

Faculty of Arts, Charles University
Annex to the Invitation to the Entrance Exams for the Academic Year 2018/2019

Thank you for applying for study at the Faculty of Arts, Charles University (CUFA). Before attending the entrance exam, kindly consult the admission procedure regulations, especially the general and programme-specific admission procedure specifications (everything can be found here: bit.ly/podminkyPŘ). Below, you will only find the most important points relevant for the entrance exam itself.

1. Invitations to the entrance exams are distributed via our online system. Kindly **review all the information in the invitation** carefully. If something does not correspond with the data you filled into the application, contact us immediately at prijimacky@ff.cuni.cz.
2. Kindly print out the invitation from the Information System and bring it to the exam. During the **registration** for the respective part of the entrance exam, you will be asked to prove your identity by presenting the invitation and your ID. **Unless you present these documents, you will not be allowed to take the entrance exam.** Should you fail to bring your invitation to the exam, please ask for a copy at the Department of External Relations and Student Admission, CUFA (Jan Palach Square 2, Prague 1, room No. 130 which is located on the first floor, to the left from the staircase). The staff are present at least 30 minutes prior to the start of the registration; on working days, they are present throughout the exam. Please note that some exams are scheduled for Saturdays or Sundays (this is no mistake in dates).
3. The **duration of the first (written) part** of a two-part entrance exam and of a **one-part written exam** is specified in the entrance exams rules for the individual degree programmes. Please come to **the registration at the time specified in the invitation**. Please note that in programmes with many applicants, the registration may take 20-30 minutes and more. You are not allowed to open the envelope with materials and start working until **explicitly invited to do so** by the exam committee; you are obliged to follow the committee's instructions in all respects. If in doubt, please ask the staff before the applicants are asked to open their envelopes, as no questions will be answered once the envelopes are opened (candidates are only allowed to contact the staff if the exam script is incomplete or damaged, or in cases of sudden indisposition).
4. The **time for registering** for the second (oral) part of a two-part entrance exam and for the one-part oral exam is specified in your **invitation**. On the day of the exam, please arrive well in advance. For some degree programmes, you may have to wait up to several hours to be examined. If you have been invited to take the entrance exam for more programmes at the same time, you can, one day before the exam at the latest, contact the respective department by e-mail or phone to reschedule your exam to a later time or date. Should it be impossible to change the time of your exam, you may apply for a **substitute date** (see below).
5. Materials specified by the programme requirements shall be **submitted to the examination committee at the oral exam or at the second (oral) part of the two-part exam, unless specified otherwise by the rules of the programme**. Written materials presented to the committee (reading lists, CVs, etc.) are either submitted to the committee (and not returned to the applicant) or presented only for reference at the exam – to find more, please consult the rules relating to your programme. If you are applying for more programmes where such materials are to be submitted, please prepare enough copies for each examination committee. As far as official documents are concerned (confirmation of work experience, etc.), you are allowed to submit unverified copies, while presenting the committee(s) with the originals for reference only. If you are submitting more extensive documents (seminar essays, BA theses, etc.), it is sufficient to let the committee see the original and submit the whole document as a PDF file on CD or another device (please submit CDs in paper covers and write your name and degree programme on them). If you are presenting a thesis stored in the Charles University Repository, it is sufficient to let the committee see the original and submit, in print, bibliographic details and information about the location of the thesis. Materials which are not indicated in the requirements are not to be submitted during the exam and will not be taken into account.

