

**Admission Procedure Specifications**  
**Faculty of Arts, Charles University (CU FA)**  
**For Study Beginning in Academic Year 2017/2018**  
**Bachelor's and Follow-up Master's Degree Programmes**

**1. Contacts**

- Student Admission and External Relations Office, Faculty of Arts, Charles University, nám. Jana Palacha 2, Praha 1, Room No. 130 ([www.ff.cuni.cz/home/about/faculty-administration/admission-and-external-relations-office/](http://www.ff.cuni.cz/home/about/faculty-administration/admission-and-external-relations-office/))
- Web: [ff.cuni.cz/home/applicants](http://ff.cuni.cz/home/applicants)
- Facebook: [facebook.com/mirim.na.FFUK](https://www.facebook.com/mirim.na.FFUK)
- E-mail: [prijimacky@ff.cuni.cz](mailto:prijimacky@ff.cuni.cz)
- Telephone: (+420) 221 619 330, (+420) 221 619 333

**2. Dates and Deadlines**

- Applications to be submitted (bachelor's): **between 1 November 2016 and 28 February 2017**
- Applications to be submitted (master's): **between 1 November 2016 and 31 March 2017**
- Open Day: **14 January 2017**
- Written parts of entrance examinations for bachelor's programmes in Art History, Film Studies, Philosophy and Religious Studies: **13–14 May 2017** (Saturday, Sunday)
- Entrance examinations for all the other bachelor's and for all follow-up master's: **20-21 May, 27-28 May and 1-15 June 2017**
- Alternative date for entrance examinations (bachelor's and follow-up master's): **22–23 June 2017**
- Results of entrance examinations to be announced in the online system: **by 4 July 2017**

**3. Fees Related to the Admission Procedure**

**Administrative Fees:**

**CZK 590** per one online application for **degree programmes offered exclusively as single-subject programmes** and for **single- or double-subject programmes**

**CZK 295** per one online application for **degree programmes offered exclusively as double-subject programmes** (a minimum of two applications must be submitted)

**CZK 640 Kč, or 345** for application in paper form

**Payment Details:**

Name of Bank: Komerční banka Praha 1

Account No: 85631011/0100

Constant symbol ("konstantní symbol"): 0308

Variable symbol ("variabilní symbol"): 820001

Specific symbol ("specifický symbol"): the **number generated by the Information System (a six-digit code)** (not required when payment is made by credit card)

SWIFT: KOMB CZ PP

IBAN: CZ960100000000085631011

Account Owner's Address: Univerzita Karlova, Filozofická fakulta, nám. Jana Palacha 2, 116 38 Praha 1 (Charles University, Faculty of Arts).

Payment can be made online, via bank transfer, bank deposit or in cash at the CU FA Cashier's Office (<http://www.ff.cuni.cz/home/about/faculty-administration/finance-office/>).

**Each application carries its own six-digit code and the administrative fee must be paid separately for each application, using the relevant variable and specific symbols. The fee cannot be refunded at any stage of the admission procedure.**

#### **4. General Information on the Admission Procedure and Degree Programmes**

4.1 The admission procedure is regulated by Articles 48–50 of Act No. 111/98 Coll. – the Higher Education Act of the Czech Republic as amended, by Appendix No. 5 of the Charles University Constitution – Admission Procedure Regulations, as amended (hereinafter “**Charles University Admission Procedure Regulations**”), by these Admission Procedure Specifications for study beginning in the academic year 2017/2018 (hereinafter “**Admission Procedure Specifications**”), by the Provision of the Dean No. 7/2016 regulating the organization of the admission procedure at the Faculty of Arts, Charles University, as amended, and by the Provision of the Dean regarding the time schedule of the admission procedure, which will be issued during the 2016/2017 academic year.

4.2 **Bachelor’s degree programmes** are normally studied for three years. Upon submitting a bachelor’s thesis and passing the final state examination, the graduate is awarded the title of “bakalář” (Bc., bachelor of arts). **The follow-up master’s degree programmes** are normally studied for two years. Upon submitting a diploma thesis and passing the final state examination, the graduate is awarded the title of “magistr” (Mgr., master of arts). Bachelor’s and follow-up master’s programmes are offered either as **single-subject programmes** (one major) or as **double-subject programmes** (a combination of two majors).

4.3 Each **subject (degree programme)** is taught by a **department or institute** of the Faculty of Arts, Charles University (hereinafter: “**Faculty of Arts, Charles University**” or “**Faculty**”), with some subjects administered by two or three departments or institutes. More detailed information for applicants (model tests, recommended reading lists, contacts) is available on the websites of the individual departments and institutes (visit [ff.cuni.cz/home/about/departments/](http://ff.cuni.cz/home/about/departments/)). Further details regarding study at the Faculty, study regulations and the study plans of the accredited degree programmes are available at [ff.cuni.cz/home/applicants/](http://ff.cuni.cz/home/applicants/).

