

# **Rules for Admission Procedures and Conditions for Admission to Doctoral Study Programmes at the Faculty of Mechanical Engineering VSB-TUO for the Academic Year 2024/2025**



This document is an English translation of the Czech document.

The Czech version of the document is binding.

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From 1 November 2023, the Dean of the Faculty of Mechanical Engineering VSB-TUO announces the 1st round of the admission procedure for doctoral study programmes taught in English language and from 1 January 2024 for programmes taught in Czech language. At the same time, from 1 April 2024, it announces the 2nd round of the admission procedure for study programmes taught in English language and from 1 June 2024 2nd round of the admission procedure for study programmes taught in Czech language and at the same time 3rd round for study programmes in English language. The admission procedure is announced for the academic year 2024/2025, with the possibility to submit an application to the following study programmes:

Study programmes	Language of tuition	Form of study	Maximum number of students*
P0715D270013 Applied Mechanics	Czech	full-time combined	15
P0715D270014 Applied Mechanics	English	full-time combined	7
P0719D270005 Transport and Material Handling	Czech	full-time combined	10
P0719D270006 Transport and Material Handling	English	full-time combined	10
P0713D070003 Energy Processes	Czech	full-time combined	10
P0713D070004 Energy Processes	English	full-time combined	5
P0714D270003 Robotics	Czech	full-time combined	5
P0714D270004 Robotics	English	full-time combined	3
P0714D270001 Control of Machines and Processes	Czech	full-time combined	10
P0714D270002 Control of Machines and Processes	English	full-time combined	3
P0715D270011 Construction of Production Machines and Equipment	Czech	full-time combined	13
P0715D270012 Construction of Production Machines and Equipment	English	full-time combined	2
P0715D270009 Mechanical Engineering Technology	Czech	full-time combined	13
P0715D270010 Mechanical Engineering Technology	English	full-time combined	10
P1041D040006 Transport Systems	Czech	full-time combined	5

\*The maximum total number of students admitted for the 1st and 2nd round of the admission procedure. If the capacity of the study programme in the given round of the admission procedure is filled, the study programme does not have to be open for further rounds.

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There is no tuition fee for doctoral programmes taught in **the Czech language**.

The tuition fee for doctoral programmes taught in **the English language** is **500 CZK for each semester of study**.

**The main conditions for admission are:**

- Graduating from a master degree programme or its equivalent.
- 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 or its equivalent. In exceptional cases, a student whose VSP not exceed this limit may be accepted.
- Passing the admission procedure.

**The applicant may submit an application for study for a doctoral study without obtaining a master's or engineering degree, but this education must be documented by the deadlines specified in the paragraph The course of the admission procedure, which is part of this document.**

**Application procedure:**

- The application form must be submitted electronically on the web portal of the university (<https://prihlaska.vsb.cz>), **no later than 29 February 2024 for the 1st round of the admission procedure for study programmes taught in English language. For the 1st round of the admission procedure for study programmes taught in Czech language and at the same time the 2nd round of the admission procedure for study programmes taught in English language, it is necessary to submit an application no later than 31 May 2024. For the 2nd round of the admission procedure to study programmes taught in the Czech language and at the same time the 3rd round of the admission procedure for study programmes taught in the English language, it is necessary to submit the application no later than 31 August 2024.** The application form must be completed in all sections. When completing, it is necessary to note the specific symbol generated by the EDISON information system for the particular application form, because it will be subsequently required for payment of the fee for admission procedure of 500 CZK. It is not necessary to print or send the application form nor any attachment to VSB-TUO. A medical certificate is not required.
- The applicant will choose a [framework topic of the dissertation thesis](#). The topics of the dissertations will be published on the website of the Faculty of Mechanical Engineering **no later than 2 days before the opening of the given round of the admission procedure**. Supervisors propose dissertation topics to the guarantor of the doctoral study programme. The guarantor of the study programme cooperates with the head of the department on listing dissertation topics, according to the valid version of the document [TUO VP 19 001](#), art. 6, par. 5, let. r) and at the same time the head of the guaranteeing department is responsible for listing the topics of dissertations, according to art. 10, let. k. Applicants for doctoral studies may apply only for dissertation topics that are approved by the subject councils of the relevant study programmes. We recommend that candidates consult the selected topic of the dissertation in advance with the relevant supervisor and head of the department.
- To pay an administrative fee of 500 CZK. The fee is non-refundable at any stage of the admission procedure. It is recommended to pay the fee upon the submission of the application form, **no later than 7 days** before the end of the given round of the admissions procedure for which the applicant submits an application. **An unpaid application cannot be further administered in the system.**
- An essential part of the application form is a scanned copy of the diploma attesting the education of a master degree and a supplement to the diploma or final state examination certificate. **Applicants who will finish their studies in any of the follow-up master degree programmes at the**

