

## Annex to the Invitation to the Entrance Exams for the Academic Year 2019/2020: Ph.D. Programmes

Thank you for applying for a study programme at the **Faculty of Arts, Charles University (CUFA)**. Before attending the entrance exam, we suggest that you consult the CUFA Admission Procedure Regulations for 2019/2020 (<http://is.cuni.cz/studium/eng/prijimacky>) and Dean's measures Nr. 6/2019 – organization of admission to study at FF UK ([ff.cuni.cz/fakulta/predpisy-a-dokumenty/opatreni-dekana](http://ff.cuni.cz/fakulta/predpisy-a-dokumenty/opatreni-dekana)). Below, you shall find a list of the most important points.

1. 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](mailto:prijimacky@ff.cuni.cz).
2. During the **registration** for the entrance exam, you shall be asked to prove your identity by the invitation and by your ID. Therefore kindly print out the invitation and bring it with you. **Unless you present these documents, you shall not be allowed to take part in the entrance exam.**
3. **Time for registering** for the exam is specified in your **invitation and in the information system**. On the day of the exam, please arrive well in advance. For some study programmes, you may wait up to several dozens of minutes to be examined. If you have been invited to take the entrance exam for more programmes at the same time, you may apply for a **substitute date** (see below).
4. The maximum number of points for the exam is **60**. You can follow the entrance exam process in the information system ([is.cuni.cz/studium/prijimacky](http://is.cuni.cz/studium/prijimacky)), after logging in. The **overall results** of the entrance exams shall be published **by 8 July 2019** at the latest.
5. **You can be accepted as a student if you submit a certificate of your previous education, gain at least 30 points, and if you, given the number of points achieved, fit into the maximum number of accepted students for the given programme** (if the given programme is available both in the regular and distance-learning form, the expected number of accepted students is specified for each of them separately).
6. 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 by email ([prijimacky@ff.cuni.cz](mailto:prijimacky@ff.cuni.cz)) three days after the exam at the latest; however, we recommend applying as soon as possible. If your application has been granted, the date of the entrance exam changes in your information system record. If your application has not been granted, you shall receive a decree by post and the date remains the same.
7. You shall be allowed to see **materials related to the admission procedure** at the Faculty of Arts, Jan Palach Square 2, Prague 1, 1<sup>st</sup> floor, room nr. 130, from 23 July to 31 September 2019, always on Tuesday from 9:00 to 12:00, on Wednesday from 14:00 to 16:00, and on Thursday from 14:00 to 16:00. You have to **apply** by e-mail ([prijimacky@ff.cuni.cz](mailto:prijimacky@ff.cuni.cz)) at least three working days before you intend to come to see the materials.
8. If you learn from the information system that you have not been successful at the entrance exam, you shall receive, by post, 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 shall receive the **Dean's decree confirming your acceptance** as a student. Should you have any questions concerning the enrolment process, kindly contact the Research Office.
9. If you have not been accepted and if you have serious objections to the Faculty's behaviour, you have the right to lodge an appeal against **the Dean's decision**. Please note that, during the appeal procedure, it is only verified whether the decision has been issued in accordance with the Universities Act, the internal regulations of Charles University and the Faculty of Arts, and the rules of entrance exams for 2019/2020. **Please bear in mind there are no spare places reserved for these applicants**. When assessing an appeal, the applicant's motivation, their interest in the programme, or the fact that some of the successful applicants may not enrol, are **not perceived as valid reasons**.
10. 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 <http://kam.cuni.cz/KAMEN-1.html>.

I wish you every success in the entrance exams for study programmes at the Faculty of Arts, Charles University, and I look forward to welcoming you as new students.

Mgr. Daniel Soukup, Ph.D.

Vice Dean for Student Admission and External Relations, CUFA