
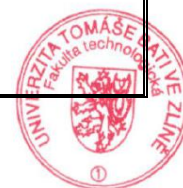


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Title:	Directive on Publicly Announced Admission Procedure for Doctoral Study Programmes in the English Language for the Academic Year 2016/2017
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Issued by:	Assoc. Prof. František Buňka, Ph.D., Dean FT
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Distribution list:	FT Vice-Deans, FT Secretary, Chairperson of FT Academic Senate, Heads of FT Departments and Offices
Signature of authorized person:	



Article 1 **General Information**

The Admission Procedure for the Doctoral Degree (further only “Ph.D.”) Studies programme for the 2016/2017 academic year for the following study programmes (and those which will be accredited till the admission procedure) provided by the Faculty of Technology (further only “FT”), Tomas Bata University in Zlín (further only “TBU in Zlín”) in English:

P 2808 Chemistry and Materials Technology

Study Course

2808V006 Technology of Macromolecular Compounds

P 2901 Chemistry and Food Technology

Study Course

2901V013 Food Technology

P 3909 Process Engineering

Study Course

3909V013 Tools and Processes

Article 2

Conditions for Application

(1) Applicants who have successfully completed their university education at the Master's Degree level, or who are students in the last year of such a programme at a university and who will complete their studies in the 2015/2016 academic year, may submit an application for acceptance into the Ph.D. Degree Studies programme. Applications for studies in the above-mentioned study programmes are accepted by the International Department, TBU in Zlín, nám. T. G. Masaryka 5555, 760 01, Zlín, Czech Republic, in writing and accompanied by the requisite appendices, as set out in Art. 2 Clause (4). The deadlines for submissions are: **11th March 2016, 20th June 2016 and 22th August 2016.**

(2) Application Forms for studies are available for downloading at: www.utb.cz (English version), "International", "Degree Studies in English", "Doctoral Programmes". Apart from their personal information, applicants should select their study programme, study course, anticipated theses topic, tutor and form of studies (full-time or part-time). Topics will be publicised from **15th, February, 2016** on the Internet address www.utb.cz/international/doctoral-programmes.

(3) Applicants for studies in English are not required to attend the Admissions Interview in person provided they send a Motivation Letter in English with their application form. Applicants who do not send their Motivation Letter (1-3 A4 pages minimum, containing a brief summary of the current state of knowledge in the selected topic area, conceptions and aims to be achieved during their Ph.D. Studies) will be invited to the Admissions Interview in writing.

(4) To be eligible for admission, an applicant shall provide the following documents together with the duly completed Application Form:

a) An original or verified copy of the applicant's Master's Diploma and Diploma Supplement (Transcripts of records) – verified by the 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 Section 48 Paras 1 and 3, of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as subsequently amended (hereinafter referred to as "the Act") and Rector's Directive, SR/10/2014 on Recognition of Secondary and Higher Education and Qualifications Acquired Abroad.

c) 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), Cambridge Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), City & Guilds – a notarised copy.

d) CV typewritten in English.

e) Reference letter typewritten in English.

f) Motivation Letter, in English, approximately 1-3 pages long (minimum), giving a brief summary of the current state of knowledge in the selected topic area, the applicant's conceptions and aims to be achieved within their doctoral studies.

g) List of published and non-published work and other research activities and results.

(5) The Admission Committees are appointed by the Dean of FT and are composed of the Chairperson of the Specialist Board for the study course, topic supervisors for which the applicant applied, and other specialists. The Committees are responsible for Admissions Proposals. The Admission Decision is made by the Dean of FT.

Article 3 Admission Procedure

(1) The first Admissions Procedure for degree courses for the 2016/2017 academic year will be held **in the first two weeks of April, 2016, the second Admissions Procedure will be held in first two weeks of July, 2016, and the third Admissions Procedure will be held during the first two weeks of September, 2016.**

(2) Applicants registered for the first Admissions Procedure may be allowed to attend the second procedure, providing that they failed to attend the first procedure due to serious health or personal problems and can provide evidence of the same. Applicants registered for the second Admissions Procedure may be allowed to attend the third Admissions Procedure providing that they failed to attend the second procedure due to serious health or personal problems and can provide evidence of this. Applicants registered for the third Admissions Procedure are not allowed to attend other Admissions Procedure.

