

Admissions Procedure Requirements
Faculty of Arts, Charles University (CU FA)
For Studies Beginning in the Academic Year 2020/2021
PhD Programmes

Contacts

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

Dates

- Applications are to be submitted between 1 December 2019 and 30 April 2020
- Regular entrance examination dates: 16–19 June 2020
- Alternative entrance examination date: 25 June 2020

The above dates are applicable to all fields of study and to programmes of study whose **accreditation process has been completed** (i.e. Charles University's Internal Evaluation Board has accredited the respective programme of study) **or will be completed by 29 February 2020**.

For programmes of study whose accreditation process will be completed **after 29 February 2020**, the application deadline and the dates of entrance examinations will be set **separately**.

Application Fee

- **The fee is CZK 660** per one online application

Payment Details:

Name of Bank: Komerční banka Prague 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 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 of the Faculty of Arts, Charles University (<http://www.ff.cuni.cz/home/about/faculty-administration/finance-office/>).

Each application is assigned its own six-digit code, and the application 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 Studies

1.1 The admissions procedure is regulated by Articles 48 to 50 of Act no. 111/98 Sb., on institutions of higher education and on changes and amendments to other acts, as amended (the “**Higher Education Act**”); Articles 19 and 20 of the Constitution of Charles University, as amended; the Code of Admissions Procedure of Charles University, as amended (the “**CU Code of Admissions Procedure**”); Rector’s Measure no. 7/2019, the Admissions Procedure Schedule for the 2020/2021 Academic Year; these Admissions Procedure Requirements regulating studies at the Faculty of Arts, Charles University for studies beginning in the academic year 2020/2021: PhD studies, consisting of general terms and professional requirements for the admissions procedure for the specific programs of study and fields of study (the “**Admissions Procedure Requirements**”); Dean’s Measure no. 4/2017 regulating the organization of the admissions procedure at the Faculty of Arts, Charles University, as amended; and the Dean’s measure regarding the time schedule of the admissions procedure to be issued during the 2019/2020 academic year.

1.2 The standard length of **PhD studies** is three or four years (see the requirements for each programme or field of study). Students follow their individual study plans and graduate by defending their PhD dissertation and passing the final PhD state examination. Graduates are awarded the title of “doctor” (PhD). More details on PhD studies at CU FA, the study regulations, and study plans for all of the accredited programmes and fields of study are available at ff.cuni.cz/home/applicants/phd-programmes/ or on the web pages of the respective departments and institutes of the Faculty.

2. Application for Studies

2.1 The Faculty of Arts, Charles University has begun phasing in new accreditations, in accordance with the regulations set out in the Higher Education Act. The offer of programmes and fields of study starting in the 2020/2021 academic year is partly in compliance with the old accreditation system (**fields of study**) and partly in compliance with the new accreditation system (**programmes**). The differences between the old and new accreditation systems have no influence on the admissions requirements and the entrance examinations. All fields of study and programmes are offered with no specializations.

2.2 Applications are submitted **electronically**. The online application form will be available at <http://is.cuni.cz/studium/eng/prijimacky/> from 1 December 2019. In the application, applicants must indicate the **form** of study (full-time, combined) and the **name of the programme or field of study**. **Applications (including the required attachments) must be submitted online – and the fee must be paid by 11:59:59 p.m. on 30 April 2020**. Once the application has been completed online, a **six-digit code** is generated for each application, **which must be used as the specific symbol during the payment of the application fee**. Please note that, once the application has been completed, it must be submitted by clicking on the “**Send**” button in order to be valid.

2.3 The following attachments must be submitted as a part of the application:

PhD dissertation proposal (3 to 5 print pages, unless specified otherwise by the entrance examination requirements for the respective programme or field of study) with the name of the academic who consulted the proposal with the applicant,
curriculum vitae,
bibliography relevant to the field of study,
overview of academic achievements (publications, research, employment, etc.).

Applicants must state their full name, the name of the programme or field of study, and the title of their dissertation proposal in the **heading** of the first page of **each attachment**.

Applicants applying to any of the programmes or fields of study accredited in languages other than Czech must submit their **transcript of records** in addition to the attachments above. Transcripts of records may be submitted in Czech, Slovak, English, or in the language in which the programme or field of study is accredited.

2.4 Each attachment to the application must be uploaded as a **separate PDF file**. The application and attachments should **not be printed or sent by post**. All the materials supplied by the applicant at the examination (diploma theses and other documents as required by the respective programme or field of study) will be stored in a file and will not be returned to the applicant. Materials submitted for reference only will be returned to the applicant.

2.5 Applicants must **select a prospective supervisor** from the list of supervisors relevant to their programme or field of study and should indicate the supervisor's name in the application. Applicants who are unsure of which supervisor to select are advised to select the chair of the subject-area board. The lists of supervisors for all programmes and fields of study will be available at prijimacky.ff.cuni.cz. The choice of supervisor in the application form is **preliminary** and has no impact on the assessment during the entrance examination. The examining committee may propose a different supervisor following a discussion with the applicant.

2.6 If specific topics or themes are proposed in the requirements for the admissions procedure, the applicant selects their **dissertation topic** from this list; if no topics are proposed, the applicant selects their own topic. The **dissertation topic must be consulted in advance with** the chair of the relevant study-area board (see the requirements relating to each programme or field of study).

2.7 Applicants failing to properly complete the application form or to document payment of the application fee will be notified by the Faculty and asked to remedy the shortcomings within an adequate time. If the shortcomings are not remedied by this deadline, the admissions procedure will be terminated. The application fee is not refunded.

