

**Admissions Procedure Specifications
Faculty of Arts, Charles University (CU FA)
For Study Beginning in Academic Year 2019/2020
Bachelor's and Follow-up Master's Study**

General Information

Contacts

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

Dates and Deadlines

- Applications to be submitted (bachelor's study): **between 1 October 2018 and 28 February 2019**
- Applications to be submitted (master's study): **between 1 October 2018 and 31 March 2019**
- Open Day: **12 January 2019**
- Written parts of entrance examinations for bachelor's programmes in Art History, Film Studies, Philosophy and Religious Studies: **11–12 May 2019**
- Entrance examinations for all the other bachelor's programmes or subjects and for all follow-up master's programmes or subjects: **25–26 May 2019 and 1–13 June 2019**
- Alternative date for all entrance examinations: **18–19 June 2019**
- Results of entrance examinations to be announced in the online system: **by 25 June 2019**

Fees Related to the Admissions Procedure

Administrative Fees:

CZK 640 per one online application for programmes, subjects and dual specialisation studies **allowing single curriculum (single subject) study**

CZK 320 per one online application for programmes, subjects and dual specialisation studies **not allowing single curriculum (single subject) study** – a minimum of two applications must be submitted

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 1/2, 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 admissions procedure.**

1. General Information on the Admissions Procedure and Programmes of Study

1. The admissions procedure is regulated by Articles 48–50 of Act No. 111/1998 Sb. – the Higher Education Act of the Czech Republic as amended (hereinafter “**Higher Education Act**”); by Articles 19 and 20 of the Charles University Constitution as amended; by the Charles University Code of Admissions Procedure, as amended (hereinafter “**CU Code of Admissions Procedure**”); by Rector’s Measure No. 7/2018, Calendar of Admissions for the 2019-2020 Academic Year; by these Admissions Procedure Specifications for study at the Faculty of Arts, Charles University beginning in the 2019/2020, comprising general regulations and specific requirements for the admissions procedure relating to study in the individual programmes and subjects (hereinafter “**Admissions Procedure Specifications**”); by Dean’s Measure No. 4/2017 regulating the organization of the admissions procedure at the Faculty of Arts, Charles University, as amended; and by the Dean’s Measure regarding the time schedule of the admissions procedure, to be issued during the 2018/2019 academic year.

1.2 **Bachelor’s 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). **Follow-up master’s 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).

1.3 Each **programme of study or subject** is taught by a **department or institute** of the Faculty of Arts, Charles University (hereinafter: “**Faculty of Arts, Charles University**” or “**Faculty**”), with some programmes 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/). Further details regarding study at the Faculty, study regulations and, most importantly, the study plans of the accredited programmes and subjects are available at ff.cuni.cz/home/applicants/.

2. Application for Study

2.1 The Faculty of Arts, Charles University has begun phasing in new accreditations, according to regulations set by the Higher Education Act. The offer of programmes and subjects starting

in the 2019-2020 academic year is partly in compliance with the old accreditation system, partly in compliance with the new accreditation system. The table below is a summary of the **major changes in terminology**:

old accreditation	new accreditation
subject	programme
single-subject degree	single curriculum study
double-subject degree	double curriculum study
X	dual specialisation study

The term “double curriculum study” refers to a programme of study that allows acquiring comprehensive knowledge and skills from another programme of study. (refer to the CU Code of Admissions Procedure, Article 3, paragraph 1)

2.2 Bachelor’s as well as follow-up master’s study can be either **single curriculum study (single-subject degree)** or **double curriculum study (double-subject degree)**. Each programme and subject offered by the Faculty falls into one of the **following three categories** (refer to the admissions procedure specifications applicable to the individual programme or subject):

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

b) double curriculum study (double-subject degree) – a programme or subject which can only be studied in combination with another programme or subject in a double curriculum study; applicants can only be admitted if they meet – in the same admissions procedure – the admissions requirements applicable to a minimum of two programmes or subjects which can be combined;

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

Furthermore, some programmes (under the new accreditation) offer **dual specialisation study** – a combination of two specialisations within one programme (see section 2.5 hereof).

