

**Terms and Conditions of Admission to the Faculty of Economics and Administration, Masaryk University, Doctoral Degree Programmes in the academic year 2022/2023**

The Faculty of Economics and Administration of Masaryk University (hereinafter referred to as the "FEA MU"), in compliance with the provisions of Sections 48, 49 and 50 of Act No. 111/1998 on higher education and a change and amendment to other acts (University Act) as amended, sets the following terms and conditions of admission to Doctoral Degree Programme (hereinafter referred to as "DDP").

FEA MU doctoral degree programme entrance examinations take place twice a year:

- **Studies to begin in the autumn semester 2022**
  - collection of applications from 1 January to 30 April 2022
  - deadline to submit the dissertation project to e-application by 21 May 2022 at the latest
  - an invitation to the 2<sup>nd</sup> round of the entrance examination for successful applicants of the 1<sup>st</sup> round and information on rejection of unsuccessful applicants will be announced by 10 June 2022 at the latest
  - entrance examination the 2<sup>nd</sup> round will be held on 27 – 28 June 2022
- **Studies to begin in the spring semester 2023**
  - collection of applications from 1 August to 30 November 2022
  - deadline to submit the dissertation project to e-application by 20 December 2022 at the latest
  - an invitation to the 2<sup>nd</sup> round of the entrance examination for successful applicants of the 1<sup>st</sup> round and information on rejection of unsuccessful applicants will be announced by 13 January 2023 at the latest
  - entrance examination round 2 will be held on 26 – 27 January 2023

**Study programmes**

An application can be submitted to the daily form of study (linked to a stay at a FEA MU educational workplace) or combined form of study (without the need for linking it with a stay at a FEA MU educational workplace) in the following DDP:

<b>Ekonomie</b>	<b>Hospodářská politika</b>	<b>Regionální ekonomie</b>
<b>Economics</b>	<b>Economic Policy</b>	<b>Regional Economics</b>
<b>Finance (Czech)</b>	<b>Podniková ekonomika a management</b>	<b>Veřejná ekonomie</b>
<b>Finance</b>	<b>Business Economy and Management</b>	<b>Public Economics</b>
<b>Finanzwesen</b>		

The study in all programmes is free of charge.

**Application for Studies and Its Particulars**

An application for DDP studies can only be submitted [in the electronic form](#). The applicants shall pay an application fee in the amount of CZK 600.00. The applicants shall attach the following documents to the electronic application form:

**Compulsory:**

- **Dissertation project in English**

- prepared for the research topic announced by a supervisor and approved by the Doctoral Board
- the applicant shall choose [a supervisor](#) and research topic according to their interest and previous professional experience, or they may, in agreement with the supervisor, propose their own research topic, which must be approved by the relevant Doctoral Board
- its scope is 8 – 12 standard pages; the project shall include:
  - motivation of the applicant for the chosen research focus of the dissertation
  - the state of scientific knowledge in the field of research
  - a basic idea of the intended goals of the dissertation and its intended benefits
  - the planned method of processing the dissertation.
- **structured professional CV** (and/or with an attached list of publications) **in Czech or English**
- **motivation letter in English**
- **proof of achieved education**
  - an MU graduate shall submit a plain copy of the Master's diploma
  - a graduate of another university in the Czech Republic or Slovakia shall submit an officially certified copy of the Master's diploma
  - a graduate of a university in Hungary, Germany, Poland or Slovenia shall submit an officially certified copy of a Master's diploma (documents must be officially translated by a certified translator into Czech or English)
  - a graduate of a university from other countries shall submit an officially certified copy of a Master's diploma and proof of previous education abroad, which is verified either by recognition (the applicant inserts an officially certified copy of the decision) or by verification directly at the FEA MU Office for International Relations<sup>1</sup>. The certification must be completed by the date of enrolment in the study set by the Faculty.

