

Směrnice děkana pro přijímací řízení ke studiu v DSP

Kód:	FSv_SD_2023_04_V01
Druh:	Směrnice děkana
Č. j.:	1198-01/23/11922
Oblast normy:	VAV
Organizační závaznost:	FSv
Garant:	11922 vedoucí odd. VaV Ing. Radmila Hamarová
Vydavatel:	Prof. Ing. Jiří Máca, CSc., děkan
Počet stran:	6
Počet příloh:	0
Rozdělovník:	B-11922-zaměstnanec
Dotčené osoby:	Zaměstnanci, uchazeči
Forma zveřejnění:	Veřejně, webové stránky FSv
Nahrazuje:	
Datum vydání:	15.11.2023
Účinnost:	15.11.2023
Platnost:	15.11.2023 – do zrušení
Další informace:	
Podpis vydavatele:	

v.r.

Prof. Ing. Jiří Máca, CSc.
děkan fakulty

Přehled změn

Nejsou.

Seznam příloh

Nejsou.

Seznam souvisejících dokumentů

Vyhláška děkana č.12/2018.

1 Basic provision

The Directive complements the Dean's Regulation No.12/2018 on the Conditions for Admission to Study in Doctoral Degree Study Programmes at the Faculty of Civil Engineering CTU in Prague approved by the Academic Senate of FCE CTU in Prague on 28 November 2018.

2 List of Doctoral degree study programmes

Type of study: full-time and combined

Standard period of study: 4 years

Fyzikální a materiálové inženýrství

Physical and Materials Engineering

Pozemní stavby

Building Engineering

Konstrukce a dopravní stavby

Structural and Transportation Engineering

Stavební management a inženýring

Construction Management and Engineering

Inženýrství životního prostředí

Environmental Engineering

Vodní hospodářství a vodní stavby

Water Management and Water Engineering

Matematika ve stavebním inženýrství

Mathematics in Civil Engineering

Geodézie a kartografie

Geodesy and Cartography

Architektura a stavitelství

Průmyslové dědictví

Stavební obnova památek

Architecture and Sustainable Development

Integrální bezpečnost

Integral Safety

Akustika

Acoustics

3 Important dates

<i>Start of Doctoral degree studies</i>	<i>1. 9. 2024</i>
<i>Published</i>	<i>1. 12. 2023</i>
<i>Submission of applications to the Department of Science and Research</i>	<i>18. 4. 2024 – 30. 5. 2024</i>
<i>Forwarded to BB Chairpersons</i>	<i>By 3. 6. 2024</i>
<i>Returned from BB Chairpersons to the Department of Science and Research</i>	<i>27. 6. 2024</i>
<i>Decision on admission (sent to Ph.D. study applicants)</i>	<i>by 26. 7. 2024</i>

In exceptional cases, based on an application, the Dean may authorise an extraordinary date of the admissions proceedings and the start of Doctoral degree studies.

4 Application requirements

The Ph.D. study candidate fills in the electronic application form attaching all compulsory enclosures mentioned below to it.

After paying the administration fee, the candidate prints out the saved application, signs it, gets it signed by the Supervisor and the Head of the Training Department and, including printed enclosures, submits it to the Department of Science and Research (Doctoral degree studies) by the date stipulated by this Dean's Directive, Art. II.

Address for submitting documents:

Faculty of Civil Engineering CTU in Prague
Department of Science and Research (Room C 105)
Thákurova 7
166 29 Praha 6

In the event of a state of emergency situation, the conditions for submitting applications are currently specified.

The Faculty of Civil Engineering CTU in Prague does not accept applications for Doctoral degree studies from applicants who have been expelled from Doctoral degree studies at FCE CTU in Prague.

5 Application enclosures

A. CV (hand signed by the applicant)

B. Study results from university studies (Bachelor's and Master's degree)

C. Copies of certificates of education (certified copy of an academic degree diploma in Master's degree studies, the copy can be certified by an authorized person by comparing it to the original at the time of registration for Ph.D. studies) – final year university students shall submit it immediately after graduation.

The applicants who have completed their previous education in a country other than the Czech Republic or the Slovak Republic must submit a certificate of their diploma nostrification together with their application – this is arranged by the CTU Rectorate

D. List of the applicant's published and unpublished works and other activities

E. References (evaluation) by two experts in the field, at least one of whom must be a university teacher (for the form see - <https://portal.fsv.cvut.cz/doktor/zajemci.php>)

F. One of the following documents, proving the *passing of an examination in Czech* in accordance with the Conditions for Admission to Study (Dean's Regulation No. 12/2018, par. d) - applies to foreign nationals (excluding citizens of the Slovak Republic) applying for studies in Czech:

- certificate of graduation from a Master's degree study programme taught in Czech
- certificate of passing the school leaving or state examination in Czech
- certificate of passing an examination in Czech minimally at a B2 level according to the "Common European Framework of Reference for Languages" at the Department of Languages FCE CTU in Prague or at the Institute for Language and Preparatory Studies Charles University.

G. One of the following documents, proving the *passing of an examination in English* in accordance with the Conditions for Admission to Study (Dean's Regulation No. 12/2018, par. e) - applies to applicants applying for studies in English:

- certificate of graduation from a Master's degree study programme taught in English
- certificate of passing the school leaving or state examination in English
- certificate of passing an examination in English minimally at a B2 level according to the "Common European Framework of Reference for Languages" at the Department of Languages FCE CTU in Prague or at the Institute for Language and Preparatory Studies Charles University.

6 Application submission procedure

6.1 Fill in and print out the CTU electronic application at: prihlaska.cvut.cz, attach compulsory enclosures to it and submit all in printed form (included all enclosures) to the Department of Science and Research.

- 6.2 The fee for the acts related to the admissions proceedings is 900 CZK and is paid within the electronic application filling procedure either through a payment gateway or by a CTU card. After the application has been registered at the Faculty, the administration fee is not refundable.
- 6.3 The application will be accepted for the admissions proceedings if the above points 6.1 and 6.2 have been complied with by a specified date.

7 Course of admissions proceedings

After submitting their application, the applicants for Doctoral degree study programmes may be invited by the Chairpersons of Branch Boards to attend an entrance examination in person or invited to a distance interview.

The Branch Board Chairperson (in his/her absence, the Examination Board Chairperson) draws up the "Admissions Proceedings Protocol" on the course of the admissions proceedings. The Examination Board may decide on the result of the entrance examination without the applicant's presence. This fact is noted in the Protocol in the section "Entrance Examination Course".

The Faculty sends the Dean's decision on admission/non-admission to study to the applicants by registered letter to their own hands no later than 30 days after the entrance examination date. The applicant may apply for a review of this decision. The written application shall be submitted to the CTU Rector via the Department of Science and Research within 30 days from the date of the decision receipt.

m.p.

Prof. Ing. Jiří Máca, CSc.

Dean of FCE