

**The Rules for the Admission Procedure and Conditions for
Admission to Study in the English Language Four Year
Doctoral Degree Programme
P2346 “Mechanical Engineering”
at the Faculty of Mechanical Engineering of VŠB-TU Ostrava
for the Academic Year 2019/2020**



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1 Doctoral Degree Programme P2346 „Mechanical Engineering“

The doctoral degree programme focuses on scientific research and independent activity in the field of research and development in mechanical engineering. The study is aimed at deepening the theoretical basis of the field of study, as well as at detailed familiarization of the students with the most important findings in a narrower focus, related to the topic of the dissertation thesis. The study focuses on preparing for independent scientific work in the selected field, and the acquired level of knowledge is proved by the doctoral state exam. The ability to achieve original scientific results and develop them further is proved by elaborating and defense of the dissertation thesis. The courses can be studied in English, and they take place only as full-time studies with proper study period of 4 years.

The tuition fee for the doctoral degree programme taught in a foreign language in accordance with Article 9 “Tuition Fees and Payments Related to Study” Paragraph 9 of the Statute of VŠB-TUO amounts to 3,500 EUR for each academic year. This fee is payable at the beginning of the study in the particular academic year and is non-refundable. In the case of admission of students within selected programs (e.g. government scholarships, the Ministry of Education, Youth and Sport scholarships etc.) may be granted an exemption from the fee.

1.1 Fields of Study

Study applicants may enroll in the following fields of study:

- **Field of study 3901V003 Applied Mechanics**
- **Field of study 2301V001 Transport and Material Handling**
- **Field of study 2302V006 Energy Engineering**
- **Field of study 2301V013 Robotics**
- **Field of study 3902V056 Control of Machines and Processes**
- **Field of study 2303V002 Mechanical Engineering Technology**

1.2 Conditions for Admission

Admission to the doctoral degree programme takes place on the basis of public admission procedure and is governed by Act No. 111/1998 Coll., on Higher Education and on changes and amendments to other Acts, as amended (hereinafter referred to as the “Higher Education Act”) and the Statute of VŠB-TU Ostrava specified by this document. The main conditions for admission are as follows:

- a) graduating from a master degree programme or its equivalent,
- b) achieving a weighted average grade (WAG) in a master degree programme of at least **78 points**, with graduates where WAG is not calculated, the admission committee decides on meeting this condition according to the study results in a master degree programme or its equivalent,
- c) passing the admission procedure.

Applicants whose mother tongue is not English must submit together with the application for study:

- d) evidence of knowledge of the English language - minimum requirements:
 - IELTS score of 5.0,
 - TOEFL Internet score of 62,
 - other certificates or documents on the same level are acceptable as well.

In special cases, the Dean may exempt the applicant from this requirement.

In the case of admission of students within other programmes (e.g. government scholarships, the Ministry of Education, Youth and Sport scholarships etc.), preliminary admission will be discussed on the basis of the submitted documents with the guarantor of the doctoral degree programme on schedule consistent with these programmes.

1.3 Admission procedure

- The applicant for the study will select the general topic of the dissertation thesis in the selected field of study from the topics for the academic year 2019/2020, which will be published in the EDISON system no later than 31st January 2019.
- The application form must be submitted electronically on the web portal of the University <http://uchazec.vsb.cz>, which the applicant may view in English language by selecting a language in his/her web browser, and the application form must be filled out all sections. When filling out, it is necessary to note the specific symbol generated by the EDISON information system for the particular application, because it will be subsequently required for payment of the fee for admission procedure (see section 1.5).
- After completing and signing the application containing all parts, the applicant contacts the particular supervisor who will provide him/her with more detailed information on the topic. The supervisor interviews the applicant to verify his/her professional level; s/he states his/her recommendation in the application form in the section “*Supervisor’s opinion*” and confirms it by his/her signature. The supervisor will discuss the proposal to admit the applicant with the head of the supervising centre, who expresses his/her approval of the applicant’s admission and confirms it by his/her signature in the section “*Supervising centre head’s opinion*”. The section “*Doctoral Studies Board chairman’s opinion*” does not have to be filled in. The section “*Dean’s opinion*” will be filled in by the Dean or his authorized Vice-Dean based on the recommendation of the admission committee.
- The applicant delivers the application with the necessary appendices (see section 1.5) to the Department for Study Affairs of the Faculty of Mechanical Engineering of VŠB-TU Ostrava, by the deadline for submitting the application, i.e. **21st June 2019**.
- In the case of admission of students within other programmes (e.g. government scholarships, the Ministry of Education, Youth and Sport scholarships etc.), the documents will be handed over on schedule consistent with these programmes. The application will be filled in by the coordinator for international relations of the Faculty of Mechanical Engineering in collaboration with the Department for Study Affairs.
- On the announced date of the admission committee meeting on **28th June 2019**, the admission committee appointed by the Dean will meet and evaluate the applications without the participation of the applicants, and they will recommend admission/rejection of the applicant to the Dean. Based on the recommendation of the committee, the Dean of the Faculty of Mechanical Engineering will decide on the admission or rejection of the applicant; the applicant will be informed in writing on the result and if s/he is admitted, s/he is informed concerning the date for registration.

