

| UNIVERSITY OF PARDUBICE<br>FACULTY OF TRANSPORT ENGINEERING |   |
|---|---|
| Directive No. 22/2025                                       |   |
| Subject:  | <b>Rules for admission to doctoral study programmes for the academic year 2026/2027</b> |
| Applicable to:  | Applicants for study  |
| Issued on:  | Date of approval by the Academic Senate of the Faculty of Transport Engineering         |
| Effectiveness:  | 1. 12. 2025 – 28. 2. 2027   |
| Prepared by:  | Ing. Veronika Dolečková, Department of Scientific and Research Activities               |
| Submitted by:   | doc. Ing. Tomáš Michálek, Ph.D., Vice-Dean for Scientific and Research Activities       |
| Approved by:  | doc. Ing. Ladislav Řoutil, Ph.D., Dean  |

### Article 1 Introductory Provisions

(1) The Dean of the Faculty of Transport Engineering (DFJP) of the University of Pardubice (UPCE) announces, in accordance with Sections 48 to 51 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (Act) and Article 7 of the Statutes of the DFJP UPCE for the academic year 2026/2027, the admission procedure for the 1<sup>st</sup> year of doctoral study programmes "Transport Means and Infrastructure" and "Technology and Management in Transport".

(2) The dates of the admission procedure are set out in the admission procedure schedule, i.e. Article 5 of this Directive (Admissions schedule).

### Article 2 Estimated numbers of accepted applicants

(1) The estimated numbers of admitted applicants into individual study programmes are set as follows:

| Study Programme                        | Form of study |          |
|--|---------------|----------|
|  | Full-time     | Combined |
| Transport Means and Infrastructure     | 2             | 2        |
| Technology and Management in Transport | 2             | 2        |

(2) If the admission capacity is not reached in the first round of the admission procedure, the faculty may announce further rounds of the admission procedure.

## Article 3

### Rules and guidelines for the admission procedure

#### (1) Applications for study

The electronic application form (Application form) available at <http://eprihlaska.upce.cz> can be submitted **within the deadline specified in the schedule**. Instructions for completing the application form are also available at the same website, and the status of the application can be monitored throughout the admission process.

The **following documents** must be submitted by the application deadline at the latest:

- a) dissertation topic;
- b) structured CV.

The attached documents may be submitted:

- in electronic form – must be uploaded to the electronic application form;
- in paper form – must be delivered by post to the address specified in Article 6 of this directive.

Alternatively, the application form can be completed on the prescribed form (SEVT form "Application for study at a university in a doctoral study program") and sent together with the required documents to the address specified in Article 6 of this directive; the applicant shall then state the topic of the dissertation directly in the application form.

**The topics of dissertations**, approved by the relevant Subject Advisory Board at the suggestion of individual departments (supervising units), are published in the public section of the DFJP website. If there are several rounds of the admission procedure, the topics are published separately for each round.

If an applicant **proposes his/her own dissertation topic**, he/she is required to submit an abstract, a proposed methodological approach, and written consent from the training department to which he/she is applying before submitting their application. The proposed topic is submitted for discussion and approval by the relevant Subject Advisory Board by the head of the department. The topic can only be accepted after it has been approved by the relevant Subject Advisory Board; therefore, it is necessary for the applicant, in cooperation with the supervising unit, to ensure that the proposal is discussed in advance.

If the application for study does not contain the required information or contains other discrepancies, the applicant will be asked by e-mail to correct them. If the applicant does not correct the discrepancies within the specified period, the admission procedure will be terminated.

**The administrative fee for each application is CZK 650 for study programs conducted in Czech and CZK 2,000 for study programs conducted in English. This fee is non-refundable and payable by the deadline specified in the schedule.** Payment details are provided in Article 6 of this directive. Payment instructions will be displayed after the application is submitted and will also be sent to the e-mail address provided by the applicant in the application. If the administrative fee is not paid by the specified deadline, the admission procedure will be terminated.

A medical certificate is not required for the application.

#### (2) Admission requirements

Graduates of master's degree programmes in the same or a related field (the compatibility of the field will be assessed by the admission committee) who have successfully passed the admission procedure may be admitted to the doctoral degree programme.

**Applicants must submit certified copies of their diploma and diploma supplement by the deadline specified in the schedule.** These documents may be submitted:

- in electronic form as authorized copies – must be uploaded to the electronic application form;

- in paper form as officially certified copies – must be sent by post to the address specified in Article 6 of this directive.

Applicants who complete their master's degree in the 2025/2026 academic year may submit their diploma and diploma supplement at a later date. However, applicants who do not complete their master's degree at DFJP UPCE must submit at least a confirmation from the school of successful completion of their master's degree by the date of the admission procedure at the latest.

### **(3) Entrance examination**

Based on a duly registered application, timely submission of all required documents, and timely payment of the administrative fee, applicants will be invited to attend the entrance examination. The entrance examination is held before the admission committee; the members of the committee and its chair are appointed by the dean.