#### **5. Application for Study**

5.1 Each degree programme offered by the Faculty falls into **one of the following three categories** (refer to the admission procedure specifications applicable to the individual degree programmes):

**a) single-subject degree only** – a degree subject which can only be studied independently (in a single-subject degree programme); it cannot be studied in combination with another subject;

**b) double-subject degree only** – a degree subject which can only be studied in combination with another subject (in a double-subject degree programme); applicants can only be admitted to study such a degree programme if they fulfil – in the same academic year – the admission requirements applicable to a minimum of two subjects which can be combined (i.e. belong to the categories of *double-subject degree only* or *single- or double-subject degree*);

**c) single- or double-subject degree** – a degree subject which can be studied either independently (in a single-subject degree programme) or in combination with another subject (double-subject degree programme).

Applicants are normally allowed to freely combine any subjects for their bachelor’s and master’s double-subject degree programmes; all limitations regarding subject combinations are found in the admission procedure specifications applicable to the individual degree programmes. The formulation “can be combined with any double-subject degree programmes, bachelor’s and master’s” means that the programme in question can be combined with all double-subject degree programmes, bachelor’s and master’s, unless the combination in question is explicitly ruled out.

5.2 Applicants for study at the Faculty of Arts are free to submit an **unlimited number of applications**. In each of the applications, applicants must indicate the **type** of degree programme (bachelor’s, follow-up master’s), **form** of study (full-time, combined) and the **name of the degree programme**. **Each degree programme requires one separate application**; applicants applying for **both full-time and combined forms of the same degree programme** must submit one application for each form of study. Applicants applying for programmes which are

offered as double-subject programmes only must submit a minimum of one **additional application for another programme which can be studied in combination with the first programme**; applicants who fail to submit the number of applications required will not be admitted.

5.3 Applicants should not indicate in the application form which combination they intend to study; applicants for single-subject and double-subject degree programmes should not indicate whether they intend to take the programme as a single-subject degree or in combination with another programme in a double-subject degree. Applicants who are admitted to more than two programmes offered as double-subject programmes only will make a binding decision during the enrolment as to which double-subject combination they will study. Applicants who are admitted to more than one programme falling into the category of single- or double-subject degree or double-subject degree only will make a binding decision during the enrolment as to which double-subject combination they will study or which subject they will study as a single-subject degree.

5.4 **Applications are submitted online only.** The online form will be available at <http://is.cuni.cz/studium/eng/prijimacky/> from 1 November 2016. **Applications for bachelor's degree programmes must be submitted online and payments must be made by 11:59:59 p.m. on 28 February 2017. Applications for follow-up master's degree programmes must be submitted online and payments must be made by 11:59:59 p.m. on 31 March 2017.** Once the application has been filled in online, the Information System will generate a **six-digit code** for each applicant, **which must be used as the specific symbol during the payment of the administrative fee** (see section 3 hereof – Fees Related to the Admission Procedure). Please note that once the application has been completed, it must be submitted (by clicking on the **“Send”** button) in order to become valid. **Applications should not be printed out and sent by post.**

5.5 The following documents should not be included in the application: school-leaving certificates (*maturita*), university degree diplomas, or any other written materials (coursework etc.). Evidence of previous education is to be presented only by successful applicants, during the enrolment (see sections 8.4 and 8.5 hereof). Materials documenting the applicants' interests should only be presented where this is explicitly stipulated by the admission procedure specifications applicable to the individual degree programmes, normally in the 2<sup>nd</sup> round of the entrance examination or during the oral interview if this is the only part of the entrance examination.

5.6 Applicants failing to duly complete the application form or to document the payment of the application fee will be notified by the Faculty and asked to rectify the shortcomings within an adequate time. In the event of failure to rectify the shortcomings within this time, the application will be deemed invalid. The administrative fee will not be refunded.

5.7 Details given in the application may be altered via e-mail sent to [prijimacky@ff.cuni.cz](mailto:prijimacky@ff.cuni.cz). The type and form of study as well as the degree programme may only be changed by the date which is the application deadline for the type, form and degree programme in question. Personal details may be altered at any time.

5.8 All stages of the admission procedure can be followed at [is.cuni.cz/studium/eng/prijimacky](http://is.cuni.cz/studium/eng/prijimacky) under **My applications** – i.e. submission of the application, exact dates of the entrance examinations, results of the first round of a two-round examination, total number of points obtained and the final results of the admission procedure (admission/non-admission).

