

Admissions Procedure Requirements Faculty of Arts, Charles University (CU FA) For Studies Beginning in Academic Year 2023/2024 Bachelor's and Post-Bachelor (Master's) Study

General Information

Contacts

- Student Admissions Office, Faculty of Arts, Charles University, nám. Jana Palacha 1/2, Praha 1, Room no. 130
- Web: <https://www.ff.cuni.cz/home/applicants>
- Facebook: <https://www.facebook.com/mirim.na.FFUK>
- E-mail: prijimacky@ff.cuni.cz
- Telephone: (+420) 221 619 300, (+420) 221 619 301, (+420) 221 619 330, (+420) 221 619 333

Dates and Deadlines

- Applications to be submitted (bachelor's study): **by 28 February 2023**
- Applications to be submitted (master's study): **by 31 March 2023**
- Open Day: **14 January 2023**
- Entrance examinations will be held on: **13–14 May, 20–21 May, 27–28 May and 1–14 June 2023**; please note that the weekends in May are typically reserved for programmes attracting high numbers of applicants
- Alternative date for all entrance examinations: **19–20 June 2023**
- Results of entrance examinations to be announced in the online system: **by 26 June 2023**

The above dates are applicable to all 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 31 December 2022**.

For programmes of study whose accreditation process will be completed **between 1 and 31 January 2023**, the application deadline is **31 March 2023** and the above dates remain valid. For programmes of study whose accreditation process will be completed **between 1 and 28 February 2023**, the application deadline is **15 April 2023** and the above dates remain valid. For programmes of study whose accreditation process will be completed **after 28 February 2023**, the application deadlines and the dates of entrance examinations will be **set separately**.

Fees Related to the Admissions Procedure

Application Fees:

CZK 830 per one online application for programmes and dual specialisation studies **allowing single curriculum study**

CZK 415 per one online application for programmes and dual specialisation studies **not allowing single curriculum 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 applicable when payment is made by card)

SWIFT: KOMB CZ PP

IBAN: CZ9601000000000085631011

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 Faculty of Arts’ [Cash 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.**

Applicants in **difficult circumstances** may, under specified conditions, submit **[one application for study at Charles University free of charge](#)**.

1. General Information on the Admissions Procedure and Studies

1.1 The admissions procedure is regulated by Articles 48 to 50 of Act no. 111/1998 Sb. – the Higher Education Act of the Czech Republic, 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. 11/2022, the Admissions Procedure Schedule for the 2023/2024 Academic Year; these Admissions Procedure Requirements regulating studies at the Faculty of Arts, Charles University beginning in the 2023/2024 academic year, consisting of general regulations and specific requirements for the admissions procedure relating to study in the individual programmes (the **“Admissions Procedure Requirements”** or **“these Requirements”**); Dean’s Measure no. 4/2017 regulating the organisation 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 2022/2023 academic year.

1.2 A **bachelor degree** is normally studied for three years. Upon submitting and defending a bachelor’s thesis and passing the final state examination, the graduate is awarded the title of “bakalář” (Bc., bachelor of arts). A **post-bachelor (master’s) degree** is normally studied for two years. Upon submitting and defending 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** is taught by a **department or institute** of the Faculty of Arts, Charles University (the “**Faculty of Arts, Charles University**” or the “**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](#). Further details regarding studies at the Faculty, study regulations and study plans of the accredited programmes are available [here](#).

1.4 Teaching in the **full-time form of study** is organized according to a timetable compiled by each student based on their study plans. Teaching in the **combined (part-time) form of study** is only accredited in a limited number of study programmes and is organized according to a rule set in advance by the respective department or institute of CU FA (normally, one week of teaching a semester). Both forms of a study programme have identical study plans. More detailed information is available [here](#).

2. Application for Studies

2.1 Bachelor's as well as post-bachelor (master's) studies can be either **single curriculum study** (one programme) or **double curriculum study** (a combination of two programmes). 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). Double curriculum study is a combination of one major (*maior*) curriculum and one *minor* curriculum. More detailed information is available [here](#).

2.2 Each programme offered by the Faculty falls into one of the **following three categories** (refer to the admissions requirements applicable to the individual study programme):

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

b) double curriculum study – a study programme which can only be studied in combination with another study programme 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 study programmes which can be combined;

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

Furthermore, some study programmes offer **dual specialisation study**, i.e. a combination of two specialisations within one study programme (see section 2.5 hereof).

A bachelor's programme in education can only be combined with another programme in education; the same limitation applies to master's programmes in education. With all other programmes and dual specialisation studies at bachelor's as well as post-bachelor (master's) levels, there are typically no limitations to the combinations. Potential limitations may be specified in the admissions requirements applicable to the individual programme.

Agreements exist among Charles University's faculties, which make it possible to study some bachelor's and master's programmes specializing in teacher training at two CU faculties at the same time. In such double curriculum combinations, the study programme affiliated with the Faculty of Arts is always a *minor*, and applications for study must be submitted at the other

Faculty, which will be the student's "home" faculty. More detailed information regarding inter-faculty study is available [here](#) (in Czech only).

