

FAS DEAN'S DECREE 1D/2019

PROCEDURES FOR ADMISSION TO DOCTORAL STUDY PROGRAMMES OF THE FACULTY OF APPLIED SCIENCES FOR THE ACADEMIC YEAR 2019/2020

LIST OF OPEN DOCTORAL STUDY PROGRAMMES (FIELDS) FOR ADMISSION PROCEDURES FOR THE ACADEMIC YEAR 2019/2020

Programme	Field	Field Department	Standard Length of Study Years	Form of Study (P = Full-time, K = Part-time Distance)	Expected Capacity
Mathematics ¹		Dept. of Mathematics	4	P/K	10
Geomatics ²	Geomatics	Dept. Of Geomatics	4	P/K	5
Computer Science and Engineering ¹		Dept. of Computer Science and Engineering	4	P/K	15
Applied Sciences and Computer Engineering ²	Plasma Physics and Physics of Thin Films	Dept. Of Physics	4	P/K	6
	Applied Mechanics	Dept. Of Mechanics	4	P/K	8
	Cybernetics	Dept of Cybernetics	4	P/K	15

The study is ensured in the Czech or the English language.

By submitting an application, Applicants apply for a specific programme or field of a specific Doctoral study programme. Complete information about the admission procedure is also available at <http://fav.zcu.cz/pro-uchazece> (in the Czech version) or <https://fav.zcu.cz/en/study/doctoral/> (in the English version).

CONDITIONS FOR ADMISSION TO STUDY IN DOCTORAL STUDY PROGRAMMES

For admission to study, it is necessary to meet all the conditions below:

- 1. Successful passing of the entrance examination,**
- 2. Filing the application by 31 May 2019, at the latest,**
(The acceptance of the application after this deadline is the responsibility of the Dean of the Faculty upon discussion with the Chair of the Study Field Board of the relevant study programme).
- 3. Providing documentation required in application annexes,**
- 4. Achieving a university degree in a Master study programme by the date of enrolment for study.**

In all study programmes (fields) of Doctoral study programmes, knowledge of English is required at least at B2 level under the Common European Framework of Reference.

Candidates can only be admitted after the successful completion of the admission.

¹ The programme is not divided into fields

² The programme is structured into fields

PART 1

ENTRANCE EXAMINATION

The exam is held before an admission committee appointed by the Dean. It is in the form of an interview, on the selected topic of the dissertation and at the same time, the prerequisites for Doctoral study are verified. Candidates are invited to the entrance exam in writing by the Field Department. The interview will probably take place during June 2019.

PART 2

SUBMITTING THE APPLICATION

Candidates apply for a particular study programme (field); for the framework topic of the dissertation, they apply for a specific supervisor. An overview of the topics listed and their supervisors for the academic year 2019/2020 is available at the Study Office; at the same time, these documents are made public at the address www.fav.zcu.cz.

The application for study in Doctoral study programmes at FAS is submitted electronically (hereinafter referred to as the e-application), including the annexes listed in Part 4. Access to the e-application is at the address <http://www.eprihlaska.zcu.cz>. The deadline for filing the e-application is 31 May 2019.

After this deadline, candidates can apply only in paper form. The paper application form is available at the Study Office and is also made public at the address <http://fav.zcu.cz/pro-uchazece> (in the Czech version) or <https://fav.zcu.cz/en/study/doctoral/> (in the English version).

The paper application form is to be delivered to the Study Office of the Faculty. The address is listed in Part 6.

Candidates are requested to completely fill in all required items. Candidates may submit multiple applications for different programmes (fields), each application being considered separately.

Guidelines for Completion of the Application

In the case of an e-application, follow the instructions on the screen; when using the paper application, it is necessary to fill in the above form available at the Study Office or at the address <http://fav.zcu.cz/pro-uchazece> (in the Czech version) or <https://fav.zcu.cz/en/study/doctoral/> (in the English version).

In the application, fill in, carefully, the requested data, including the name of the selected supervisor and the framework topic of the dissertation. The list of topics is made public at the address <http://fav.zcu.cz/pro-uchazece> (in the Czech version) or <https://fav.zcu.cz/en/study/doctoral/> (in the English version). When filling in an e-application, enter the number of the selected topic in the note.

The application includes information regarding study results of the Master's degree. This is the weighted grade average (VSP) of all successfully completed courses finished in the form of an examination for the Master's degree at the time of filing the application. The formula for calculating the weighted grade average is:

$$VSP = \frac{\sum_{i=1}^n (Z_i * K_i)}{\sum_{i=1}^n (K_i)},$$

where

Z_i – is the mark of the i course examination obtained,

K_i – is the number of credits obtained for the i course (in the case that a credit evaluation of courses was not used in the completed Master study, the number of credits is thought to be equal to the number of the course lessons taught per week),

n – is the number of successfully completed courses finished with an exam in the Master study at the time of filing.

PART 3

ADMINISTRATION FEE

The procedure for admission to Doctoral study programmes is free of charge.

PART 4

DOCUMENTING THE DATA IN THE FRAMEWORK OF THE REQUIRED ANNEXES TO THE APPLICATION

Annexes to the electronic application are uploaded in the required format.

Annexes to the paper application form must be delivered to the address of the Study Office, see Part 6.

REQUIRED ANNEXES TO THE APPLICATION

- a) **Structured CV**
- b) **Brief justification for the application for study**
- c) **List of publications – including the Bachelor and Master theses**
- d) **Photos 3.5 x 4.5 cm**
- e) **List of completed courses in Master's degree – this does not apply to graduates from Master's degree at UWB FAS**
- f) **Master thesis in paper or electronic form or its brief content – this does not apply to graduates from Master's degree at UWB FAS**

These attachments must be uploaded to the e-application or delivered together with the paper application form to the Study Office.

PART 5

ACHIEVING A MASTER'S DEGREE

Proof of attaining a degree in a Master study programme is an original or a notarized copy of the university diploma of successful completion of the Master study.

In the case of **graduation abroad**, an original or a notarized copy of a **document certifying the general recognition of a foreign degree in the Czech Republic (nostrification)** or a foreign document testifying the foreign degree which is equivalent in the Czech Republic, according to its international obligations, without any further official procedure.

In both cases, it is necessary to **submit documents at the latest during enrolment in the study** (the expected date is September 2019).

PART 6

ADDRESS OF THE STUDY OFFICE

Address for postal delivery:

**Study Office
Dean's Office of the Faculty of Applied Sciences
University of West Bohemia
Univerzitní 8, 301 00 Pilsen**

Address of the Faculty – Possibility of personal delivery:

**Study Office
Dean's Office of the Faculty of Applied Sciences
University of West Bohemia
Technická 8, 301 00 Pilsen**

PART 7

CONCLUDING NOTES

A written decision on admission must be issued within 30 days of the date of the verification of the conditions for admission to study (§ 50, Section 4 of Act No. 111/1998 Coll., On Higher Education, as amended).

Candidates may appeal against the decision within 30 days of the date of its notification. The appeal body is the Rector. The Rector examines the conformity of the contested decision and the procedure which preceded the decision with the legislation, the internal regulations of the University and the Faculty, and the conditions of admission to study determined by the University or the Faculty. (§ 50, Sections 6-8 of Act No. 111/1998 Coll., On Higher Education, as amended).

In Pilsen, on 11 January 2019

Doc. Dr. Ing. Vlasta Radová
Dean of the Faculty

Approved by the Academic Senate of FAS on 9 January 2019