## **6. Modifications, exemptions from entrance examinations, alternative dates of examination**

6.1 Applicants may be granted – upon request and under conditions specified below – an exemption from the entrance examination, a modified form of the entrance examination or an alternative date thereof. If the request is incomplete or fails to contain all the attachments required, the applicant will be notified by the Faculty and asked to rectify the shortcomings within an adequate time. In the event of failure to rectify the shortcomings within this time, the request will be deemed invalid.

6.2 **Exemptions from the entrance examination, or a part thereof**, can only be granted where this is explicitly allowed by the admission procedure specifications applicable to the individual degree programme. Requests, made on the relevant form, should be submitted to the Student Admission and External Relations Office, Faculty of Arts, Charles University; the form can also be submitted online as a file containing a scan of the form – by e-

mail or together with the online application. Unless stipulated otherwise by the admission procedure specifications applicable to the individual degree programme, the request must be submitted by the application deadline for the degree programme in question. The request for exemption must be accompanied by all documents required as stated in admission procedure specifications of each programme. If the exemption is not granted, the applicant is to take the entrance examination on the date specified by the invitation. Applicants granted an exemption from one round of a two-round examination will obtain the **maximum number of points (50)** for that round.

6.3 Applicants with special educational needs may request to take a **modified entrance examination**. Such applicants must tick the appropriate box in the application form, requesting special treatment on the grounds of physical handicap (they may also specify their handicap in the appropriate box); at the same time, the applicant must attach to the application a scan copy of a specialist report (medical confirmation, recommendation issued by a Pedagogical and Psychological Counselling Centre etc.). The request must be submitted by the application deadline for the degree programme in question.

6.4 The permission to take the entrance examination on an **alternative date** is granted by the Dean only on **serious and well-documented grounds**, health reasons in particular. The request for an alternative date should not be attached to the application; instead, it should only be submitted after the applicant receives an invitation to the regular date of the examination. Requests for an alternative date should be submitted via an **online form** at [prijimacky@ff.cuni.cz](mailto:prijimacky@ff.cuni.cz). Requests for alternative dates of the second round of a two-round examination should only be submitted by applicants who have passed the first round. The request for an alternative date must be submitted **no later than on the day of the regular entrance examination**. This deadline can be prolonged by the Dean in exceptional cases on well-documented grounds. The applicant will be notified of the status of his/her request via the Student Information System; applicants who are granted an alternative date should refer to the Information System for the alternative date. Applicants who are not granted an alternative date will receive a written decision by post and should take the entrance examination on the regular date.

6.5 Regular study abroad, intended as preparation for university study, is always a reason why an alternative date should be granted. Other types of requests are considered on an individual basis and the applicant has no automatic right to being granted an alternative date. Applicants who have been granted an alternative date for more than one examination are advised that there is no guarantee that the schedule of alternative dates will make it possible for them to take all the examinations; where this is not possible, the applicant must decide which examinations he/she prefers to take on the alternative date. No further alternative dates will be granted.

## 7. Entrance Examinations

7.1 **Invitations** to entrance examinations are dispatched, by registered post and no later than 28 days before the date of the examination, to applicants who have submitted a valid online application. When **registering** for each part of the entrance examination, applicants are required to present their identity documents. **Applicants failing to prove their identity will not be allowed to take the examination.**

7.2 Applicants applying simultaneously for the **full-time and combined forms of the same degree programme** are required to take the entrance examination only once, and their results will be recognized for both forms of study. The same applies for applicants applying for two or more programmes which require identical written examinations or a part thereof.

7.3 Different degree programmes require different forms of entrance examinations. They either have a **single round – written or oral** – or **two rounds**. Two-round examinations consist of a first round, which is always a written test, and a second round, an oral interview. Some degree programmes may also require testing of general study skills (using exclusively the Faculty's own tests) or a language test. The written part may contain closed as well as open questions. Entrance examinations are held in Czech; the test instructions and the oral interview are in Czech, unless the foreign language skills are the skills tested in the examination. Unless stipulated otherwise in the admission procedure specifications applicable to the degree programme in question, citizens of the Slovak Republic are allowed to communicate in the Slovak language during the examination.

7.4 General requirements regarding entrance examinations are further specified by the Provision of the Dean No. 7/2016 as amended. The specific form of the examinations, the maximum number of admissions and further requirements are specified by the admission procedure specifications applicable to the individual degree programmes.