Any double curriculum (double-subject) combinations can normally be selected without limitations at bachelor’s as well as follow-up master’s levels; however, **applicants may not combine a programme (new accreditation) with a subject (old accreditation)**. Further limitations may be specified in the admissions procedure specifications applicable to the individual programme or subject.

2.3 Applicants for study at the Faculty of Arts, Charles University can submit an **unlimited number of applications**. Each programme or subject requires **one separate application**. Applicants applying for **both the full-time and combined forms of the same programme or subject** must submit one application for each form of study. Applicants applying for programmes, subjects and dual specialisation studies not allowing single curriculum (single subject) study must submit a minimum of one **additional application for another programme, subject or dual specialisation study which can be combined**. Applicants who fail to submit the number of applications required will not be admitted.

2.4 Applicants should not indicate in the application form which combination of programmes or subjects they intend to study. Applicants for programmes and subjects allowing single curriculum as well as double curriculum study (single-subject and double-subject degree

programmes) should not indicate whether they intend to take the programme or subject in its single curriculum (single-subject) or double curriculum (double-subject) form. Applicants who are admitted to more than one programme, subject or dual specialisation will **make a binding decision during the enrolment as to which programme or subject** (or which combination of programmes, subjects or specialisations) **they will study**. Applicants who are admitted to a combination of programmes (double curriculum study) will make a binding decision during the enrolment as to which programme they will study in the major curriculum form and which programme in the minor curriculum form.

2.5 Some programmes and subjects are divided into **specialisations**. Where no specialisation is indicated, the programme or subject in question is studied without specialisations. The admissions procedure specifications applicable to the individual programme or subject with specialisations always specify when the applicant is to make a binding choice of specialisation. With all subjects and with some programmes, applicants can **only select one specialisation**. Other programmes are divided into **dual specialisations**: these are specialisations which are to be taken in combination with another specialisation within the same programme. The following rules apply to these specialisations: each dual specialisation has **its own set number of admissions** (see below); each dual specialisation requires a separate application; applicants can submit applications to an **unlimited number of dual specialisations** (and, at the same time, to an unlimited number of programmes and subjects) and take the entrance examinations for all these programmes, subjects and specialisations; the points result is considered separately for each dual specialisation; the entrance examination for each dual specialisation results in a **separate ranking of applicants**; prospective students can study a combination of one specialisation of a programme with a different programme (**double curriculum study**), a combination of two specialisations within one programme (**dual specialisation**), or, if this is allowed by the admissions procedure specifications, a programme with one specialisation (**single curriculum study**).

2.6 **Applications are submitted online**. The online form will be available at <http://is.cuni.cz/studium/eng/prijimacky/> from 1 October 2018. **Applications for bachelor's programmes and subjects of study must be submitted, via the online Information System, and payments must be made by 11:59:59 p.m. on 28 February 2019; applications for follow-up master's programmes and subjects of study must be submitted online and payments must be made by 11:59:59 p.m. on 31 March 2019**. 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 refer to the above section Fees Related to the Admissions 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**.

2.7 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 (refer to sections 5.4 and 5.5 hereof). Materials documenting the applicants' interests should only be presented where this is explicitly stipulated by the admissions procedure specifications applicable to the individual programme or subject, normally in the 2nd round of the entrance examination or during the oral interview if this is the only part of the entrance examination.

2.8 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. **Notifications are only sent online via the Information System.** In the event of failure to rectify the shortcomings within this time, the admissions procedure will be terminated. The administrative fee will not be refunded.

2.9 **Details given in the application may be altered via e-mail** sent to prijimacky@ff.cuni.cz. The type and form of study as well as the programme or subject of study may only be changed before or on the day which is the application deadline for the types, forms and programmes or subjects in question. Personal details may be altered at any time.

