en/ph-d-courses> according to Rector's Directive Tuition Fee for Study in Degree Programmes Accredited to Be Taught in a Foreign Language for relevant academic year. 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) Section 56(l b) of the Act,
 - b) Section 65(l c) of the Act,
 - c) Section 67 of the Act.

Article 7
Final Provisions

- (1) This directive was approved by the Academic Senate of the TBU on May 7, 2024.
- (2) This Rector's Directive abrogates the Rector's Directive No. SR/6/2017.

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13/05/2024	01		