

Terms and Conditions for Admission to study in all forms of the doctoral study programs at FIT CTU for the academic year 2024/2025

Informal translation

Part I Basic provisions

1. Preamble

1. This document (hereinafter “*Terms and Conditions*”) sets out the conditions for admission in the doctoral study programs Informatika – P0613D140001 and Informatics – P0613D140002 (hereinafter “*DSP*”) implemented at the Faculty of Information Technology of the Czech Technical University CTU in Prague (hereinafter “*FIT CTU*” or “*Faculty*”).
2. The admission of applicants into *DSP* is governed by:
 - a. Act No. 111/1998 Coll., Higher Education Act, as amended,
 - b. Act No. 500/2004 Coll., Administrative Code, as amended,
 - c. and these *Terms and Conditions*.

2. Basic Information about the Doctoral Study Program

1. Program name: Informatika (*DSP* in Czech language)
Informatics (*DSP* in English language)
1. Study program codes: P0613D140001 (*DSP* in Czech language)
P0613D140002 (*DSP* in English language)
2. Forms of study: full-time and combined
3. Languages of instruction: Czech and English
4. Maximum number of students admitted to study:
 - a. For the winter semester 2024/2025: 30 students
 - b. For the summer semester 2024/2025: 30 students
5. Standard period of study: 4 years

6. Degree: doktor (Ph.D.)

Part II
Terms and Conditions for Admission according to Par 49 (1) of Act No.
111/1998 Coll.,
Higher Education Act, as amended

3. Application for studies

1. A candidate is admitted to the admission procedure based on an application. The application is submitted simultaneously in two forms:
 - a. "Application to Study Form", available in the public section of the FIT CTU website at <https://fit.cvut.cz/en/studies/programs-and-specializations/doctoral/dsp-informatics/for-current-students/forms>.
 - b. The Electronic Application to Study <https://prihlaska.cvut.cz>.
2. In cooperation with the supervisor, the candidate chooses a General dissertation thesis topic, as a rule by selecting from a list of general dissertation topics available in the public section of the FIT CTU website at <https://fit.cvut.cz/en/applicants/programs-and-specializations/doctoral-study-program/topics-of-dissertation-theses>. The proposed thesis topic as well as the proposed supervisor must be included in the application form.
3. The applicant shall attach all required documents to the completed and signed application form referred to in Par 1(a) above:
 - a. **Certified copies of the Master degree** (diploma as well as supplements to the Master degree, if available).
 - i. In the case the application is submitted in person, it is sufficient to submit the original and a copy, the conformity of which with the original will be verified by an officer of the Office of Science and Research.
 - ii. If the applicant completed previous studies abroad, then a certificate of recognition of equivalence (nostrification) of the foreign Master degree must be submitted; the proof of nostrification does not apply to Hungary, Poland, Slovakia and Slovenia; this document can be replaced by a document issued by the CTU to recognize the applicant's foreign education in the CTU admission procedure, in accordance with Par 48 (5)c and Par 6 of Act No. 111/1989 Coll., Higher Education Act, as amended. The detailed procedural procedure for the assessment of the applicant's foreign education, including the amount of the fee for this assessment, is available

