



## Dean's Directive for Entrance Examinations at CTU FEE

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m.p.  
prof. Mgr. Petr Páta, Ph.D.  
Dean

## Overview of changes

<b>Provision</b>	<b>Further identification of the change and justification of the change compared to the previous version</b>
Art. 1, par. 1.3	Completion and clarification of the methods of demonstrating English language proficiency.
Art. 1, par. 1.5 and 1.6	Completion and clarification of the list of mandatory and optional annexes to the application.
Art. 2	Specification of the form and content of the entrance examination.

## List of annexes

None.

## List of related documents

Doctoral Study Code for FEE CTU in Prague

Study and Examination Code for Students at CTU in Prague

## Art. 1 Application form

- 1.1 In the application, the applicant shall indicate the topic of the dissertation thesis, including the name of the supervisor who proposed it, selected from [the list of dissertation topics](#) of the given study programme published on the faculty's website.
- 1.2 The statement of the potential supervisor<sup>1</sup>, which the applicant requests, is attached to the application according to par. 1.5 Letter d).
- 1.3 All applicants shall demonstrate their English language (hereinafter referred to as "EN") proficiency at B2 level by one of the following means: by submitting proof (certificate) of successful completion of FCE with A grade, CAE at all levels or TOEFL iBT or TOEFL PBT with a score of at least 87 points or 567 points, respectively, a certificate of a state language exam, a certificate of studying a bachelor's or master's programme in EN, passing an EN course in a master's programme at CTU FEE with a grade A or B, or proving that you are a native speaker, or by successfully passing an exam as part of the admission procedure.
- 1.4 Applications for doctoral studies are submitted electronically at [https://prihlaska.cvut.cz/apps/kos/prihlaska/wpr\\_webapp\\_pg.main?p\\_session\\_id=&p\\_vie\\_w=&p\\_action=changeLang&p\\_lang=AN](https://prihlaska.cvut.cz/apps/kos/prihlaska/wpr_webapp_pg.main?p_session_id=&p_vie_w=&p_action=changeLang&p_lang=AN) with deadlines of 30 April (for a start date of 1 September of the same calendar year) and 31 October (for a start date of 1 February of the following calendar year).
- 1.5 Required attachments to the application:
- a copy of the master's degree<sup>2 3</sup>,
  - a transcript of the results of the master's and bachelor's studies, including the results of state examinations, if they are part of the studies,
  - CV in English<sup>4</sup>
  - statement of the potential supervisor<sup>5</sup>
  - a document proving knowledge of EN according to par. 1.3 or an application for an EN exam before or at the entrance exam,
  - proof of completed studies in the Czech language<sup>6</sup> or successful completion of exams at the FEE language department at B2 level in the case of a study programme in the Czech language.
- 1.6 Optional, recommended application attachments:
- the text of the diploma thesis (or drafted thesis) in PDF format or a link to download it,
  - a list of publications in scientific journals and at scientific conferences with links to download them,

<sup>1</sup> For the selection of a supervisor, we recommend taking into account their CV and the Standard of a Supervisor document at CTU FEE.

<sup>2</sup> In the case of an unfinished Master's degree, it is submitted after the fact.

<sup>3</sup> Applicants who have obtained their previous education in countries for which the Czech Republic requires the nostrification of their diploma shall provide cooperation in this regard.

<sup>4</sup> With a description of activities relevant to doctoral studies (foreign internships, placement in student competitions, other creative activities).

<sup>5</sup> The supervisor will describe the previous interaction with the candidate, the reasons why they would like to work with them and on what topic, how the funding will be secured.

<sup>6</sup> Only if it is not substantiated by documents pursuant to par. 1.5 Letter a) or par.1.5 Letter. b).

- c) a brief research plan<sup>7</sup>, drawn up by the supervisor in cooperation with the applicant, which the applicant wants to devote themselves to during their doctoral studies,
- d) contact details of preferably two persons who can provide a reference<sup>8</sup>
- e) other documents<sup>9</sup>

1.7 The application process is completed by payment of the application fee.

## **Art. 2 Entrance Examination**

- 2.1 The entrance examination is held before a committee of at least three members. The members of the committee are always the head of the department or their authorised representative, the chairperson of the study programme board or their authorised representative, and the potential supervisor of the candidate. If the demonstration of proficiency in EN is part of the admission procedure, a representative of the Department of Languages is also a member of the committee and part of the procedure is conducted in EN. The chair of the committee, usually the chair of the programme board, and, if necessary, its other members, are appointed by the Dean.
- 2.2 The examination is oral and may be held by teleconference. It tests professional knowledge, motivation and aptitude for scientific work and knowledge of EN.
- 2.3 The committee can also consider other aspects, e.g.: financial security of the study, or recommend compulsory subjects to ISP, e.g.: EN to deepen knowledge.

## **Art. 3 Temporary Provisions**

- 3.1 Postponement of the start of studies is possible with the approval of the vice-dean for doctoral studies and research based on a written request from the applicant.
- 3.2 After the submission of applications, the Office for Science and Research informs the Chairperson of the Branch Board for Study Branches (hereinafter referred to as "BBB"), who subsequently informs the selected supervisor. The chairperson of the BBB checks that the supervisor does not exceed the maximum permitted number of students supervised by him/her.
- 3.3 Students who started their studies before the effective date of this Directive shall meet the requirement of demonstrating language proficiency in EN as per par. 1.3 either additionally by the end of the study unit or by exam of EN within the framework of the debate according to the DSC as of February 23, 2022, Art. 5, par. 4, and the Directive for Conducting Professional Debates as of January 31, 2018, Art 4, par. 4.
- 3.4 This directive replaces the regulation of the same name, which was in force from March 11, 2019.
- 3.5 This directive comes into effect on February 1, 2024.

<sup>7</sup> A4 page, describing the aim, motivation and intended procedure with references to literature.

<sup>8</sup> Give as a reference a person who knows you well professionally, for example your thesis supervisor.

<sup>9</sup> Anything supporting the application, e.g.: certificates of completion of relevant courses, confirmation of funding etc.