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**Faculty of Mechanical Engineering of the VSB – Technical University of Ostrava on the proper date of the Final State Examinations in the academic year 2023/2024 do not submit these documents, they will be submitted by the Study office of the Faculty. The other applicants must submit these documents no later than 1 March 2024 for the 1st round of the admission procedure for study programmes in English language. For 1st round of the admission procedure for study programmes in Czech language and at the same time the 2nd round for study programmes in English language, applicants must submit these documents no later than 5 June 2024. The deadline for the 2nd round of the admission procedure for study programmes in the Czech language and the 3rd round for study programmes in the English language is 1 September 2024.**

- Other mandatory parts of the application form are: diploma supplement, structured curriculum vitae, a list of published and unpublished works (if any) and other documents proving the candidate's expertise (e.g. certificates of experience, certificates, language exams, etc.).
- The Dean of the Faculty of Mechanical Engineering VSB-TUO may announce further rounds of the admission procedure in the academic year.

**All required documents must be scanned or photographed in easy-to-read quality and must contain all pages. In the event of non-fulfillment of the above-mentioned procedures and conditions, the applicant's application will be excluded from the admission process.**

**The course of the admission procedure:**

- For applicants who have duly submitted the application for the 1st, 2nd or 3rd round of the admission procedure with all the required documents, the Dean of the Faculty will decide on their admission on the basis of the recommendations of the admission committees appointed by him. Commissions may be appointed jointly for more than one study programme. The admission committee will assess the achievements in the (follow-up) master degree programme and the expertise in relation to the selected degree programme and the framework topic of dissertation thesis. The assessment will be based on submitted documents, i.e. WAG, CV, the list of published and unpublished works, alternatively other documents, possibly on the basis of an oral interview with the applicant.
- The Commission evaluates applicants with a score of 0 to 100 points. The applicant can be admitted, if he/she achieves 51 out of 100 points. In case that the applicant achieves a maximum of 100 points, the committee may forgive him/her the subsequent oral interview and recommend admission to study. If the applicant achieves 51–99 points, or in case of achieving the same number of points of applicants who submitted an application for the same framework topic of the dissertation thesis, applicants may be invited to an oral interview in writing by letter or through the information system no later than **7 March 2024** for the 1st round of the admission procedure (for study programmes in English) and no later than **13 June 2024** for the 1st round of the admission procedure (for study programmes in Czech) and at the same time for the 2nd round of the admission procedure (for study programmes in English) and no later than **10 September 2024** for the 2nd round of the admission procedure (for study programmes in Czech) and at the same time for the 3rd round of the admission procedure (for study programmes in English). The regular date of the interview for the 1st round for study programmes in English is set for **18 March 2024**. For the 1st round for study programmes in Czech and at the same time the 2nd round for study programmes in English is set for **24 June 2024** and for the 2nd round for study programs in Czech and the 3rd round for study programs in English is scheduled for **16 September 2024**. If the applicant does not appear for the interview without an apology or if his/her apology is not accepted, he/she will not be accepted for study. If the apology is accepted, the student can complete the interview in an alternate term, namely **21 March 2024** for the 1st round of the

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admission procedure (study programmes in English), **28 June 2024** for the 1st round (study programmes in Czech) and 2nd round (study programmes in English) and **19 September 2024** for 2nd round (study programmes in Czech) and 3rd round (study programmes in English). In exceptional cases, especially for foreign applicants, and with regard to the circumstances that prevent the personal presence of the applicant, the admissions committee may, at the applicant's request, decide on an interview by videoconference or on another alternative date.

- **Applicants will be ranked according to the number of points awarded by the admission committee and will be admitted from the highest value up to the maximum number of admitted students of the given degree programme. Admission of applicants takes place on the study programme and if more applicants are interested in the same framework topic of the dissertation, a positive decision on admission of these applicants is offered to applicants with a lower score another free topic, by mutual agreement between the applicant, supervisors and study programme guarantor. In case of achieving the same point gain, the topics are assigned on the basis of an agreement between the applicants, supervisors and the guarantor of the study programme.**

**Applicants from abroad, except for applicants from the Slovak Republic, or Czech nationals who have completed a master degree abroad and who study in the Czech language, must submit with the application for study:**