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

2.4 Applicants should not indicate in the application form which combination of study programmes they intend to study. Applicants for study programmes allowing single curriculum as well as double curriculum study should not indicate whether they intend to enrol in a study programme in its single curriculum or double curriculum form. Applicants who are admitted to more than one study programme or dual specialisation will **make a binding decision during the enrolment as to which study programme** (or which combination of study programmes or specialisations) **they will study**. Applicants who are admitted to a combination of two study programmes (double curriculum study) will make a binding decision during the enrolment as to which study programme they will study in the major (*maior*) curriculum form and which programme in the *minor* curriculum form.

2.5 Some study programmes are divided into **specialisations**. Where no specialisation is indicated, the respective study programme is studied without specialisations. The admissions requirements applicable to the individual study programme with specialisations always specify when the applicant is to make a binding choice of specialisation. With some study programmes, applicants can **only select one specialisation**. Other study programmes are divided into **dual specialisations**: these are specialisations which are to be studied in combination with another specialisation within the same programme. The following rules apply to these specialisations: each dual specialisation has **its own anticipated number of admitted candidates** (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 take the entrance examinations for all these programmes 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 study programme with a different study programme (**double curriculum study**), a combination of two specialisations within one programme (**dual specialisation**), or, if this is allowed by the admissions requirements, a study programme with one specialisation (**single curriculum study**).

2.6 Applicants who already are first-year students of Charles University's Faculty of Arts may, under the conditions stipulated below, **change their study programme to a different programme of the same type of study** (bachelor's or master's) and **form of study** (full-time or combined). **Option 1**: the applicant is a first-year student in a single-curriculum programme or specialisation which allows double-curriculum study. If this is the case, the applicant may apply for a study programme or dual specialisation allowing single-curriculum as well as double-curriculum study; if the applicant passes the entrance examination, they may apply, during the enrolment into the second year of study, to have their single-curriculum study expanded to double-curriculum or double-specialisation study, with the original programme becoming *maior* and the new programme becoming *minor*. **Option 2**: the

applicant is a first-year student in a double-curriculum programme (i.e. a combination of two study programmes, a *maior* and a *minor*). If this is the case, the applicant may apply for a programme or dual specialisation allowing single-curriculum as well as double-curriculum study; if the applicant passes the entrance examination, they may apply, during the enrolment into the second year of study, to have their existing *minor* programme terminated and the new programme or specialisation added as a *minor*. The existing *maior* may not be changed. More detailed information regarding how to change study programmes is available [here](#).

2.7 Applications for study are submitted electronically. The online application form will be available [at this website](#). **Applications for bachelor's programmes must be submitted, via the online information system, and payments must be made by 11:59:59 p.m. on 28 February 2023; applications for post-bachelor (master's) programmes must be submitted online and payments must be made by 11:59:59 p.m. on 31 March 2023.** (Where a study programme has a different application deadline, the process must be completed by 11:59:59 p.m. of that day.) 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 refer to the above section Fees Related to the Admissions Procedure). Each application must be paid separately. No symbols are used when payment is made by card. Please note that, once the application has been completed, it must be submitted/sent through the information system in order to be valid. The applicant may monitor the submission and processing of the application and the payment of the fee in the application account; the login (e-mail and password) remain valid for the entire admissions procedure. Applicants are advised to use this account to monitor the examination procedure (dates of exams, results of each part of the exam etc.) and to submit basic requests (refer to sections 3.1–3.2, 3.4–3.6 hereof). **Applications must not be printed out and sent by post.**

2.8 The application should **not contain documents proving previous education (school-leaving/maturita certificates, university degree diplomas)**. These documents must only be presented by successful applicants, during the enrolment (refer to sections 5.4 and 5.5 hereof). Other documents (CVs, reading lists, coursework etc.) should only be presented where this is explicitly stipulated by the admissions requirements applicable to the study programme, by the deadline and in the manner specified in the programme's admissions requirements.

2.9 The application form can only be sent via the information system if completed properly. Applicants failing to document payment of the application fee will be notified by the Faculty and asked to remedy the shortcomings within an adequate time. **Notifications are only sent online via the information system.** If the shortcomings are not remedied by this deadline, the admissions procedure will be terminated. The application fee is not refunded.

2.10 Information in the application may be altered by sending a request via the online information system (My applications/Requests/Other requests). The type and form of study as well as the study programme may be changed no later than the application deadline for the respective type, form and study programme. Personal data may be altered at any time, if requested by the applicant.

2.11 All stages of the admissions procedure can be monitored [at this website](#) (under **My applications**) – i.e. submission of the application, exact dates of and invitations to the entrance examinations, results of the first part of a two-part 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, video conference oral entrance exams

3.1 An applicant may be granted – upon request and under conditions specified below – an **individual exemption from the entrance examination or a part thereof**, a **modified form** of the entrance examination or an **alternative date** thereof. If the request is incomplete or fails to contain all the attachments required, the applicant 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 request will be declined.