**The date of the entrance examination is set by the schedule.** The entrance examination will take place at: **University of Pardubice, Faculty of Transport Engineering, Studentská 95, 532 10 Pardubice, Czech Republic.** The room and time of the entrance examination will be specified in the invitation. The entrance examination may also be conducted via means enabling remote access (e.g., Skype, MS Teams).

**The entrance examination consists of an English language test and a personal interview in connection with the professional content of the specific dissertation topic.** The English language test consists of a written test and a personal interview related to the professional content of the specific dissertation topic. The entrance examination requires knowledge of English at a minimum level of B2 according to the Common European Framework of Reference for Languages (CEFR), i.e., the applicant uses the language independently and effectively, using appropriate linguistic means. The personal interview requires applicants to demonstrate the professional knowledge necessary to address the topic of their doctoral dissertation.

### **(4) Evaluation of the entrance examination results**

The English language test is graded based on the percentage of the candidate's success in each part of the test. The maximum number of points is 40, of which 30 are in the written test and 10 in the oral part. The condition is to pass the written test with a minimum of 50% (15 points) and an overall score of at least 60%, i.e. 24 points.

Applicants may also request recognition of their English language exam based on a state final exam in this language or another exam of a corresponding level. In this case, the applicant shall submit the relevant documents together with the application for study.

Based on the results of the English language entrance exam and the subsequent personal interview, the admissions committee will recommend or not recommend the applicant for admission to doctoral study. The applicant will be informed of the results of the personal interview immediately after the interview.

Absence from the entrance examination for health or other serious reasons will be subject to further discussion only if the faculty announces an alternative date for the entrance examination.

### **(5) Method of decision-making on admission**

The result of the entrance examination will be the basis for the dean's decision on the admission or non-admission of the applicant for doctoral study.

If more than one applicant applies for the same doctoral dissertation topic, the admission committee will rank the applicants for admission according to the results of the admissions procedure.

## **(6) Admission results**

**The dean's decision on the outcome of the admission procedure** will be issued electronically and made available in each applicant's application form by the deadline specified in the schedule. The method of publishing the results of the admission procedure complies with the principles of personal data protection (GDPR). The documentation on the admission procedure will be stored at the Department of Scientific and Research Activities of DFJP and will be made available to the participant in the admission procedure upon request within 15 days of the decision being issued.

## **(7) Next round of the admissions process**

In case that the expected number of applicants is not reached in certain programmes and forms of study programmes during the admission procedure, next round of the admission procedure may be announced, or the deadlines for submitting applications and paying the administrative fee may be extended. The rules and conditions for admission, including detailed information, will be published in the form of an addendum.

### **Article 4 Enrollment**

(1) **Notification of the decision on admission to study entitles the applicant to enrol.** The applicant shall enroll in the study programme in accordance with the instructions of the Department of Scientific and Research Activities.

(2) If the applicant does not enroll within the specified period or does not provide a written excuse within five days after the specified enrollment date, his/her right to enroll in the study programme expires. The applicant's right to enroll in the study programme also expires if the excuse is not accepted by the dean.

### **Article 5 Admission schedule**

(1) The dates for the admission procedure are set as follows:

|  |                                  |
|--|----------------------------------|
| Submitting applications for study  | until May 22, 2026               |
| Payment of administrative fee  | until May 22, 2026               |
| Submission of previous study records and other documents for admission procedure | until May 22, 2026               |
| Entrance examination   | June 19, 2026                    |
| Issuing a decision on admission or non-admission                                 | until July 19, 2026              |
| Enrollment in the 1 <sup>st</sup> year of doctoral study programmes              | September 1 to September 2, 2026 |
| Possible announcement of next rounds of the admission procedure                  | July–September, 2026             |

### **Article 6 Contact and payment details**

(1) Address for sending the required documents:

University of Pardubice, Jan Perner Faculty of Transport Engineering, Department of Scientific and Research Activities, Studentská 95, 532 10 Pardubice, Czech Republic tel.: +420 466 036 099.

(2) Payment details for the administrative fee and tuition fee:

|                           |  |
|---------------------------|--|
| recipient's account name: | Univerzita Pardubice, Studentská 95, 532 10 Pardubice  |
| financial institution:    | KB Pardubice   |
| account number:           | 37030561/0100  |
| IBAN:                     | CZ2901000000000037030561   |
| SWIFT:                    | KOMBCZPPXXX  |
| variable symbol:          | 5920   |
| specific symbol:          | candidate's field number (generated in the e-application form)<br>or applicant's social security number (printed form) |
| constant symbol:          | 308  |

**Article 7**

**Final provisions**

(1) This directive was discussed and approved in accordance with Section 27(1)(e) of the Act by the Academic Senate of the Faculty of Transport Engineering on November 26, 2025.

doc. Ing. Ladislav Řoutil, Ph.D.  
*děkan DFJP*