

## **Dean's directive No. 49/2020 on the admission procedure to all forms of doctoral study program Informatics – P0613D140001 and P0613D140002 at the Faculty of Information Technology of the Czech Technical University in Prague for winter and summer semester 2021/2022**

This Directive extends and elaborates on the Conditions for admission to study in the doctoral study program Informatics at the Faculty of Information Technology of the Czech Technical University in Prague, (the 'Conditions for admission'), as stipulated and approved by the FIT CTU Academic Senate on 19<sup>th</sup> December 2019.

This document is divided into two parts: the first part is intended for applicants admitted under Sec 49, Para 1 of Act No. 111/98 Coll., Higher Education Act, as amended, who are not students of DSP Informatics at the Faculty of Information Technology (hereafter 'FIT') and accredited before 2018; the second part defines – in accordance with Sec 49, Para 3 of Act No. 111/98 Coll., Higher Education Act, as amended – different admission conditions for applicants who are – at the time of submission of the application to DSP Informatics – students at the Faculty of Information Technology in a program accredited before 2018.

### **Part one**

#### **1. Introductory provisions concerning the Doctoral study program**

<b>Title of the study program:</b>	Informatics
<b>Forms of study:</b>	full-time in Czech (P0613D140001), part-time in Czech (P0613D140001), full-time in English (P0613D140002), part-time in English (P0613D140002).
<b>Standard study time:</b>	4 years
<b>Degree:</b>	doctor (Ph.D.)
<b>Maximum admitted students:</b>	30 - winter semester 2021/22 30 - summer semester 2021/22

#### **2. Payment of the admission procedure fee**

The admission procedure fee for the winter and summer semester of the academic year 2020/21 is determined in accordance with the Statute of CTU, Art. 11, Para a) to **CZK 850**. The admission procedure fee must be paid to the FIT CTU account in **Komerční banka Prague 6**:

**Account No.:** 43-4999220217/0100  
**Payment identifier VS(variabilní symbol):** 77777  
**Payment identifier KS (konstantní symbol):** 968

**Specific identifier SS (specifický symbol):** application number (generated online while applying)

**IBAN:** CZ2301000000434999220217

**SWIFT code:** KOMBCZPPXXX

**Payment from abroad:** use the payment instruction OUR

FIT strongly prefers that the electronic payment of the admission procedure fee goes via the Internet payment gateway available from the application [prihlaska.cvut.cz](https://prihlaska.cvut.cz). Should you use other forms of payment (in accordance with the Dean's directive), it is necessary to attach a copy of the payment to the application.

### 3. Submitting the application and required documents

A candidate applies by submitting **the application for the doctoral study program at FIT** ([forms](#)).

Furthermore, he/she has to submit the electronic application on the website <https://www.prihlaska.cvut.cz>

The candidate selects **the generally outlined dissertation topic** ('rámcové TZP' in Czech) from **the list of dissertation topics** (<https://old.fit.cvut.cz/fakulta/veda/doktorandi/temata-dp>). In the application form, declare also the name of the supervisor who suggested the dissertation topic.

Completed and signed application must be accompanied by the following documents:

- a) Certified copies of **documents demonstrating completion of the required education** (Master Diploma and Diploma supplement, if available).
  - If the application is filed in person, it is sufficient to submit the original and a copy; the copy will be verified by the Science and Research Office personnel.
  - An applicant who has not yet passed the required final examination for a given type of study and thus cannot fill in the required data in the application form, may also apply. Such an applicant shall submit proof of completion of this examination later, usually after graduation or as part of the admission examination. If the applicant fails to submit this document, he / she cannot be admitted to study and thus will not be enrolled in the study.
  - Applicants who have completed a previous master's degree in a country other than the Czech Republic or the Slovak Republic must enclose certified copies of the Diploma and Diploma Supplement if written in Czech, Slovak, English, French, German, Russian or Spanish. Documents in other languages must be accompanied by **a certified translation into Czech, Slovak or English. Furthermore, the applicants shall submit proof of recognition (nostrification) of their diploma (this document can be applied for at the CTU Rectorate, Department for Study and Student Affairs)** <http://www.cvut.cz/uznavani-studia-v-zahranici>).

- b) **Professional CV** that describes all the activities relevant for the doctoral study program Informatics (research stays abroad, participation in research and development projects, awards at student competitions, etc.).
- c) **List of publications** and their citations.
- d) Filled form [Characteristics of the general dissertation topic](#) with argumentation supporting that the selected topic can lead to a dissertation; the form must be signed both by the applicant and the potential supervisor of the selected topic.
- e) Copies of the documents that certify the results achieved in the previous study and/or professional experience (best paper awards, certificates of awards in competitions, patents and other innovative results).
- f) **Proof of admission procedure fee payment** (if not paid through the electronic payment gateway, see above).