2.8 Applicants may use one **PhD dissertation proposal to apply for one programme or field of study only**. If applications are submitted by an applicant to more than one programme or field of study and the same dissertation proposal is attached, the **proposal will apply to the earliest submitted application**. The applicant will be asked to supply a separate proposal for each of the other applications submitted. If the applicant fails to do this by the set deadline, the admissions procedures related to such applications will be terminated. Applicants intending to apply simultaneously for the full-time and combined forms of the same programme or field of study 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 admissions procedures. **For programmes of study accredited at two faculties of Charles University**, an application may be submitted to only one of the faculties; if the applicant submits an application to both faculties, the procedure for the later submitted application will be terminated.

2.9 Information in the application may be altered by sending a request via e-mail to prijimacky@ff.cuni.cz. The form or field of study may be changed no later than the application deadline for the respective form and programme or field of study. Personal data may be altered at any time.

2.10 The applicant may monitor the application, the dates of the entrance examinations, the total number of points obtained, and the final results of the admissions procedure (admission/non-admission) at the address <http://is.cuni.cz/studium/eng/prijimacky/> under **My applications**.

3. Alternative Dates, Video Conference

3.1 Upon the written request of an applicant, the Dean may permit an **alternative entrance examination date**, for an applicant unable to take the entrance examination on a regular date due to **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** on the website prijimacky.ff.cuni.cz. Requests for an alternative date must be submitted **no later than three days after the date of the regular entrance examination**. The applicant will be notified of the status of the request via the Student Information System; if the alternative date for the entrance exam is granted, it will be stipulated in the Student Information System. Applicants who are not granted an alternative date will receive a written decision by post; in such cases, the regular date of examination is applicable.

3.2 Upon recommendation of the chair of the study-area board, the Dean may in exceptional cases permit an examination in the form of a **video conference** upon the written request of an applicant if the applicant is 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 Admissions and External Relations Office, Faculty of Arts, Charles University no later than **ten days** before the regular date of the examination. **Illness or participation in other entrance examinations 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 If not otherwise stated in the programme requirements, the entrance exam is a **single round, oral examination**. The purpose is to examine subject-related knowledge and aptitude

for independent research in the chosen field. The examination includes a discussion on the submitted dissertation proposal. Unless stipulated otherwise, the entrance examination is held in Czech or Slovak in accordance with the accreditation of the programme or field of study or in one of the major world languages in accordance with the entrance exam requirements of the respective department. In philological PhD programmes, the entrance examination committee may require that part of the interview be conducted in the respective language.

4.3 The general requirements relating to entrance examinations are further specified in Dean's Measure no. 4/2017, as amended. The specific form of the examinations, the expected number of admissions, and additional terms are specified in the admissions procedure requirements applicable to the individual programmes or fields of study.

5. Entrance Examination Assessment and Admission to Studies

5.1 The maximum score an applicant can receive is **60 points**. The **total score** consists of points awarded in the individual parts of the examination. Unless specified otherwise by the entrance examination requirements for the respective programme or field of study, the allocation of points for the individual parts of the examination is as follows: discussion of the dissertation proposal (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 admissions procedure will be available no later than on **3 July 2020**. Applicants should refer to the website at is.cuni.cz/studium/eng/prijimacky/ (under **My applications**) for the number of points they have received and the admission/non-admission status for each of the applications that they have submitted 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 of the results of other applicants. Only general information on the admissions procedure is announced on the Faculty's notice board.

5.3 **An applicant can only be admitted if they are awarded a minimum of 30 points in the entrance examination and, at the same time, score enough points to place among the expected number of students admitted to the respective programme or field of study** (see the Admissions Procedure Requirements applicable to the individual programmes and fields of study); **admissions will be granted to all applicants who score the same number of points as the applicant who comes in last place in the ranking of admissions. Please note that different expected numbers of admissions apply to full-time and combined forms of study. Applicants cannot be admitted without submitting evidence of their prior education no later than on the enrolment day** (refer to 5.4 hereof).

5.4 Applicants for **doctoral programmes** who have 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 Research Office. 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).

5.5 For the purposes of the admissions procedure at Charles University, applicants who have completed their previous education outside the Czech Republic may **apply with the Faculty**

for recognition of their previous education (“nostrification”). For more detailed information, please refer to the Faculty’s web pages under Applicants (ff.cuni.cz/home/applicants/nostrification-diplomas/). A fee is charged for the recognition application; the fee is non-refundable, including cases of non-admission. The education recognition only applies to the admissions procedure at the faculties of Charles University in the relevant academic year.

5.6 Once the results have been announced via the Faculty’s online information system, applicants who have failed the entrance examination will be sent a **decision on non-admission** by post (delivery to the addressee only). Applicants who have passed the entrance examination will be asked to enrol on a specified date. During enrolment, they will first be asked to present documents 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 studies 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 of the Faculty. If an applicant gives their explicit approval in the application form, the decision on admission may be sent to them via the online information system, provided they have presented the Faculty with documents proving their previous education.

5.7 Applicants who receive any of the above-mentioned documents after the regular enrolment date will be given an alternative enrolment date, no later than **30 September 2020**. Applicants who have completed their master’s degree abroad and need to have their diploma recognized and validated will be given an alternative enrolment date, no later than **22 October 2020**.

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 organization and rules are regulated by a Dean’s measure and will be published on the website prijimacky.ff.cuni.cz and are included in an attachment to the invitation.

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 in the programme or field of study or the fact that the number of points scored by the applicant is immediately below the point threshold set for admission or the fact that vacancies remain because not all of the admitted applicants have enrolled.

Refer to separate files for the following:

7.1 Specific admissions requirements (old accreditation)

7.2 Specific admissions requirements (new accreditation)