

**Admission Procedure Specifications**  
**Faculty of Arts, Charles University (CU FA)**  
**For Study Beginning in the Academic Year 2018/2019**  
**Doctoral Degree Programmes**

**Contacts**

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- Web: <http://www.ff.cuni.cz/home/applicants/>
- Facebook: [facebook.com/ff.cuni](https://www.facebook.com/ff.cuni)
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**Dates**

- Applications are to be submitted between 1 December 2017 and 30 April 2018
- Entrance examination dates:  
Social Work (a joint programme with the Faculty of Humanities): 1-15 June 2018  
Other Programmes: 18-19 June 2018
- Alternative entrance examination date:  
Social Work (a joint programme with the Faculty of Humanities): 22-29 June 2018  
Other Programmes: 27 June 2018

**Administrative Fee**

**The fee is CZK 500 per one online 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 applicable 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 Cashier's Office, Charles University's Faculty of Arts (<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.**

## 1. General Information on the Admission Procedure and Study

1.1 The admission procedure is regulated by Articles 48–50 of Act No. 111/98 Coll., to regulate higher education institutions and to change and amend other laws, as amended (hereinafter “**the Higher Education Act**”), by Articles 19 and 20 of the Constitution of Charles University, as amended, by the Code of Admissions Procedure of Charles University, as amended (hereinafter “**CU Code of Admissions Procedure**”), by the present Admission Procedure Specifications regulating study at the Faculty of Arts, Charles University for study beginning in the academic year 2018/2019 (hereinafter “**Admission Procedure Specifications**”), by the Provision of the Dean No. 4/2017 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 2017/2018 academic year.

1.2 The standard length of **doctoral degree programmes** is three years, in some programmes (where specified by the specifications relating to the programme) four years. Students follow their individual study plans; they graduate by defending their doctoral dissertation and passing the final doctoral state examination. Graduates 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/](http://ff.cuni.cz/home/applicants/phd-programmes/) and on the websites of the respective departments and institutes of the Faculty.

## 2. Application for Study

2.1 **The online form** will be available at <http://is.cuni.cz/studium/eng/prijimacky/> from 1 December 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 2018. 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.

2.2 **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. Transcripts of records may be submitted in Czech, Slovak, English or in the language in which the programme is accredited.

Applicants must state their full name, the name of the degree programme and the 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 programme to **select a prospective supervisor** and should indicate the supervisor’s name in the application. Applicants unsure of which supervisor to select are advised to select the chair of the programme board. The lists of supervisors for all programmes will be available at [prijimacky.ff.cuni.cz](http://prijimacky.ff.cuni.cz).

2.3 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 applicant during the examination to be considered by the committee (diploma theses and other documents as required by the specifications relevant for the respective programme) will be filed and will not be returned to the applicant. Materials supplied for the committee's reference only will be returned to the applicant.

2.4 Where **dissertation topics** are proposed as part of the specifications for the respective programme, 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 chair of the relevant programme board.

2.5 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 eliminate the shortcomings within an adequate time. In the case of failure to eliminate the shortcomings within this time, the admission procedure will be terminated. The administrative fee will not be refunded.

2.6 **Applicants may use one PhD dissertation project to apply for one degree programme only.** If applications are submitted by an applicant to more than one programme and only one 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. Applicants intending to apply simultaneously for the full-time and combined forms of the same degree programme are advised to supply the identical dissertation project and the identical number of compulsory enclosures with both applications. Such applicants will take one entrance examination only and the result will apply for both admission procedures.

2.7 Details given in the application may be altered via e-mail sent to [prijimacky@ff.cuni.cz](mailto: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.

2.8 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).

### 3. Alternative Dates of Examination, Video Conference Examinations

3.1 The Dean may permit an **alternative date of entrance examinations**, upon a written request by the applicant, to applicants unable to take the entrance 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](http://prijimacky.ff.cuni.cz). Requests for an alternative date must be submitted **no later than five days after the date of the regular entrance examination**. 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; in such cases, the original date of examination is applicable.

3.2 The Dean, upon recommendation from the chair of the programme board, may permit an **examination in the form of a video conference** in exceptional cases, upon a written request by the

applicant, to applicants unable to take the examination **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.

#### 4. Entrance Examination

4.1 In accordance with Article 4 (5) of the CU Code of Admissions Procedure, applicants will receive an **invitation to the entrance examination, via the University's online Information System, no later than 30 days prior to the date of the examination.**

4.2 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 programme, 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.

4.3 General requirements relating to entrance examinations are further specified by the Provision of the Dean No. 4/2017 as amended. The specific form of the examinations, the expected number of admissions and further requirements are specified by the admission procedure specifications applicable to the individual degree programmes.

#### 5. Entrance Examination Assessment and Admission to Study

5.1 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 examination specifications for the respective programme, 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).

5.2 The **final results** of the admission procedure will be available no later than on **4 July 2018**. Applicants should refer to the website at [is.cuni.cz/studium/eng/prijimacky/](http://is.cuni.cz/studium/eng/prijimacky/) 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.

5.3 **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 expected 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. Please note that different expected numbers of admissions apply to the full-time and combined forms of study.**

**Applicants cannot be admitted without supplying, no later than on the enrolment day, evidence of their prior education** (refer to 5.4 hereof).

5.4 Applicants for **doctoral degree programmes** who completed their previous education outside the Faculty of Arts, Charles University, must prove their education by presenting a certified copy of their 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 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 <https://www.cuni.cz/UKEN-16.html>.

5.5 Once the results have been announced via the Faculty's online information system, applicants who failed the entrance examination will be sent a **decision on non-admission** by post (delivery to the addressee only). Applicants who passed the entrance examination will be asked to enrol on a date specified. During the enrolment, they will first be asked to present a document proving their previous education (see section 5.4 hereof). Upon presenting these documents, the applicant will obtain the **decision on admission** and will then be enrolled. **No applicant can be admitted for study without submitting these documents.** In justified cases (e.g. applicants 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 online information system, provided he/she has presented the Faculty with documents proving his/her previous education.

5.6 Applicants who receive any of the above-mentioned documents after the regular enrolment date will be given an alternative enrolment session, no later than **30 September 2018**. Applicants who have completed their master's degree abroad and need to have their diploma recognized and validated will be given an alternative enrolment session, no later than **22 October 2018**.

## **6. Consultation of Examination Materials and Appeal Procedure**

6.1 Applicants are entitled to consult their entrance examination materials (see Section 38 of the Administrative Code). The organisation and rules are regulated by the Provision of the Dean and will be published on the website [prijimacky.ff.cuni.cz](http://prijimacky.ff.cuni.cz).

6.2 Applicants are entitled to **appeal** the Dean's decision regarding admission/non-admission. The purpose of the appeal 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 appeal procedure does not guarantee a certain number of vacancies for applicants. Admissions resulting from appeal are, therefore, **not granted** to applicants who cite reasons such as motivation or interest, who 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.