

## Enrollment Information for Students Entering the 1st Year of a Doctoral Program

### How to Start

Students enroll electronically, via the Apollo information system.

Detailed instructions are posted on the website of the Faculty (*Students – Study rules and regulations – Doctoral study documents – Electronic enrollment*).

To ease the access to the information system (IS), this year's Master's degree graduates from the FEEC BUT will keep their last logins and passwords, which will remain valid.

In all other cases, the initial password will be included in the student's certificate of admission. Login problems and difficulties are to be consulted with Mr. Stanislav Valouch, the IS expert, either at [valouch@feec.vutbr.cz](mailto:valouch@feec.vutbr.cz) or in person.

### Student ID Cards

This year's Master's degree graduates from the FEEC BUT will retain their existing ID cards, updated with revalidation stickers.

**Other students** will be required to **apply for new cards**, as follows:

- **before August 1, 2020 – ISICs**, at the reduced price of **CZK 230,00** per item;
- **August 1 to 9, 2020 - standard student cards** issued free of charge.

After logging in the BUT intraportal, a user can order the card by clicking on the "Cards" option in the left-hand menu and continuing to the next screen.

The basic Student Card and Photo Guide is accessible at <https://www.vutbr.cz/cvis/pro-uzivatele/pokyny-a-pravidla-f20933/studentsky-manual-napruckazy-vut-d46775>

### Accommodation

The University's halls of residence, those within walking distance from the FEEC in particular, are presented at <http://www.kam.vutbr.cz/>

### Enrollment

Students will be enrolled in the Ph.D. programs as of September 1, 2020.

To be considered for enrollment, a student must fill out thoroughly and submit timely the form (letter template) titled 'Confirmation of Enrollment in a Ph.D. Study Program', available on the last page of this document; with his or her signature, the student undertakes to enroll in the desired program. The completed letter is to be sent by registered post to the Science department not later than **July 15, 2020**.

Full-time students are asked to check that they have recorded in the IS (the Studis branch) the number of the bank account to receive the scholarship. Students who have changed the originally recorded number must submit to the Science department, before or on **August 24, 2020**, a relevant **Bank Details Setup** request form.

The enrollment-related data is to be entered and confirmed in the information system, by the student and the supervisor, not later than **September 30, 2020**.

The IS will enable users to record the enrollment data between **September 1, 2020** and **September 30, 2020**.

Before or on **October 15, 2020**, a doctoral student will tick the box “**approved by the student**” in **Studies** tab. Your supervisor, the head of the department, the chair of the Doctoral Board and the dean will confirm your enrolment in a similar way.

**A proof of student status will be provided by the Science department only after the student has completed the enrollment procedures via the IS as set out above.**

**The letter of confirmed enrollment should be sent by post (not delivered in person) to the following address:**

**FEKT VUT  
Vědecké oddělení – pí. Jana Nosková  
Technická 10  
616 00 Brno**

**Doctoral students' first day at the teaching and research departments:  
September 1, 2020, 9 a.m.**

UAMT (Department of Control and Instrumentation)  
UBMI (Department of Biomedical Engineering)  
UEEN (Department of Electrical Power Engineering)  
UETE (Department of Electrical and Electronic Technology)  
UFYZ (Department of Physics)  
UMEL (Department of Microelectronics)  
UREL (Department of Radioengineering)  
UTEE (Department of Theoretical and Experimental Electrical Engineering)  
UTKO (Department of Telecommunications)  
UVEE (Department of Power Electrical and Electronic Engineering)

Please fill out legibly and by hand, in block capitals.

**Confirmation of Enrollment in a Ph.D. Study Program  
Academic Year 2020/21**

**Study Program:**

**Name(s) and surname(s):**

**Date of birth:**

I hereby declare that, in the academic year 2020/21, I will enroll in the above-specified Ph.D. study program at the Faculty of Electrical Engineering and Communication, Brno University of Technology.

**Date:**

**Signed:**