

Faculty of Arts, Charles University:
Annex to the Invitation to Entrance Exams for the Academic Year 2019/2020

Thank you for your interest in studying at the Faculty of Arts of Charles University (CUFA). Before taking the entrance exam, we recommend that you consult the admissions procedure regulations, in particular the general Admission Procedure Specifications and the specific requirements for the study programme you are applying to (everything is available here: bit.ly/podminkyPR). We provide below only the most important points relating to the entrance exam itself.

1. Invitations to entrance exams are distributed via our online system. Please **review all the information in the invitation** carefully. If something does not correspond to the data you entered in the application, contact us immediately at prijimacky@ff.cuni.cz.

2. Please print out the invitation from the electronic system and bring it to the exam. During **registration** for the respective part of the entrance exam, you will be asked to prove your identity by presenting the invitation and your ID card or passport. **If you fail to present these documents, you will not be allowed to take the entrance exam.** If you forget to bring your invitation to the exam, you may request a duplicate at the Student Admission and External Relations Office, CUFA (nám. Jana Palacha 2, Prague 1, room no. 130, which is located on the first floor, to the left of the staircase). The staff are present in the office at least 30 minutes prior to the start of registration; on weekdays, they are present during the entire exam. Please note that some exams are scheduled for Saturdays or Sundays (this is not an error in the date).

3. The **duration of the first (written) part** of the two-part entrance exam and the **one-part written exam** is specified in the admissions procedure regulations for the specific programmes. Please come to **registration at the time specified in the invitation**. Please note that registration for programmes with a large number of applicants could take a longer time. You are not allowed to open the envelope with the materials or to start working until **explicitly invited to do so by the exam committee**, and you are required to follow the committee's instructions in all respects. If you are uncertain about something, please ask the staff before you are asked to open the envelopes with the materials and tests. 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 a 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 to the entrance exam**. On the day of the exam, please arrive well in advance. For some programmes, you may have to wait up to several hours for the exam. If you have been invited to take the entrance exam for more programmes at the same time, you may contact the respective department by e-mail or phone, one day before the exam at the latest, to reschedule your exam for a later time or date. If it is impossible to change the time of your exam, you may request an **alternative date for the exam** (see below).

5. Materials relating to the programme requirements are to be **submitted to the examination committee at the oral exam or during 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 – this information is available in the entrance exam requirements for 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 with the originals for reference only. If you are submitting more extensive documents (course papers, BA theses, etc.), it is sufficient to let the committee see the original and submit the whole document as a PDF file on a CD or on other media (please submit CDs in paper covers and write your name and the name of the 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 a printed bibliography with information about the location of the thesis. Materials not indicated in the programme requirements are not to be submitted during the exam and will not be taken into account.

6. During the written entrance exam, you are not allowed to:

- a) use any written notes and printed materials, including dictionaries and reference books, **unless explicitly specified otherwise by the rules of the particular programme**,
- b) use electronic devices (mobile phones, portable computers and other communication devices); all such devices must be turned off during the exam. The only exception are computers for applicants who have been granted a modified version of the entrance exam with respect to their special learning needs.

7. If applicants **attempt to engage in inadmissible or fraudulent conduct**, they will be warned by the exam committee. Should the applicants make a second attempt to engage in such conduct, their materials will be taken away and they will not be allowed to continue with the written exam. If applicants are caught in the act of **copying information**, their materials will be taken away without any prior warning and they will not be allowed to continue with the written exam. Such candidates are not entitled to an alternative date for the entrance exam.

8. For **one-part entrance exams**, the maximum number of points is **100**. For **two-part entrance exams**, the maximum number of point is **50** for each part. You may continue **to the second part** of the exam if you have received at least **25 points** in the first part. You can follow the admissions procedure by logging in to the information system (is.cuni.cz/studium/prijimacky) – submission of the application, dates of the entrance exams, results of the first part, overall results. The **number of points** awarded in the first (written) part of the two-part entrance exam will be published in the information system no later than one day prior to the second (oral) part of the exam; the number of points awarded for other exams taken on regular dates will be published no later than 21 June 2019; the number of points awarded for exams taken on alternative dates will be published no later than 24 June 2019. The **overall results** of the admissions procedure will be published no later than **25 June 2019** 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, earn at least 50 points, and, given the number of points achieved, place among the anticipated number of admitted candidates for the respective programme** (if the programme is available both for full-time and part-time forms, the anticipated number of admitted candidates is specified for each form separately). In addition, if you apply for a programme offered only as a double-subject programme or double-curriculum study, you must be admitted to **at least two programmes that can be studied together**. A more detailed description of the criteria for admissions can be found in the Admission Procedure Specifications (point 5.3).

10. The Dean may grant you an **alternative date** for the entrance exam if you cannot attend the regular date for **serious and documented reasons**, in particular, health reasons. You should apply for an alternative date via the form available in the online application no later than three days after the regular date of the exam (you are, however, advised to apply as soon as possible). There are only fixed alternative dates, and no other dates will be offered – candidates who apply late may miss the alternative date. You may apply for an alternative date for the second part of the two-part entrance exam only after the results of the first round have been published and it is evident that you have passed the first part and can continue with the oral part. If you are granted an alternative date, the date of the entrance exam will change automatically in your personal file in the information system. If you are not granted an alternative date, you will receive a written decision by post and the original date will remain valid. If you have been granted an alternative date for more than one examination, there is no guarantee that the schedule of alternative dates will make it possible for you to take all of the exams; where this is not possible, applicants will need to decide which exams they prefer to take on the alternative date.

11. If you continue to the second part of a two-part entrance exam, you will be allowed to **consult your entrance examination materials** during the second part of the exam without having to make a written request in advance. The remaining candidates are allowed to consult their materials at the Faculty of Arts, nám. Jana Palacha 2, Prague 1, 1st floor, room no. 130, from 23 July to 31 August 2019, on Tuesdays from 9 a.m. to 12 noon, on Wednesdays from 2 to 4 p.m., and on Thursdays from 2 to 4 p.m. You must **apply** by email (prijimacky@ff.cuni.cz) no later than three business days before you intend to consult the materials. In your request, please state your name, the name of the programme, your application number, and a preferred date for consulting the exam materials. You may come to consult the materials only after we have confirmed a specific date.

12. If you learn from the information system that you have not passed the entrance exam, you will receive the **Dean's decision on non-admission to study** by post to the address indicated in your application,. If you learn

that you have passed, please attend the enrolment procedure on the date specified in the information system and submit a verified copy of the **certificate of your previous education**. You will then receive the **Dean's decision on admission to study**. Should you have any questions concerning the enrolment process, please contact the Registrar's Office.

13. If you have not been admitted and have serious objections to the Faculty's admissions procedure, you may **appeal the Dean's decision**. Please note that the only purpose of appeal proceedings 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 2019/2020. **Please note that there are no vacancies reserved for candidates lodging an appeal**. Therefore, the reasons for cancelling the appealed decision **do not include** the applicant's motivation and interest in the discipline, or the fact that vacancies remain because not all of the applicants admitted have enrolled.

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.

Mgr. Daniel Soukup, Ph.D., Vice-Dean for Student Admission and External Relations CUFA

More details about the admissions procedure can be found at <http://www.ff.cuni.cz/home/applicants/>, or contact us via e-mail: prijimacky@ff.cuni.cz or by phone: +420 221 619- 330, 333.