

DEAN'S DECREE 1D/2018

ADMISSION PROCEDURE FOR DOCTORAL STUDY PROGRAMMES AT THE FACULTY OF APPLIED SCIENCES FOR THE ACADEMIC YEAR 2018/2019

By submitting the application, the Applicant applies for study of a specific field of a specific doctoral study programme. For the list of fields, see Part 1 of this document or visit www.fav.zcu.cz.

EXPECTED CAPACITIES OF DOCTORAL STUDY PROGRAMMES OF FACULTY OF APPLIED SCIENCES

Study programme - Field	Mathematics - Applied Mathematics	Geomatics - Geomatics	Computer Science and Engineering - Computer Science and Engineering	Applied Sciences and Computer Engineering - Plasma Physics and Physics of Thin Films	Applied Sciences and Computer Engineering - Applied Mechanics	Applied Sciences and Computer Engineering - Cybernetics
Expected capacity	10	5	15	6	8	15

In all study fields of the doctoral study programmes, English language skills are required at least at B2 level under the Common European Framework of Reference

NOTICE

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

Applicant 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 procedures prior to the decision with the legislation, the internal regulations of the University and the Faculty, and the conditions for admission to study, as determined by the University or the Faculty. (Section 50, Sub-sections 6-8 of Act No. 111/1998 Coll., On Higher Education, as amended)).

CONDITIONS FOR ADMISSION TO DOCTORAL STUDY PROGRAMMES

Meeting admission criteria

- 1. Submission of application by 31.5.2018 at 12:00 o'clock.**
Acceptance of the application after this date is within the responsibility of the Dean, after consultation with the chairman of the Study Field Board of the relevant study programme.
- 2. A necessary condition for admission is successful completion of a Master's degree programme.**
- 3. Passing the entrance examination.**

Note: The Applicant may be admitted to study during the application period only after successfully passing the admission procedure.

PART 1

ENTRANCE EXAMINATION

Admission procedures take place at departments of the relevant field of study; the invitation to the entrance examination is sent by the Department.

LIST OF OPEN DOCTORAL STUDY PROGRAMMES AND FIELDS FOR ADMISSION PROCEDURE IN THE ACADEMIC YEAR 2018/19

Programme	Field	Standard length of study (years)	Form of study (P=full-time, K=combined)
Mathematics	Applied Mathematics	4	P/K
Geomatics	Geomatics	4	P/K
Computer Science and Engineering	Computer Science and Engineering	4	P/K
Applied Sciences and Computer Engineering	Plasma Physics and Physics of Thin Films	4	P/K
	Applied Mechanics	4	P/K
	Cybernetics	4	P/K

PART 2

SUBMISSION OF APPLICATION

Applications for study in doctoral study programmes at Faculty of Applied Sciences can only be submitted in paper form. Applicants are asked to accurately and completely fill all the mandatory items specified therein. Applicants may submit multiple applications for different fields, each application being considered separately.

The application forms are published at <http://fav.zcu.cz/en/study/doctoral/2018-2019/>. Information on the admission procedures are published at <http://fav.zcu.cz/en/study/admission-procedure/doctoral-study/2018-2019/>.

Applicants are required to apply for study programmes, fields of study and the main topic of the dissertation under the training of a particular supervisor. The summary of listed topics and corresponding supervisors for the academic year 2018/2019, including application forms are available at the Office of Academic Affairs; these documents are also published on the website of Faculty of Applied Sciences University of West Bohemia, at <http://fav.zcu.cz/en/>.

The average study result of the Master's degree required in the application is calculated as a weighted average grade (WAG) of all successfully fulfilled courses finished in the form of examination in the Master's programme at the time of the application submission. The formula for calculating the weighted average grade is:

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

where

Z_i – is the grade obtained in the i course examination.

K_i – is the number of credits obtained for the i course (in the case that the credits were not used in the finished Master's degree programme, the number of credits equal to the number of weekly lessons of the course is considered).

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

PART 3

PAYING THE ADMINISTRATION FEE

No administrative admission fee is required: it is waived by the Dean of the Faculty.

PART 4

SUBSTANTIATED INFORMATION IN ALL REQUIRED ATTACHMENTS TO THE APPLICATION

The required attachments must be sent to the following postal address:

Office of Academic Affairs
Dean's Office of the Faculty of Applied Sciences
University of West Bohemia
8, Univerzitní Street
301 00 Plzeň
CZECH REPUBLIC

or delivered in person to:

Office of Academic Affairs
Dean's Office of the Faculty of Applied Sciences
University of West Bohemia
8, Technická Street
301 00 Plzeň

REQUIRED ATTACHMENTS TO THE APPLICATION FOR STUDY

- a) **Structured CV**
- b) **Brief justification for the application**
- c) **Certified copy of the Master's degree diploma**
- d) **List of publications – including the Bachelor's and Master's theses**
- e) **Photograph in format 35 by 45 mm**
- f) **Nostrification in the case of graduating from a Master's degree programme at a foreign university**
- g) **List of completed courses in the Master's degree programme – does not apply to graduates from the Master's programmes at Faculty of Applied Sciences University of West Bohemia**
- h) **Diploma thesis in written or electronic form or its brief summary — does not apply to graduates from the Master's programmes at Faculty of Applied Sciences University of West Bohemia**

These attachments must be delivered together with the application, with the exception of Attachments c) and f) from above, also see Part 5.

PART 5

OBTAINING MASTER'S DEGREE

The Applicant must submit an original or a notarized copy of a university degree certifying the successful completion of a Master's degree programme on the day the study enrollment takes place.

In the case of **graduating from a foreign university**, the original or a notarially certified copy of the **nostrification** or an equivalent form resulting from the Czech Republic's concluded and valid international agreements on mutual recognition of Higher Education must be submitted.

In both cases it is necessary to submit both documents at the time of enrollment in the study at the latest.

In Pilsen, on 24.1.2018

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

Approved by the Academic Senate of the Faculty of Applied Sciences on 24.1.2018