- in the public section of the CTU website at <https://www.cvut.cz/en/assessment-of-education-for-applying-to-ctu>.
- iii. If the documents submitted are not in Czech, Slovak, English, French, German, Russian or Spanish, they must be accompanied by a certified translation into Czech or English.
 - iv. If the applicant has not yet taken the required final examination for a given type of study or cannot provide the relevant data on its completion in the application form, she/he shall submit proof of its completion no later than 7 days before the date of enrolment in the study, which is determined by the timetable of the academic year of FIT CTU available in the public part of the website of FIT CTU at <https://fit.cvut.cz/en/studies/information-service/schedule>.
- b. **A professional CV**, which should include all the activities relevant to the *DSP* (foreign study stays, participation in research and developmental projects, good results in student competitions, etc.).
 - c. **List of publications** and their citation (even if it is blank).
 - d. **Completed form “Description of the General dissertation thesis topic”**, available in the public part of the FIT CTU website at <https://fit.cvut.cz/en/studies/programs-and-specializations/doctoral/dsp-informatics/for-current-students/forms> and which must be signed by the applicant and accompanied by the consent of the proposed supervisor.
 - e. **Copies of the achievements in the previous studies or professional practice** (awards for the best article, evidence of placement in competitions, patents and/or other innovative results).
 - f. **Proof of payment of the fee for the costs associated with the admission procedure** (if not paid using the electronic payment gateway as per Art. 4).
4. The applicant shall deliver the application pertaining to Par 1(a) including all the above-specified documents either in person, or through a holder of a postal license to the FIT CTU on the following dates:
- a. For applications for studies in the **winter semester 2024/2025** no later than **10 May 2024**,
 - b. For application for **in the summer semester 2024/2025** no later than **13 December 2024**.

By the same deadline, the applicant shall complete the online application form referred to in Art 1(b) above.

5. Address for delivery of the application pertaining the Art 1(a) is:

Faculty of Information Technology, CTU in Prague
Office of Science and Research
Thákurova 2700/9
160 00 Praha 6 – Dejvice

Personal delivery of the application is possible by prior appointment by phone +420 224 359 813, or e-mail phd-admissions@fit.cvut.cz provided that the applicant is informed of the room where the application can be delivered in person.

4. Fee for the admission procedure

1. The amount of the fee for the admission procedure is 900 CZK for the academic year 2024/2025.
2. To pay the fee, online payment via an electronic payment gateway is preferred right after the online application form in accordance with Art 3(1)b at <https://prihlaska.cvut.cz/>.
3. The fee can also be paid directly to the account *FIT CTU* held at Komerční banka Praha 6:
 - Account number: 43-4999220217/0100
 - Specific symbol: **application code assigned in the electronic application**
 - Variable symbol: 77777
 - Constant symbol: 968
 - IBAN: CZ2301000000434999220217
 - SWIFT code: KOMBCZPPXXX
 - Payment from abroad: use the scheme OUR
4. Unpaid application will not be included in the admission procedure, the fee must be paid by the deadline for the receipt of the application in accordance with Art 3(4).
5. The fee for the admission procedure (or any overpayment) is non-refundable.

5. The admission procedure, verification of the fulfillment of the prerequisites for study and conditions for admission, and the entrance examination

1. The admission procedure is initiated by the receipt of a written application for admission and the required attachments.
2. The aim of the admission procedure is to determine the prerequisites for study in the DSP and independent creative activity and to determine the appropriate level of applicant's professional knowledge. These prerequisites are determined by an entrance examination.

3. The entrance examination takes place on a date to be communicated to the applicant in writing (to the e-mail address given in the application form); the entrance examination will always take place at the following time:
 - a. For applications for studies in the **winter semester 2024/2025**: the week of **10 to 14 June 2024**,
 - b. For applications for studies in the **summer semester 2024/2025**: the week of **13 to 17 January 2025**.
4. The entrance examination is held before the Admission Committee.
5. The members of the Admission Committee for admission to the *DSP* and its chairperson are appointed by the Dean on the proposal of the chairperson of the Board of the Doctoral Study Program (BDSP) after approval by the BDSP. The committee has at least 5 members, at least one of whom is not a CTU employee. The quorum of the Committee is reached with the participation of more than half of its members.
6. The proposed supervisor usually takes part in the entrance examination. The supervisor has the right to participate in the first part of the closed discussion of the Admission Committee and to express the right to veto the admission of the candidate to his/her topic. The supervisor shall not participate in the second part of the closed discussion of the Admission Committee and this part shall be concluded by a vote of the committee on the recommendation to admit the applicant to the study program. In the event of a tie vote, the vote of the chairperson of the Committee shall decide.
7. The entrance examination is conducted as a personal interview before the Admission Committee. In the course of the interview, the Admission Committee shall assess whether:
 - The applicant's previous education is sufficient in relation to the proposed dissertation topic,
 - The proposed topic (given by the Description of the General dissertation thesis topic) under the guidance of the proposed supervisor has a potential to be developed into a successful dissertation by the candidate and that the results of the dissertation shall be sufficiently covered in publications.
8. The Admission Committee shall prepare a report on the course of the entrance examination, which shall include:
 - The name of the study program,
 - The names of the members of the Admission Committee and the name of the chairperson,
 - The topic of the dissertation,
 - The proposed supervisor,