If the applicant does not have the documents specified above at the time of submitting the application, they may supply them additionally, but no later than on the day of enrolment in the study.
- **[the consent of the potential supervisor](#) to lead the applicant**
  - the applicant shall contact the potential supervisor after selecting the research topic and send them their CV and a motivation letter; to mediate the contact it is possible to use the assistance of the coordinator for doctoral studies at a [phd@econ.muni.cz](mailto:phd@econ.muni.cz)
  - the supervisor shall confirm their consent to lead the applicant in writing.

#### **Recommended:**

- **a diploma (or Bachelor's) thesis or an article or output prepared when participating in a research project.**

#### **Entrance examination**

The Admissions Committee, which is appointed by an authorised vice-dean of the Faculty for both rounds of the entrance examination in the individual DDPs on the basis of a proposal from the Doctoral Board, has at least three members.

The entrance examination for all DDPs at FEA MU takes place in two rounds.

- **Round 1 – Assessment of written materials**
  - assessment of the originality and feasibility of dissertation projects, motivation of individual applicants, their professional prerequisites and competence in English on the basis of the content of submitted documents and the consent of the supervisor by the Admissions Committee

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<sup>1</sup> Detailed information is available at: <https://www.econ.muni.cz/en/admissions/verification-of-previous-education>

- the maximum score of individual written documents awarded by the Admissions Committee is as follows:
  - dissertation thesis project – 40
  - motivation – 10
  - professional prerequisites – 20
  - English language competence – 10
- **Round 2 – Expert discussion**
  - the professional entrance examination takes place in the form of a discussion/interview on the submitted dissertation project and the selected research focus before the Admission Committee (without electronic presentation) in the range of a maximum of 30 minutes
  - the entrance interview is held in person
    - a foreign applicant who, for serious reasons (e.g. due to a visa requirement) is unable to attend the entrance examination in person, may submit an [application](#) for the entrance examination by means of remote connection (in the form of a video conference call)
    - with regard to the currently valid extraordinary measures of the Government of the Czech Republic and Masaryk University, the entrance examinations may also take place remotely
  - the Admissions Committee assesses the professional interest and level, motivation, knowledge in the field and overall readiness of the applicant for doctoral studies
  - The Admissions Committee evaluates the following areas to which it can assign a maximum of the specified number of points to successful applicants:
    - dissertation project as a basis for dissertation thesis preparation – 50
    - professional knowledge in the field of research – 20
    - previous research experience – 10
    - motivation – 10
    - English language competence (English mastered actively orally and in writing) – 10.

In the 1st round of the entrance examination, the applicant who is awarded **at least 50 points** out of a maximum of 80 points will pass.

In the 2nd round of the entrance examination, the applicant who is awarded **at least 70 points** out of a maximum of 100 points will pass.

Competence in English is required at level C1 of the European Classification and is assessed by the Admissions Committee on the basis of submitted materials (1st round) and in a professional discussion, which is partly conducted in English (2nd round), according to the required standards of the programme.

### **Admission to study**

The admission/rejection is decided by the authorised vice-dean of the Faculty on the basis of the proposal of the Admission Committee. The Admissions Committee will/will not recommend for admission to study applicants who are graduates of Master's degree programmes based on an assessment of the materials provided, the results of the professional discussion and proof of knowledge of the English language.

Admission is conditional on sufficient capacity of the supervisor. The applicant shall check this with individual supervisors.

### **Maximum number of applicants admitted**

The highest number of students admitted to study in individual doctoral study programmes:

programme	number
Ekonomie	4
Economics	2
Hospodářská politika	4
Economic Policy	2
Veřejná ekonomie	4
Public Economics	2
Podniková ekonomika a management	4
Business Economy and Management	2
Finance (Czech)	4
Finance	2
Finanzwesen	2
Regionální ekonomie	4
Regional Economics	2

If a higher number of applicants meet the conditions for admission, the order of the best ones determined according to the results of the entrance examination decides.

Brno, 8/ 11. 2021

prof. Mgr. Jiří Špalek, Ph.D.

Dean