2.10 All stages of the admissions procedure can be followed at is.cuni.cz/studium/eng/prijimacky under **My applications** – i.e. the 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 admissions procedure (admission/non-admission).

3. Modifications, exemptions from entrance examinations, alternative dates of examination

3.1 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 for an exemption from the entrance examination 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 procedure will be terminated.

3.2 **Exemptions from the entrance examination, or a part thereof**, can only be granted where this is explicitly allowed by the admissions procedure specifications applicable to the individual programme or subject. **Requests for exemptions from the entrance examination**, 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 admissions procedure specifications applicable to the individual programme or subject, the request must be submitted by the application deadline applicable to the programme or subject in question. The request for exemption must be accompanied by **all the documents required** by the admissions procedure specifications applicable to the individual programme or subject. If the exemption is not granted, the applicant is to take the entrance examination on the date specified by the invitation.

3.3 Furthermore, **exemptions from part of the entrance examination can be granted** provided this option is explicitly stated in the admissions procedure specifications applicable to the individual programme or subject. Applicants are **not required to request an exemption**; an exemption from the relevant part of the examination is granted automatically to applicants who meet the set requirements (e.g. exemption from the second round applicable to applicants who score a set number of points in the first round). Applicants granted an exemption from one round of a two-round examination will obtain the **maximum number of points (50)** for the relevant round.

3.4 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, then select the relevant physical handicap and also specify, in the relevant column, the type of modification which he/she requests. Where the entrance examination consists of two rounds, applicants must specify whether modification is requested for the oral part, the written part, or both parts. 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 for modification must be submitted by the application deadline applicable to the programme or subject in question.

3.5 The Dean may grant a permission to take the entrance examination on an **alternative date** to applicants unable to take the examination on the regular date 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. The request for an alternative date should be submitted via an **online form**. 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 **within three days of the regular date of the entrance examination**. The applicant will be notified of the status of his/her request via the 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 are to take the entrance examination on the regular date.

3.6 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 date is permissible.

4. Entrance Examinations

4.1 The Faculty of Arts sends to the applicant an **invitation for the regular date of the entrance examination through the University's Online Information System not later than 30 days before the date of the examination**. Should the Faculty send an invitation for an alternative date of the entrance examination, this period may be shortened accordingly. A password to log into the online information system is obtained by the applicant after the applicant has submitted the application to study. When **registering** for each part of the entrance examination on the day it is held, applicants are required to present their identity documents. **Applicants failing to prove their identity will not be allowed to take the examination**.

4.2 Different programmes and subjects of study require different forms of entrance examinations. Examinations 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 programmes or subjects 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 for programmes and subjects accredited to be taught in Czech are held in Czech; the test instructions and the oral interview are in Czech, unless foreign language skills are the skills tested in the examination. Unless stipulated otherwise in the admissions procedure specifications applicable to the programme or subject in question, candidates are allowed to communicate in the Slovak language during the examination. Entrance examinations for programmes and subjects accredited to be taught in languages other than Czech are held in the accredited language of instruction.

4.3 Applicants applying simultaneously for the **full-time and combined forms of the same programme** are required to take the entrance examination only once; their results will be recognized for both forms of study. Unless stipulated otherwise by the admissions procedure specifications applicable to the individual programme, the same applies to applicants applying for two or more programmes whose written examinations, or a part thereof, are identical or have the same validity.

4.4 General requirements regarding entrance examinations are further specified by Dean's Measure No. 4/2017 as amended. The specific form of the examinations, the expected number of admissions and any further requirements are specified by the admissions procedure specifications applicable to the individual programmes.