6. During the written entrance exam, it is not allowed to:

- a) use written notes and printed materials, including dictionaries and reference books, **unless explicitly specified otherwise by the rules of the particular degree programme,**
 - b) use electronic devices (mobile phones, portable computers and other communication devices); all such devices have to be turned off during the exam. The only exception are those applicants who have been granted a modified version of the entrance exam with respect to their specific learning needs.
7. If an applicant is caught **attempting to breach the rules of the entrance exam**, he/she will be warned by the committee. Should the applicant make a second attempt to violate the rules, his/her materials will be taken away and he/she will not be allowed to continue with the written exam. If an applicant is caught **copying information**, his/her materials will be taken away without any prior warning and he/she will not be allowed to continue with the written exam.
8. For **one-part entrance exams**, the maximum number of points is **100**. For **two-part entrance exams**, you can gain **50 points for each part**. You **proceed to the second part** of the exam if you have gained **at least 25 points** in the first part. You can follow the admission procedure – submission of the application, dates of the entrance exams, the results of the first part, overall results – in the Information System (is.cuni.cz/studium/prijimacky). The **number of points** awarded in the first (written) part of a two-part entrance exam will be published in the Information System gradually, no later than one day prior to the second (oral) part of the exam; the number of points awarded in the other exams taken on the regular dates will be published no later than 25 June 2018; the number of points awarded in exams taken on substitute dates will be published no later than 29 June 2018. The **overall results** of the admission procedure will be published no later than **4 July 2018** in the evening. All candidates will be notified via e-mail that the results have been published.
9. **You can be admitted for study if you submit a certificate of your previous education, gain at least 50 points, and, given the number of points achieved, place among the expected number of admissions for the respective programme** (if the given programme is available both in full-time and combined forms, the expected number of admissions is specified for either of the forms separately). For programmes offered as double-subject only, you have to be admitted to **at least two mutually combinable programmes**. More detailed regulations concerning admissions can be found in the Admission Procedure Specifications (Article 5.3).
10. The Dean may grant you a **substitute date** for the entrance exam if you cannot attend it at the regular date for **serious and documented reasons**, especially health problems. You can apply for a substitute date via the online form at <http://www.ff.cuni.cz/prijimaci-izeni> no later than five days after the regular date of the exam (you are, however, advised to apply as soon as possible). There are only fixed substitute dates and no other dates will be offered. You may apply for a substitute date for the second part of a two-part entrance exam only after the results of the first round have been published and it is, therefore, evident that you have proceeded into the second part. If you are granted a substitute date, the date of the entrance exam will change automatically in your personal file in the Information System. If you are not granted a substitute date, you will receive a written decision by post and the original date remains valid. 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.
11. If you proceed into the second part of a two-part entrance exam, you will be allowed to see **materials related to the admission procedure** during the second part of the exam. If you have not proceeded into the second part, you can see the materials at the Faculty of Arts, Jan Palach Square 2, Prague 1, 1st floor, room No. 130, from 24 July to 27 September 2018, on Tuesdays from 9:00 to 12:00, on Wednesdays from 14:00 to 16:00, and on Thursdays from 14:00 to 16:00. You have to **apply** by e-mail (prijimacky@ff.cuni.cz) at least three working days before you intend to come to see the materials. In your request, please state your name, degree programme, number of application and a preferred date for consulting the exam materials. You are expected to come only after we have confirmed a specific date.

12. If you learn from the Information System that you have not been successful at the entrance exam, you will receive, by post to the address indicated in your application, the **Dean's decree informing you that you have not been accepted**. If you learn that you have been successful, please attend the enrolment procedure on the date specified in the Information System, submit a verified copy of a **certificate of your previous education**, and you will receive the **Dean's decree confirming your acceptance** as a student. Should you have any questions concerning the enrolment process, kindly contact the Registrar's Office.
13. If you have not been accepted and have serious objections to the Faculty's admission procedure, you may lodge an **appeal against the Dean's decision**. Please note that the only purpose of the appellate procedure is to review the compliance of the decision with the Higher Education Act, the internal regulations of Charles University and the Faculty of Arts, and the regulations of the admissions procedure for 2018/2019. **Please note that there are no vacancies reserved for these applicants**. The applicant's motivation, his/her interest in the programme or the fact that some of the successful applicants may not enrol **do not justify the alteration of the decision**.
14. During the time of the entrance exams, you can apply for **accommodation at the Charles University student dormitories for a reduced price**. For more information, please visit the website kam.cuni.cz/KAM-57.html.

I wish you every success in the entrance exams at the Faculty of Arts, Charles University.

doc. Petr Christov, Ph.D.

Acting Vice-Dean for Student Admission and External Relations CUFA

More details about the entrance exams can be found at <http://www.ff.cuni.cz/home/applicants/>, or contact us via e-mail: prijimacky@ff.cuni.cz or telephone: +0042 221 619- 330, 333.