- The course of the entrance examination – questions and evaluation of the candidate's answers,
- The evaluation of the entrance examination and the recommendation of the Admission Committee,
- The date of the examination and the signatures of the members of the Admission Committee.

6. Admission to study

1. A candidate may be admitted to the study program if he/she fulfils the conditions for admission according to this document, the supervisor does not exercise the veto right according to Art 5(6) and all the following conditions at the same time:
 - a. Graduation of a Master program in Informatics (or related field).
 - b. A duly submitted application form and an electronic application within the deadline with all the required attachments in accordance with Art 3.
 - c. Successful completion of the entrance examination in accordance with Art 5 with the result recommendation for admission to the study program from the Admission Committee.
2. Admission to the study program is decided by the Dean of the *Faculty*, based on the evaluation of the entrance examination, taking into account the recommendation of the Admission Committee and the maximum number of students to be admitted to the study program.

7. Information on the result of the admission procedure

1. If the applicant indicates his/her agreement in his/her application, the decision on admission shall be sent to the applicant via the CTU information system electronically immediately. Other applicants will be sent the decision on admission in accordance with Act No. 500/2004 Coll., Administrative Code, as amended.
2. The decision on non-admission shall be sent to the applicants no later than the beginning of the relevant semester of the academic year 2024/2025, in accordance with Act No. 500/2004 Coll., Administrative Code, as amended.

8. Enrolment

1. A candidate who has been admitted to the study program shall have the right to enroll to the study program.

2. Enrollment shall take place on a date to be communicated to the candidate in writing (by e-mail to the address given in the application form), with enrollment taking place at the following time interval:
 - a. For applications to study program in the **winter semester 2024/2025: from 2 to 20 September 2024,**
 - b. For applications to study program in the **summer semester 2024/2025: from 3 to 14 February 2025.**

Part III

Specific Terms and Conditions for admission of applicant-students of DSP Informatics P1801

9. Specific Terms and Conditions for admission of applicant-students of DSP Informatics P1801 implemented at FIT CTU accredited before 2018

1. To qualify for admission under this part of the *Terms and Conditions*, the applicant must be a student of the Doctoral Study Program *Informatics* at FIT accredited before 2018 (code P1801) during the admission procedure and must meet all the conditions for advancement to the next semester or to the higher year.
2. The applicant-student of the DSP *Informatics* P 1801 is included in the admission procedure if he/she submits the 'Application for Transfer Studies'; a form of which is available in the public part of the FIT CTU website at <https://fit.cvut.cz/en/studies/programs-and-specializations/doctoral/dsp-informatics/for-current-students/forms>. The application must be delivered to FIT CTU to the address specified in Art 3(5) no later than 60 days before the beginning of the semester from which the applicant-student of DSP Informatics P 1801ř wishes to start his/her studies.
3. The Dean of FIT CTU evaluates the application and issues a decision and, if the applicant-student is accepted, the Dean determines, in accordance with Art 31 of the SEC CTU Study and Examination Regulations, which courses are recognized for the student.

Part IV Final Provisions

10. Special admission deadline and reservation of changes

1. The Dean may announce an extraordinary admission deadline for other applicants interested in studying in the DSP. The announcement of the extraordinary admission deadline, including the admission conditions, shall be published in the public section of the *Faculty's* website.
2. In case of external objective circumstances, the *Faculty* may change the *Terms and Conditions* provided that the *Faculty* is obliged to inform about the change in the public part of the Faculty's website and by e-mail to applicants who have already submitted an application.