- A document proving the fulfilment of the condition of duly completed studies in the (follow-up) master's study programme, if the education was obtained abroad (does not apply to equivalent documents, e.g. from the Slovak Republic). Procedure for assessing the evidence of completed education abroad is mentioned in the document „ASSESSMENT OF APPLICANTS' FOREIGN EDUCATION WITHIN THE ADMISSION PROCEDURE AT VSB – TECHNICAL UNIVERSITY OF OSTRAVA“ (document in the Czech language [TUO SME 20 003](#) and document in English [TUO SME 20 003](#)). If the assessment of previous education will take place as part of the admission procedure, the necessary documents (see <https://www.vsb.cz/en/university/university-services/recognition-of-foreign-education/>) must be delivered in paper form (address: VSB - TUO, FS, Dept. 301, 17. Listopadu 2172/15, 708 00 Ostrava-Poruba), no later than 30 days before the deadline for submitting all necessary documents by the applicant. After this deadline, the university no longer guarantees timely assessment of previous education.
- Certificate proving the knowledge of Czech on the level B2 (<https://www.vsb.cz/712/cs/kurzy-a-jazykove-zkousky/cestina-pro-cizince/>), (<https://www.vsb.cz/712/en/courses-and-exams/czech-for-foreigners/>). The document proving the required knowledge of Czech language has to be issued by a school given in the list of schools authorized to take the examination (Decree of the Ministry of Education, Youth and Sports of the Czech Republic 348/2008 Coll.). In the case of studying in English, it is sufficient to prove university education completed in English, otherwise the applicant must provide a certificate proving knowledge of English on level B2. In cases worthy of special consideration, the Dean may waive this condition for the applicant.

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**Administrative fee for the application form can be paid:**

- Electronically using the EPS system (<http://eps.vsb.cz>).
- Transfer to account:

Account name	VSB – Technical University of Ostrava
Account number	100954151/0300
For payments from abroad	IBAN: CZ51 0300 0000 0001 0095 4151, BIC (SWIFT) code: CEKOCZPP
Variable symbol	<b>it is generated at the end of the electronic application</b>
Bank	ČSOB, a. s.

**Dates associated with the realization of the application for doctoral studies in the 1st round for study programmes in English language**

Publication of the topics of dissertation theses for study programmes in English language	by 30 October 2023
Submission of an application form for study programmes taught in English language	<b>from 1 November 2023 to 29 February 2024</b>
Payment of an administrative fee of 500 CZK	<b>immediately after submitting the application</b> , no later than 7 days before the end of the given round of admissions
Submission with all necessary documents by the applicant	no later than 1 March 2024
Expected date of the first meeting of the admissions committee for all study programmes	4 March 2024
Invitation of applicants for an interview (unless they achieve a maximum score)	by 7 March 2024
Proper interview date	18 March 2024
Alternative interview date	21 March 2024
Date of the enrolment	in the period from 21 to 28 March 2024 (electronically)

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**Dates associated with the realization of the application for doctoral studies in the 1st round for study programmes in Czech language and 2nd round for study programmes in English language**

Publication of the topics of dissertation theses for study programmes in Czech language	by 29 December 2023
Publication of the topics of dissertation theses for study programmes in English language	by 28 March 2024
Submission of an application form for study programmes taught in Czech language	<b>from 1 January to 31 May 2024</b>
Submission of an application form for study programmes taught in English language	<b>from 1 April to 31 May 2024</b>
Payment of an administrative fee of 500 CZK (for programmes in Czech and English language)	<b>immediately after submitting the application</b> , no later than 7 days before the end of the given round of admissions
Submission with all necessary documents by the applicant	no later than 5 June 2024
Expected date of the first meeting of the admissions committee for all study programmes (in Czech and English language)	10 June 2024
Invitation of applicants for an interview (unless they achieve a maximum score)	by 13 June 2024
Proper interview date	24 June 2024
Alternative interview date	28 June 2024
Date of the enrolment	in the period from 28 June to 4 July 2024 (electronically)

**Dates associated with the realization of the application for doctoral studies in the 2nd round for study programmes in Czech language and 3rd round for study programs in English language**

Publication of the topics of dissertation theses for study programmes in Czech and English language	by 30 May 2024
Submission of an application form for study programmes taught in Czech and English language	<b>from 1 June to 31 August 2024</b>
Payment of an administrative fee of 500 CZK (for programmes in Czech and English language)	<b>immediately after submitting the application</b> , no later than 7 days before the end of the given round of admissions
Submission with all necessary documents by the applicant	no later than 1 September 2024
Expected date of the first meeting of the admissions committee for all study programmes	3 September 2024
Invitation of applicants for an interview (unless they achieve a maximum score)	by 10 September 2024
Proper interview date	16 September 2024
Alternative interview date	19 September 2024
Date of the enrolment	in the period from 19 to 26 September 2024 (electronically)

In the case of a positive decision, and if the applicant has agreed to this in the application, the decision will be sent via the information system. Otherwise, the applicant will receive a written notification of acceptance / non-acceptance within 10 days after the date of the meeting of the admissions committee by consignment by hand, sent to the address specified in the application.