1.4 Submitting the applications

The applicant delivers the printed and signed application including appendices to the Department for Study Affairs of the Faculty of Mechanical Engineering of VŠB-TU Ostrava, (room A132) in person, or s/he sends it by post.

Address for applications for admission
VŠB-Technical University of Ostrava Department for study affairs of the Faculty of Mechanical Engineering 17. listopadu 15/2172 708 33 Ostrava-Poruba Czech Republic

1.5 Parts of the Application for Doctoral Studies

The application must state **the field of doctoral studies** and **the dissertation thesis topic** selected from the topics published on the website of the faculty. An integral part of the application for doctoral studies consists in the following appendices:

- a) a certified copy of the diploma from the previous master degree programme and diploma supplement (if issued), namely at enrolment at the latest,
- b) the applicant from abroad (except the Slovak Republic) submits a certified copy of the validation of the master degree, i.e. a certificate of recognition of foreign education equivalence (http://verejnasprava.kr-moravskoslezsky.cz/sk_uznavani_en.html). In the case of admission of students within other programmes (e.g. government scholarships, the Ministry of Education, Youth and Sport scholarships etc.), validation will be addressed in accordance with the terms and conditions of these programmes,
- c) evidence of knowledge of English (see clause 1.2 d),
- d) a list of student’s publications may be submitted together with the application,
- e) confirmation of payment for the admission procedure, which is 500, - CZK. This fee (non-refundable at any stage of the admission procedure) can only be paid by a payment order: In the case of admission of students within other programmes (e.g. government scholarships, the Ministry of Education, Youth and Sport scholarships etc.) the fee will be exempted. All fees are borne by the payer (OUR payment type).

Data for Entering a Payment Order	
Bank account name:	Vysoká škola báňská – Technická univerzita Ostrava
Bank account number:	100954151/0300
Data for payment from abroad:	IBAN: CZ51 0300 0000 0001 0095 4151, BIC (SWIFT) code: CEKOCZPP
Constant symbol:	0308
Variable symbol:	generated in the electronic application
Additional bank data:	It is possible to include the name and surname of the applicant in the box
Bank:	ČSOB, a. s. pobočka Ostrava-Poruba, Hlavní třída 703, POSTCODE 708 39
Amount:	500 CZK

Note: Payment must be credited to the account within ten days after the deadline for submitting applications

1.6 Schedule for Informing the Applicants on the Admission Procedure Results

Date of publication of topics for dissertation theses:	by 31st January 2019
Deadline for applications:	by 21st June 2019
Date of the admission committee meeting:	28th June 2019
Date of the enrollment	individually
The beginning of the academic year:	1st September 2019

In the case of students admitted within EU programmes, intergovernmental agreements, and government scholarship holders, a proof of preliminary admittance can be issued. These students do not pay a fee for admittance.

1.7 Informing Applicants on the Admission Procedure Results

The applicant will receive the official written decision on admission/rejection within 30 days after the date of the admission committee meeting by personal registered delivery, sent to the applicant’s address stated in the application form, and s/he will be informed through electronic mail to the e-mail address stated in the application.

The applicants have the right to view any of the materials that have a bearing on their admission to the study in the department for study affairs at FS of VŠB-TUO within 30 days of receipt of the decision on admission results. Copies of these materials are not available.

Written request for review of the decision is governed by Act No. 111/1998 Coll., on Higher Education (Section 50 Subsection 7) and Regulations for Admission Procedure at VŠB-TUO.

2 Related Documents

- Statute of VŠB-Technical University of Ostrava.
- Study and Examination Regulations for Doctoral Degree Programmes at VŠB-TUO.

3 Concluding Provisions

The Rules for the Admission Procedure and Conditions for Admission to Study in the English Language Four-Year Doctoral Degree Programme P2346 “Mechanical Engineering” at the Faculty of Mechanical Engineering of VŠB-TU Ostrava for the academic year 2019/2020 was approved by the Academic Senate of the Faculty of Mechanical Engineering of VŠB-TU Ostrava on **16th October 2018** in accordance with Section 27 Subsection 1 Letter e) of Higher Education Act. The validity of the document is completed by announcing the conditions for admission to the doctoral degree programme for the following year.

In Ostrava on **16th October 2018**

doc. Ing. Ivo Hlavatý, Ph.D.
Dean

Registration sheet of the system document

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