5. Entrance Examination Assessment and Decision on Admission to Study

5.1 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/ (after logging in under **My applications**). **The Faculty of Arts, Charles University does not use any other ways to notify applicants of the results of the first round of the entrance examinations.**

5.2 The **final results** of the entrance examinations will be published no later than on 25 June 2019. Applicants should refer to the website at is.cuni.cz/studium/eng/prijimacky/ (under **My applications**) for the number of points obtained and the admission/non-admission status for each of their applications, using the login email address and password which they used when creating their application. The Faculty will not inform applicants or any other persons about the results of other applicants. Only general information regarding the admissions procedure is announced on the Faculty's notice board.

5.3 An applicant is admitted if he/she obtains a minimum of 50 points in the entrance examination (taking the form of a single round or two rounds) and at the same time scores enough points to place among the set number of applicants admitted to the respective programme, subject or dual specialisation (refer to the admissions procedure specifications applicable to the individual programmes and subjects); 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, subjects and dual specialisation studies offered in both the full-time and combined forms, the number of admissions is set separately for both forms. Applicants applying for programmes, subjects and dual specialisation studies where single curriculum study is not possible will only be

admitted if they meet the set requirements for a minimum of two programmes, subjects and dual specialisation studies which can be freely combined (for more details, see sections 2.2 and 2.5 hereof). **The ranking of applicants to be admitted to programmes, subjects and dual specialisation studies where single curriculum study is not possible will also include applicants who place in the ranking in one programme, but fail to be admitted to at least one other programme, subject or dual specialisation study which can be combined; therefore, the set number of admissions may remain unfilled. Applicants admitted cannot be enrolled unless they supply, no later than on the enrolment date, evidence of their previous education** (see sections 5.4 and 5.5 hereof).

5.4 Applicants for **bachelor's study** must prove their previous education by presenting a certified copy of their secondary school-leaving certificate (*maturita*). Applicants who completed their secondary education outside the Czech Republic must, in addition, submit a document recognizing their certificate of foreign secondary education (unless stipulated otherwise by an international agreement). Applicants for **follow-up master's study** 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 completed their bachelor's or master's study outside the Czech Republic must, in addition, submit documents recognizing their foreign university degree (unless stipulated otherwise by an international agreement).

5.5 Applicants who completed their previous secondary or tertiary education outside the Czech Republic may, for the purposes of the admissions procedure at Charles University, **apply with the Faculty for the recognition of their previous education ("nostrification")**. For more detailed information, please refer to the Faculty's website under Applicants (ff.cuni.cz/home/applicants/nostrification-diplomas/). A fee is charged for the recognition application; the fee is non-refundable, including in the cases of non-admission. The education recognition only applies to the admissions procedure at Charles University faculties in the relevant academic year.

5.6 Once the results have been announced via the Faculty's online 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 sections 5.4 and 5.5 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. applicants for a follow-up master's programme unable to enrol on the regular enrolment date due to a study stay 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 submitted documents proving his/her previous education.

5.7 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, to be held no later than **30 September 2019**. 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, to be held no later than **22 October 2019**.

6. Consultation of Examination Materials and Appeal

6.1 Applicants are entitled to **consult their entrance examination materials**. The organisation and rules are stipulated by a Dean's Measure and will be published at the website at ff.cuni.cz/home/applicants/.

6.2 An applicant can **appeal** the Dean's decision regarding the applicant's admission/non-admission. The purpose of the appeal proceedings is to review the compliance of the admissions procedure with the Higher Education Act and the internal regulations of Charles University and the Faculty of Arts, Charles University. The appeal proceedings do not, therefore, guarantee a certain number of vacancies for applicants appealing a decision. Therefore, the reasons for cancelling the appealed decision **do not include** the applicant's motivation and interest, or the fact that the number of points scored by the applicant is immediately below the points threshold set for admission, or the fact that vacancies remain because not all of the applicants admitted have enrolled.

Refer to separate files for the following:

7.1 Specific admissions requirements - bachelor's study (old accreditation)

7.2 Specific admissions requirements - bachelor's study (new accreditation)

7.3 Specific admissions requirements - follow-up master's study (old accreditation)

7.4 Specific admissions requirements - follow-up master's study (new accreditation)