

Dean's Directive FIT CTU No. 24/2017 on the admission procedure to all forms of study in the Informatics doctoral study program at the Faculty of Information Technology CTU in Prague for summer semester of academic year 2017/2018 and for winter semester of academic year 2018/2019

This Directive extends and elaborates the Conditions for admission to study in the Informatics doctoral study program held at the Czech Technical University in Prague, Faculty of Information Technology (the "Conditions for admission"), as stipulated and approved by the CTU FIT Academic Senate on 10th December 2009.

1. Basic information about the doctoral study program

Title of the study program:	Informatics
Forms of study:	full-time in the Czech language, part-time in the Czech language, full-time in the English language, part-time in the English language.
Standard length of study:	4 years
Degree:	doctor (Ph.D.)
Specializations:	DSP Informatics is not divided into the specializations

Applicants for study are required to have a good command of English, corresponding to or exceeding the B2 level according to the Common European Framework of Reference for Languages.

2. Completion of the application form and required attachments

An applicant applies to study in the doctoral study program at FIT by submitting the Application form for the doctoral study program (<http://fit.cvut.cz/en/node/1567>). Also fill the electronic application form on the website <https://prihlaska.cvut.cz/apps/kos/prihlaska/>

The applicant chooses **the general topic of the foreseen doctoral thesis** from the list of doctoral thesis topics (<http://fit.cvut.cz/en/node/1286>). The topic as well as the name of the advisor who published that topic must be filled in the application form. After filling out the electronic application, the application must be printed, signed and sent or handed over to the Office of Science and Research.

Completed and signed application form must be accompanied by the following attachments:

- a) Certified copies of **documents that demonstrate the required prior education** (diploma and the diploma supplement, if available).
- If the applicant submits the documents in person, it is sufficient to present the originals and submit plain photocopies; the photocopies will be certified by the Office of Science and Research personnel.
 - Students in the last year of their Master-level studies shall submit copies of the diploma and the diploma supplement after graduation.
 - Applicants who have attained their previous Master-level degree in a country other than the Czech Republic or the Slovak Republic shall attach certified copies of the diploma and the diploma supplement, if the said documents are in Czech, Slovak, French, German, Russian or Spanish. Documents in other languages must be accompanied by **certified translations into Czech, Slovak or English**. Also applicants shall submit proof of recognition (validation) of their diploma (in this document can be requested at the rectorate of CTU, Department for Education and Students Affairs - <http://www.cvut.cz/uznavani-studia-v-zahranici>).
- b) **Professional CV** that should describe all activities relevant to the doctoral study of Informatics (internships abroad, participation in research projects, certificates of awards in student competitions, etc.).
- c) **List of publications** and their citations.
- d) **The Characteristic of the General Dissertation Topic form** (<http://fit.cvut.cz/en/node/1567>), including justification of dissertability of the chosen topic, signed by the envisaged supervisor.
- e) Copies of the documents that demonstrate the results achieved in previous studies and/or professional experience (best paper awards, certificates of awards in competitions, patents and other innovative results).
- f) **Proof of payment** of the admission procedure fee (details below).

3. Payment of the fee

According to the Annex No. 11 of the Statute of CTU, the admission procedure fee is **650 CZK**. The fee shall be paid to the following account:

KB Praha 6,	
Account No.:	43-4999220217/0100
Variable symbol:	77777
Constant symbol:	968
Specific symbol:	Number of application filed electronically
IBAN:	CZ2301000000434999220217
SWIFT/BIC:	KOMBCZPPXXX
Payment from abroad:	Please use the OUR payment instruction.

As the Communication, please use: /KS/968/VS/YMMDD/SS/6024200 where YMMDD is replaced with the applicant's date of birth/

We recommend paying by wire transfer from a personal or other account. Any of the following can be used as the proof of payment and attached to the application form:

- Copy of the account statement
- Bank confirmation that the wire transfer has been completed (payment order is not sufficient)
- Copy of the cash receipt (in case of cash deposit directly to our account)
- Validated (stamped) money order receipt.

4. Submission of the application form

The completed application form and the **Characteristic of the General Dissertation Topic** shall be:

- Electronically submit <https://prihlaska.cvut.cz/apps/kos/prihlaska/>
- Printed and signed (**the Characteristic of the General Dissertation Topic must be signed by the envisaged supervisor, too; <http://fit.cvut.cz/en/node/1567>**)
- Delivered, together with all the requested attachments (see above), in person or by post, **no later than:**
 - 1) for applications **for the summer semester 2017/2018 - December 15, 2017,**
 - 2) for applications **for the winter semester 2018/2019 - May 18, 2018.**

To address:

Office of Science and Research, 3rd floor, office No. 308
Faculty of Information Technology,
CTU in Prague
Thákurova 9
160 00 Praha 6 - Dejvice
Czech Republic

Phone: +420 224 359 813

E-mail: phd-admissions@fit.cvut.cz

Office hours:

Monday 9:00 – 11:00

Wednesday 13:00 – 15:00

Thursday 14:00 – 16:00

In case of submission by registered letter, the letter must be stamped no later than the deadline.

5. Admission procedure

- 1) **The admission proceedings for the 2017/2018 summer semester will be held January 15, 2018 – January 19, 2018.**
- 2) **The admission proceedings for the 2018/2019 winter semester will be held June 18, 2018 – June 22, 2018.**

Dean reserves the right to declare an extraordinary term admissions process. In this case, the candidate will be informed of this possibility in an extraordinary admission deadline via email to the address given in the application.

In Prague, September 19, 2017

prof. Ing. Pavel Tvrdlík, CSc.
Dean of the Faculty of Information Technology