## 8. Entrance Examination Assessment and Admission to Study

8.1 In entrance examinations consisting of a single round, a maximum of **100 points** can be reached; in examinations consisting of two rounds, a maximum of **50 points** can be reached in either round. The second round is open to applicants who reach a minimum of **25 points** in the first round; the results of the first round are available at [is.cuni.cz/studium/eng/prijimacky/](http://is.cuni.cz/studium/eng/prijimacky/) (after logging in under **My applications**). **The Faculty does not use any other ways to notify applicants of the results of the entrance examinations.**

8.2 The **final results** of the admission procedure will be available after the central admissions committee has converged, no later than on **4 July 2017**. Applicants should refer to the website at [is.cuni.cz/studium/eng/prijimacky](http://is.cuni.cz/studium/eng/prijimacky/) (under **My applications**) for the number of points they obtained and the admission/non-admission status for each of the programmes they have applied for, using the login email address and password which they used when submitting the online application. The Faculty will not inform applicants or any other persons about the results of other applicants. Only general information on the admission procedure is announced on the Faculty's notice board.

**8.3 The applicant is admitted if he/she obtains a minimum of 50 points in the entrance examination (single round or two-round) and at the same time scores enough points to place among the maximum number of students admitted to the respective programme** (refer to the Admission Procedure Specifications applicable to the individual degree programmes); **the applicant will be admitted if he/she scores the same number of points as the applicant who comes last in the ranking of admissions. In programmes offered in both the full-time and combined forms, the maximum number of admissions is defined separately for both forms. Applicants applying for programmes offered as double-subject only will only be admitted if they meet the above conditions for a minimum of two degree programmes which can be freely combined** (for more details, see section 5.1 hereof); **the ranking of applicants to be admitted will include applicants who place in the ranking in one programme, but fail to be admitted to at least one other programme from among programmes which can be combined; therefore, the maximum number of admissions may remain unfilled. Applicants admitted cannot be enrolled unless they supply evidence of previous education** (see section 8.4 hereof).

8.4 Applicants for **bachelor's degree programmes** must prove their education by presenting a certified copy of their secondary school-leaving certificate (*maturita*). Applicants who have completed their secondary education abroad must, in addition, submit a document recognizing their certificate of foreign secondary education (unless stated otherwise by an international agreement). Applicants for **follow-up master's degree programmes** who are not graduates of the Faculty of Arts, Charles University, must prove their education by presenting a certified copy of their bachelor's or master's diploma. Applicants who are graduates of the Faculty of Arts, Charles University, have their previous education verified by the Faculty's Registrar. Applicants who have completed their bachelor's or master's degree abroad must, in addition, submit documents recognizing their foreign university degree (unless stated otherwise by an international agreement). For more detailed information regarding the rules applicable to the recognition of foreign university degrees (nostrification), please refer to the website at [ff.cuni.cz/home/applicants/nostrification-diplomas/](http://ff.cuni.cz/home/applicants/nostrification-diplomas/) or the Registrar's Office at the Faculty.

8.5 Once the results have been announced via the Faculty's information system, non-admitted applicants will be sent a **decision on non-admission** by post (delivery to the addressee only). Successful applicants will be asked to enrol on a date specified. During the enrolment, they will be asked to present a document proving their previous education (see section 8.4 hereof). Upon presenting these documents, the applicant will obtain the **decision on admission** and be enrolled. **No applicant can be admitted for study without submitting these documents.** In justified cases (e.g. applicants for a follow-up master's programme unable to enrol on the regular enrolment date due to a study trip abroad), an earlier date of enrolment may be permitted by the Dean. If the applicant gives his/her explicit approval in the application form, the decision on admission may be sent to him/her via the information system.

8.6 Applicants who receive any of the above-mentioned documents after the date of the regular enrolment will be invited for an alternative date of enrolment, no later than **30 September 2017**. Applicants whose secondary school-leaving (*maturita*) examination has been scheduled for the autumn, as well as applicants who have completed their previous education abroad and are required to have their documents officially recognized, will be invited to an alternative enrolment no later than **23 October 2017**.

## **9. Consultation of Examination Materials; Review Proceedings**

9.1 Applicants are entitled to consult their entrance examination materials. The organisation and rules are stipulated by the Provision of the Dean and will be published at the website at [ff.cuni.cz/home/](http://ff.cuni.cz/home/).

9.2 Applicants are entitled to **request a review** of the Dean's decision regarding the admission procedure. The purpose of the review proceedings is to review the compliance of the admission procedure with the Higher Education Act and the internal regulations of Charles University and the Faculty of Arts. Therefore, the review proceedings are not a process that would guarantee a certain number of vacancies for applicants. Admissions resulting from the review proceedings are **not granted** to applicants who cite reasons such as motivation or interest, who have scored fewer points than the minimum number of points required for admission, or where vacancies remain because not all of the applicants admitted have been enrolled.

*Refer to separate files for the following:*

**10.1 Admission procedure specifications applicable to individual programmes – Bachelor's programmes**

**10.2 Admission procedure specifications applicable to individual programmes – Follow-up master's programmes (programmes accredited to be taught in Czech)**

**10.3 Admission procedure specifications applicable to individual programmes – Follow-up master's programmes (programmes accredited to be taught in languages other than Czech)**