

Admission Procedure Specifications
Faculty of Arts, Charles University (CU FA)
For Study Beginning in the Academic Year 2017/2018
Doctoral Degree Programmes

1. Contacts and Dates

- 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/)
- Web: <http://www.ff.cuni.cz/home/applicants/>
- Facebook: [facebook.com/ff.cuni](https://www.facebook.com/ff.cuni)
- E-mail: prijimacky@ff.cuni.cz
- Telephone: (+420) 221 619 330, (+420) 221 619 333

- Applications to be submitted between: 1 January – 30 April 2017
- Entrance examination dates: 19–20 June 2017
- Alternative entrance examination date: 27 June 2017

2. Administrative Fee

The fee is CZK 540 per one application

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.

3. General Information on the Admission Procedure and Study

3.1 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 the present Admission Procedure Specifications regulating study at the Faculty of Arts, Charles University 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, to be issued during the 2016/2017 academic year.

3.2 The standard length of **doctoral degree programmes** is three years, in some programmes (where specified by the specifications relating to the subject) four years. Students follow their individual study plans; they graduate by defending their doctoral dissertation and passing the final state examination, and – upon graduation – are awarded the title of “doctor” (Ph.D.). More details on the doctoral programmes at CU FA, study regulations and plans of study for all the accredited programmes are available at ff.cuni.cz/home/applicants/phd-programmes/ and on the websites of the respective departments and institutes of the Faculty.

4. Application for Study

4.1 **The online form** will be available at <http://is.cuni.cz/studium/eng/prijimacky/> from 1 January 2017. In the application, applicants must indicate the **form** of study (full-time, combined) and the **name of the degree programme**. **Applications (including the enclosures required) must be submitted online by 11:59:59 p.m. on 30 April 2017. The fee must be paid before the deadline for submitting applications.** Once the application has been filled in online, the Information System will generate a **six-digit code** for each application, **which must be used as the specific symbol during the payment of the administrative fee.** Please note that once the application has been completed, it must be submitted (by clicking on the “**Send**” button) in order to become valid.

4.2 **The following enclosures must be submitted as part of the application:**

- PhD dissertation project** (3–5 print pages),
- curriculum vitae**,
- reading list** of works relevant to the field of study,
- overview of academic achievements** (publications, research, employment, etc.).

Applicants applying for any of the programmes taught in languages other than Czech must submit their transcript of records in addition to the enclosures above.

Applicants must state their name, degree programme and name of their dissertation project in the **heading** of the first page of **each enclosure**.

Applicants should consult the list of PhD supervisors relevant to their subject to **select a prospective supervisor** and should indicate the supervisor’s name in the application. The lists of supervisors for each subject will be available at prijimacky.ff.cuni.cz.

4.3 Each enclosure to the application must be attached as a separate pdf file. The application and enclosures should **not be printed or sent by post**. All the materials supplied by the candidate during the examination to be considered by the committee (diploma thesis and other documents as required by the specifications relevant for the respective subject) will be filed and will not be returned to the candidate. Materials supplied for the committee’s reference only will be returned to the candidate.

4.4 Where **dissertation topics** are proposed as part of the specifications for the respective subject, the applicant shall select his/her topic from this list; where no topics are proposed, the applicant shall

propose his/her own topic. The **dissertation topic must be consulted in advance with** the prospective supervisor or the chair of the relevant subject-area board.

4.5 Applicants failing to duly complete the application form or to document the payment of the administrative fee will be notified by the Faculty and asked to rectify the shortcomings within an adequate time. In the case of failure to rectify the shortcomings within this time, the admission procedure will be terminated. The administrative fee will not be refunded.

4.6 **Applicants may use one PhD dissertation project to apply for one degree programme only.** If more applications are submitted to which one PhD dissertation project is attached, the project will be deemed as belonging to the earliest submitted application. The applicant will be asked to supply an independent project for each of the other applications submitted. In the case of failure to comply by the set deadline, the admission procedures related to such applications will be terminated.

4.7 Details given in the application may be altered via e-mail sent to prijimacky@ff.cuni.cz. The form of study and the name of the degree programme may be changed no later than the application deadline for the respective form and degree programme. Personal details may be altered at any time.

4.8 All stages of the admission procedure can be followed at <http://is.cuni.cz/studium/eng/prijimacky/> under **My applications**. This includes submission of the application, the exact dates of the entrance examinations, the total number of points obtained, and the final results of the admission procedure (admission/non-admission).