**The application, including all the documents above, shall be delivered by the applicant in person or via a postal license holder to the address below:**

- 1) For applications for study in the **winter semester 2021/2022 no later than May 14, 2021**,
- 2) For applications for study in the **summer semester 2021/2022 no later than December 15, 2021**.

**Address to submit the applications:**

Science and Research Office, 3<sup>rd</sup> floor, office No.308  
Faculty of Information Technology  
Thákurova 2700/9  
160 00 Praha 6 – Dejvice  
Tel.: +420 224 359 813  
E-mail: [phd-admissions@fit.cvut.cz](mailto:phd-admissions@fit.cvut.cz)

**Office hours:**

Monday	9:00 – 11:00
Wednesday	13:00 – 15:00
Thursday	14:00 – 16:00

**4. Conditions of admission to study**

- 1) Completion of study in Informatics or Computer Science oriented Master program.
- 2) English at least at the level B2 according to the Common European Framework of Reference for Languages.
- 3) Successfully passed the entrance examination.
- 4) Admission Committee recommendation to study.

**5. Dates of admission examinations**

- 1) The entrance examinations for the winter term of the academic year 2021/2022 take place in the week 14<sup>th</sup> to 18<sup>th</sup> June, 2021.
- 2) The entrance examinations for the summer semester of the academic year 2021/2022 take place in the week 17<sup>th</sup> to 21<sup>st</sup> January, 2022.

## **6. Admission procedure, verification of the fulfillment of prerequisites for study and admission conditions**

- 1) Admission procedure commences with the delivery of a written application and all relevant documents.
- 2) The aim of the admission procedure is to determine the prerequisites for studying in the doctoral study program, the applicant's independent creativity and to determine whether the expertise the applicant has is appropriate for the given program. These prerequisites are verified by the admission examination.
- 3) The admission examination takes place on a date communicated (by an e-mail to the address stated in the application form) to the applicant, within the range specified in Art. 5. The admission examination takes place before an admission committee.
- 4) The members of the admission committee and its chairperson are appointed by the Dean; the Dean bases his/her proposal on the recommendation by the chairperson of the Board of the doctoral study program, the proposal is first approved by the Board of the doctoral study program. The committee has at least 5 members, of which at least one is not an employee of CTU. The committee has a quorum if more than half of its members are present.
- 5) The future supervisor is present at the admission examination and he/she has the right of veto when deciding on admission of the applicant to his/her topic.
- 6) The admission examination is conducted in the form of an interview before the admission committee. During the interview, the committee assesses whether
  - a) The applicant's prior education sufficient with respect to the proposed dissertation topic,
  - b) The suggested Characteristics describing the outlined topic could lead towards a dissertation (i.e., the topic is dissertationable),
  - c) There is an appropriate publication plan, including the applicant's participation at international conferences.
- 7) The committee shall draw up a protocol on the course of the admission examination containing:
  - a) The name of the study program and/or study branch,
  - b) The names of the members of the admission committee, including the chairperson,
  - c) The topic of the dissertation or the subject area of the dissertation,
  - d) The proposed supervisor,
  - e) The course of the admission examination – questions and evaluation of the applicant's answers,
  - f) The language skills of the applicant,
  - g) The result of the admission examination and the committee's recommendation,
  - h) The date of the admission examination and signatures of the committee members.
- 8) The Dean of the faculty decides on admission to study, based on the result of the admission examination and taking into account the admission committee

recommendation and the limited number of students admitted to the doctoral study program.

- 9) The admission procedure is regulated by Act No. 111/1998 Coll., Higher Education Act, as amended, and Act No. 500/2004 Coll., On Administrative Procedure, as amended.

**The Dean reserves the right to announce an extraordinary date for the admission procedure. In that case, an applicant shall be informed on that extraordinary term by an e-mail to the address stated in the application form.**

## Part Two

### **Different admission conditions for applicants who are students of DSP Informatics at the Faculty of Information Technology accredited before 2018 (transfer admission)**

1. The applicant enters into admission procedure based on the Application for transfer admission submitted to the Science and Research Office no later than 60 days before the commencement of the semester the applicant wants to initiate his/her study.
2. At the time of submitting the application, the applicant must be a student in the doctoral study program Informatics at FIT accredited before 2018 and he/she must meet all the conditions to continue the studies in the next semester/year.
3. The Dean of the faculty assesses the application and releases the decision.
4. In case of admission, the Dean – in accordance with the Art. 31 of SEC CTU – decides which courses are recognized to the student.

The directive shall enter into force on the day of its signature.

Prague, 17<sup>th</sup> December, 2020

doc. RNDr. Ing. Marcel Jiřina, Ph.D.  
Dean of the Faculty of Information Technology