(3) The Admissions Interview shall predominantly focus on the field of study and topic of the intended dissertation, degree course specialization, and the applicant's previous professional and scientific activities. Assessment of the applicant's level of English is part of the Admissions Interview. Providing the applicant does not attend the Admissions Interview in person, they 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. According to the test results, the Guarantor shall make a decision concerning the suitable type of English studies for the applicant so that they attain the level required by FT, TBU in Zlín.

(4) Applicants shall be informed about their Admissions Procedure results immediately after the decision made by the Dean of FT. The way of announcement and the possibility of requesting reconsideration of the Admissions Decision is regulated by the Act. In cases where the decision cannot be delivered to the addressee, it shall be published on the Official Board of the Faculty of Technology. The date of publication is considered to be the date of delivery. In accordance with Section 50 Para 7 of the Act, an applicant may request reconsideration of the Admissions Decision within a 30-day period from the date of delivery. The request for reconsideration must be submitted to the Dean FT who issued the decision. The Dean FT may approve the request themselves and change their original decision. Otherwise, the request is passed on to the Rector, who makes the decision.

(5) Applicants may see all of their documents at the Research and Development Department FT TBU in Zlín, on the basis of the submission of a written request within the period to be announced.

(6) The studies of international students and students who are Czech Republic citizens in the degree programmes taught in a foreign language at TBU in Zlín are regulated by Rector's Directive, SR/2/2011.

Article 4

Enrolment in Studies

The date of enrolment is stipulated individually.

Article 5

Tuition Fee for Studies in English

(1) The tuition fee is 65 000 CZK per academic year (this can be paid in EUR). The fee amount remains unchanged for the period of 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, on the proposal of the Dean of FT, in accordance with Art. 14, of the Statutes of TBU in Zlín.

(3) Applicants must submit proof of tuition fee payment within 15 days from enrolment. Tuition Fee payment details, paid in **CZK** currency:

Beneficiary's Account Name:

Tomas Bata University in Zlín, nám. T. G. Masaryka 5555, 760 01 Zlín, Czech Republic

Bank account number: 27-1925270277/0100 - Komerční banka, a.s., Zlín, Tř. T. Bati 152, 761 20 Zlín, Česká republika

SWIFT (BIC) KOMBCZPPXXX

Variable symbol: 2902602930

IBAN: CZ75 0100 0000 2719 2527 0277

Details of payment: Applicant's surname, Faculty of Technology

(4) Payment details for the tuition fee paid in **EUR** currency:

Beneficiary's Account Name:

Tomas Bata University in Zlín, nám. T. G. Masaryka 5555, 760 01 Zlín, Czech Republic

Bank account number: 43-7565040247/0100 - Komerční banka, a.s., Zlín, Tř. T. Bati 152, 761 20 Zlín, Česká republika

Variable symbol: 2902602930

IBAN: CZ29 0100 0000 4375 6504 0247

Details of payment: Applicant's surname, Faculty of Technology

(5) Refunds of Fees are specified in Rector's Directive, SR/02/2011.

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 Para 1b) of the Act,
- b) Section 65 Para 1c) of the Act,
- c) Section 67 of the Act.

Article 6 **Final Provisions**

This Directive on the Publicly Announced Admission Procedure for Doctoral Degree Programmes in the English language for the Academic Year 2016/2017 was approved by the Academic Senate of the Faculty of Technology of the TBU in Zlín on 12. 10. 2015. The directive comes into force on 13. 10. 2015.



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Michal Staněk, Ph.D.
Chairperson, Academic Senate of the FT



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Assoc. Prof. František Buňka, Ph.D.
Dean of the FT

I agree with the tuition fee set for studies in a foreign language:



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Prof. Petr Sába, CSc.
Rector