The applicant has the right to view all materials that are relevant for the decision on his/her admission to study within 15 days from the date of receipt of the decision of admission/rejection at the Study Department of the Faculty of Mechanical Engineering. Copies of these materials are not available. The written request for review of the decision is governed by the Act on Higher Education (§ 50) and the Statute of the VSB – Technical University of Ostrava.

#### Related Documents

- [Statute of VSB – Technical University of Ostrava](#) as amended.
- [Study and Examination Regulations for Studies in Doctoral Degree Programmes at VSB - Technical University of Ostrava](#) as amended.
- [Rules of Accreditations, Study Quality Management and Assessment of VSB - Technical University of Ostrava](#) as amended.

#### Concluding Provisions

The rules for the admission procedure and the conditions for admission to doctoral studies at the Faculty of Mechanical Engineering VSB-TUO for the academic year 2024/2025 were approved by the Academic Senate of the Faculty of Mechanical Engineering VSB-TUO on 17 October 2023, in accordance with § 27 subsection 1 letter e) of Higher Education Act. The document becomes valid and effective on the day of approval by the Academic Senate of the Faculty of Mechanical Engineering VSB-TUO and its validity is terminated by announcing the conditions of admission to study in the doctoral study programmes for the following academic year.

*prof. Ing. Robert Čep, Ph.D.*  
*Dean of the Faculty of Mechanical Engineering*

## 1 List of Changes and Revisions of the Controlled Document

Version	Date	Change / revision content	Name and signature of the document guarantor
A	14 February 2006	The first issue for the academic year 2006/2007	prof. Ing. Petr Horyl, CSc.
B	14 March 2007	Actualization for academic year 2007/2008	prof. Ing. Petr Horyl, CSc.
C	18 December 2007	Actualization for academic year 2008/2009	prof. Ing. Petr Horyl, CSc.
D	16 December 2008	Actualization for academic year 2009/2010	prof. Ing. Petr Horyl, CSc.
E	12 January 2010	Actualization for academic year 2010/2011	prof. Ing. Petr Horyl, CSc.
F	14 December 2010	Actualization for academic year 2011/2012	prof. Ing. Petr Horyl, CSc.
G	13 December 2011	Actualization for academic year 2012/2013	prof. Ing. Petr Horyl, CSc.
H	1 January 2013	Actualization for academic year 2013/2014	doc. Ing. Robert Čep, Ph.D.
I	2 January 2014	Actualization for academic year 2014/2015	doc. Ing. Robert Čep, Ph.D.
J	4 November 2014	Actualization for academic year 2015/2016	doc. Ing. Robert Čep, Ph.D.
K	15 December 2015	Actualization for academic year 2016/2017	doc. Ing. Robert Čep, Ph.D.
L	6 December 2016	Actualization for academic year 2017/2018	doc. Ing. Robert Čep, Ph.D.
M	12 December 2017	Actualization for academic year 2018/2019	doc. Ing. Robert Čep, Ph.D.

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N	2 October 2018	Actualization for academic year 2019/2020	prof. Ing. Robert Čep, Ph.D.
O	10 December 2019	Actualization for academic year 2020/2021	prof. Ing. Robert Čep, Ph.D.
P	15 May 2020	Actualization of the maximum number of admitted students for the study programme Transport Systems, update of dates for the academic year 2020/2021	doc. Ing. Miroslav Mahdal, Ph.D.
Q	27 October 2020	Actualization for the academic year 2021/2022, newly accredited study programmes in Czech and English language	doc. Ing. Miroslav Mahdal, Ph.D.
R	26 October 2021	Actualization for the academic year 2022/2023	doc. Ing. Miroslav Mahdal, Ph.D.
S	25 October 2022	Change of document title and actualization for the academic year 2023/2024	doc. Ing. Miroslav Mahdal, Ph.D.
T	17 October 2023	Actualization for the academic year 2024/2025	doc. Ing. Miroslav Mahdal, Ph.D.

# Registration sheet of the system document

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## **Rules for Admission Procedures and Conditions for Admission to Doctoral Study Programmes at the Faculty of Mechanical Engineering VSB-TUO for the Academic Year 2024/2025**

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