Application and Admission Procedure
regarding the doctoral study
at the Jan Perner Transport Faculty, University of Pardubice

The dean of the Jan Perner Transport Faculty, the University of Pardubice, announces in accordance with the Act no. 111/1998 Col. on Higher Education Institutions and article 7 of the Jan Perner Transport Faculty Statutes the admission procedure into doctoral study programme accredited in English language for the academic year 2016/2017:

3710V Technique and Technology in Transport and Communications

Mode of Study: full-time/part time

Branch of Study: **Transport Means and Infrastructure**

Expected no. of accepted applicants: 5 full-time/10 part-time

The admission procedure will be held in compliance with the following instructions:

1. Application for Study

The deadline for submitting applications for academic year 2016/17 is **May 27, 2016**. The application form is available under the following link: http://www.upce.cz/english/jptf/study/stud-en/doctoral-programme.html. The applicant is obliged to submit the completed and signed application form to the following address:

Dopravní fakulta Jana Pernera / Jan Perner Transport Faculty

Oddělení pro vědeckovýzkumnou činnost/ Department for Research and Development

Studentská 95

532 10 Pardubice

Česká republika. /CZECH REPUBLIC

In addition to the application form the applicant is obliged to send the following documents:

- **an essay of an extent of 5-10 standard pages (1800 characters) on a selected dissertation thesis topic (the list of dissertation topics can be found under the following link:** http://www.upce.cz/english/jptf/study/stud-en/doctoral-programme.html**),**

- certified copy of Master diploma with the diploma supplement (applicants who have graduated from universities outside the Czech Republic must also submit a proof of the acquired degree nostrification – i. e. recognition of the previously acquired education by the Czech Government),

- curriculum vitae,

- a reference letter (preferably from an academic professional),

- an internationally recognized certificate of English language knowledge (a minimum level B2 within the CEFR is required),

- a copy of passport,

- 2 passport pictures of the applicant.

PLEASE NOTE: All enclosed documents which are not originally in Czech or English must be translated into one of these languages and the translation must be officially certified.

A certificate regarding the applicant`s health condition is not required. In the case the applicant is not able to provide the proof of English proficiency, he/she will be invited to an English exam. The exam will be held on 20 June 2016 at the address University of Pardubice, Studentská 95, Pardubice, Czech Republic.

Application fee is set to 100 EUR.

A confirmation of application fee payment must be enclosed to the application form. (for payment details see par. 7) This fee is non-refundable.

An application with formal errors, without an enclosed proof of the administration fee payment or without other required documents will not be registered and the applicant will not be accepted.

2. Conditions of applicant`s acceptance

In order to be accepted to the doctoral study programme the applicant must:

- be a graduate of a master study programme
- provide all the above mentioned documents by the application deadline
- succeed in the admission process
- pay up the full amount of tuition fee (for the payment deadline see below)

The admission process is held without the applicant`s presence, based on the provided documents.

3. Evaluation of admission process and taking decision on acceptance

The applicant is expected to be especially knowledgeable in the area related to the selected topic of dissertation. His/her ability to work independently with technical texts and books as well as sufficient level of English language are assessed by the admission board.

If more applicants register for the same topic of dissertation, the admission board determines the order of applicants according to the results of the admission process.

4. Notice of acceptance

Result of the admission process will be sent to the applicant under the Act no. 111/1998 Col. on Higher Education Institutions within 30 days from the application deadline. In the case of being accepted to study, the applicant is obliged to pay the tuition fee by 31 July the latest. (see par.7) Only after the tuition fee payment has been made, the applicant may receive the confirmation of acceptance and confirmation of accommodation which is needed for acquiring long-term visa.

5. Review proceedings

According to the § 50, par. 7 of the Act no. 111/1998 Col., on Higher Education Institutions and the change and completion of other laws as amended by the subsequent regulations, the applicant who has not been accepted or his/her authorized representative may apply for a review of the resolution within 30 days from the delivery day of the resolution. The letter should be sent to the attention of the Dean of Jan Perner Transport Faculty, the University of Pardubice through its Department for Science and Research.

6. Additional Application Deadlines

In exceptional cases it is possible to accept the application after the determined deadline. That is provided that the applicant does not have to apply for his/her visa.

7. Payment of Tuition Fee

The tuition fee is set to EUR 2299 per academic year. The student is obliged to send the payment of 2199 (i.e. 2299 without the administration fee) to the following bank account by 31 July 2015 at the latest:

University Account Name: Univerzita Pardubice

Account Number: **19-2522710287/0100**

Variable Symbol: **125**

IBAN(Account Number): **CZ1401000000192522710287**

SWIFTCODE: **KOMBCZPPXXX**

Purpose of Payment: first name and surname of the applicant

Name of the Bank: Komerční banka Pardubice

Address of the Bank: Nám. Republiky 222, 53078 Pardubice, ČR

8. Enrolment for Study

The applicant is obliged to arrive in person for an official enrolment into study. The term of the enrolment is set for the first week of the academic year. (An invitation will be sent to the applicant together with the resolution of acceptance). In the event the applicant does not register as required and does not excuse his/her absence within 5 working days, he/she will not become a student of the University of Pardubice. In the event the applicant does not pay the tuition fee by the required date, he/she will not be allowed to enrol.

9. Deferment of Study

The application for deferment of study cannot be approved.