5. Alternative Dates of Examination, Video Conference Examinations

5.1 The Dean may permit an **alternative date of entrance examinations**, upon a written request, to applicants unable to take the examination on a regular date for **serious and duly justified reasons**, relating to health 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 are to be submitted via an **online form** at the website prijimacky.ff.cuni.cz. Requests 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 are asked to refer to the Information System for the alternative date. Applicants who are not granted an alternative date will receive a written decision by post.

5.2 The Dean, upon recommendation from the chair of the departmental subject area board, may permit an **examination in the form of a video conference** in exceptional cases, upon written request, to applicants unable to take the examination on either the regular date or the alternative date **for serious and duly justified reasons** (permanent residence or long-term stay abroad). The request must be received by the Student Admission and External Relations Office no later than **ten days** before the regular date of examination. **Illness or participation in entrance examinations at other schools will not be considered as reasons** for allowing the entrance examination in the form of a video conference.

6. Entrance Examination

6.1 Applicants will be notified of the **date of the entrance examination** in accordance with the procedure stipulated by the Charles University Admission Procedure Regulations as amended.

6.2 The entrance examination consists of a **single round**, held in **oral form**. The purpose is to examine subject-related knowledge and aptitude for independent research in the chosen field. The examination includes discussion on the dissertation project supplied with the application. Unless stipulated otherwise for reasons related to the specialization of the degree programme, the entrance examination is held in the Czech or Slovak language in accordance with the accreditation of the subject, alternatively in one of the major world languages in accordance with the entrance exam specifications of the respective department. In philological degree programmes, the entrance examination committee may require that part of the interview be conducted in the respective language.

6.3 General requirements relating to 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.

7. Entrance Examination Assessment and Admission to Study

7.1 The maximum score an applicant can achieve is **60 points**. The **total score** consists of points achieved in the individual components of the examination. Unless specified otherwise by the entrance exam specifications for the respective subject, the allocation of points for the individual components of the examination is as follows: discussion on the dissertation project (0–30 points); assessment of the applicant's previous research and academic activities (0–15 points); knowledge of subject-related literature (0–15 points).

7.2 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/ (under **Admission procedure status**) for the number of points they obtained and the admission/non-admission status for each of the programmes they have applied for, using the e-mail 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.

7.3 The applicant is admitted if he/she obtains a minimum of 30 points in the entrance examination 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); **admissions will be granted to all applicants who score the same number of points as the applicant who comes last in the ranking of admissions. The full-time and combined forms of study use different maximum numbers of admissions. Applicants cannot be admitted without supplying, no later than on the enrolment day, evidence of their prior education** (refer to 7.4 hereof).

7.4 Applicants for **doctoral degree programmes** must document their education by presenting a certified copy of their master's diploma. Applicants who have completed their master's degree abroad must, in addition, submit documents recognizing and validating their foreign university degree (unless stated otherwise by an international agreement). For more detailed information regarding the rules applicable to the recognition and validation of foreign university degrees (nostrification), please refer to ff.cuni.cz/home/applicants/nostrification-diplomas/.

7.5 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 documents proving their prior education (see section 7.4 hereof). Upon presenting these

documents, the applicant will obtain the **decision on admission** and will be enrolled. **No applicant can be admitted for study without submitting these documents.** In justified cases (e.g. a study trip abroad on the regular date), an earlier date of enrolment may be permitted by the Dean. The applicant may also receive the decision on admission via the Information System if he/she grants his/her approval in the application.

7.6 Applicants who receive any of the above-mentioned documents after the regular enrolment date will be invited to an alternative enrolment, to be held no later than **30 September 2017**. Applicants who have completed their master's degree abroad and need to have their diploma recognized and validated will be invited to an alternative enrolment, to be held **no later than 23 October 2017**.

8. Consultation of Examination Materials; Review Procedure

8.1 Applicants are entitled to consult their entrance examination materials (see Administrative Code, § 38). The organisation and rules are regulated by the Provision of the Dean and will be published on the website prijimacky.ff.cuni.cz.

8.2 Applicants are entitled to **request a review** of the Dean's decision regarding the admission procedure. The purpose of the review procedure 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 procedure does not guarantee a certain number of vacancies for applicants. Admissions resulting from the review procedure are, therefore, **not granted** to applicants who cite reasons such as motivation or interest, who have scored just below the minimum number of points required for admission, or where vacancies remain because not all of the applicants admitted have been enrolled.