3.2 **Individual exemptions from the entrance examination or a part thereof** can only be granted where this is explicitly allowed by the admissions requirements applicable to the respective study programme. **Requests for exemptions from the entrance examination** should be submitted through an online form in the online application account (the Requests section). The **deadline** for request submission and the **obligatory attachments** (to be submitted alongside the request) are stipulated by the admissions requirements applicable to the respective study programme. The request for exemption must be accompanied by **all the documents required** by the admissions requirements applicable to the respective programme. If the exemption is not granted, the applicant must take the entrance examination on the date specified by the online invitation. The status and result of the request can be monitored in the online application under the respective request. If an applicant is granted an exemption from the entire examination, the applicant will obtain the **maximum number of points (100)**; if an applicant is granted an exemption from one part of a two-part examination, the applicant will obtain the **maximum number of points (50)** for the respective part.

3.3 If the number of applicants for a study programme or dual specialisation is lower than the anticipated number of admitted candidates, the **Dean** may grant a **comprehensive exemption from the entrance examination** to the respective programme or dual specialisation and **decide on admission of all applicants who meet the following conditions** (refer to the CU Code of Admissions Procedure, Article 5, paragraph 4; and these Admissions Procedure Requirements, 5.3): (a) where the programme or dual specialisation does not allow single curriculum study, the applicant must meet admission requirements for at least one other programme or dual specialisation which can only be studied in combination with another programme or specialisation in a double curriculum study; (b) irrespective of the programme or dual specialisation, the applicant must present, during the enrolment, a document proving their previous education.

3.4 Applicants with special study needs may request to take a **modified entrance examination**. Such applicants are advised to tick the appropriate box in the application form, requesting special treatment on the grounds of handicap, then select the relevant handicap and also specify, in the relevant column, the type of modification which they request. Where the entrance examination consists of two parts, 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 report, recommendation issued by a Pedagogical and Psychological Counselling Centre etc.). The

request for modification, including attachments, must be submitted by the application deadline applicable to the respective study programme.

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 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 online invitation to the regular date of the examination. Requests for an alternative date must be submitted via an **online form to be found in the application account (in the Requests section); please note that the request form will only be available once the dates of examinations have been published. Each study programme or dual specialisation** for which an applicant requests an alternative examination date requires a **separate request**, including in cases where the entrance examinations, or a part thereof, are identical or have the same validity. Requests for alternative dates of the second part of a two-part examination should only be submitted by applicants who have passed the first part. Requests for an alternative date must be submitted **no later than three days after the date of the regular entrance examination**; however, applicants are strongly advised to submit a request as soon as possible. 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 specified in the Student Information System where a new invitation will be available. Applicants who are not granted an alternative date will receive a written notification that the regular date of examination is applicable.

3.6 Regular study abroad as preparation for study at a higher education institution is an obligatory reason for granting an alternative date. 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 they prefer to take on the alternative date. No further alternative date is permissible.

3.7 Upon the written request of an applicant (refer to the CU Code of Admissions Procedure, Article 6, paragraph 2), the Dean may permit an **oral entrance examination in the form of a video conference in those master's programmes** which allow this option in their admissions requirements, if the applicant is unable to take the examination on-site for serious and duly justified reasons (permanent residence, study or long-term stay abroad, serious illness, compulsory quarantine, travel restrictions imposed by national authorities etc.). The request must be received by the Student Admissions Office, Faculty of Arts, Charles University via the online information system no later than the date specified in the admissions requirements applicable to the respective programme.

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 (under My applications) not later than 30 days before the date of the examination**. If the Faculty sends an applicant an invitation for an alternative date of the entrance examination, this period may be shortened accordingly. Please review all the information in the invitation carefully, print out the invitation from the electronic system and bring it to the written exam.

In the oral exam, applicants may present an electronic version of the invitation using their own electronic device (e.g. a smartphone). When **registering** for each part of the entrance examination on the day it is held, applicants are furthermore required to prove their identity by presenting an identity document. **Applicants failing to prove their identity will not be allowed to take the examination.**

4.2 Different study programmes normally require different forms of entrance examinations; **where the examination, or a part thereof, is identical for two or more programmes, this is specified in the admissions procedure requirements.** Applicants applying for such programmes are required to take the entrance examination only once; their results will be recognized for all the study programmes. Examinations either have **one part – written or oral – or two parts.** Two-part examinations always consist of a first part, which is a written test, and a second part in the form of an oral interview. The written part may contain closed as well as open questions, candidates may be asked to write an essay, analysis etc. Entrance examinations for study programmes accredited to be taught in Czech are held in Czech (unless stipulated otherwise in the admissions requirements applicable to the respective study programme); 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 requirements applicable to the respective programme, candidates are allowed to communicate in the Slovak language during the examination. Entrance examinations for programmes accredited to be taught in languages other than Czech are held in the accredited language of instruction.

4.3 Some study programmes may also require **testing of general study skills** (please note that exclusively the Faculty's own tests are used) or a **language test.** Applicants applying for two or more programmes or dual specialisations where the entrance examination includes a **common test of general study skills or a common test in English at level B1** (please refer to the admissions requirements applicable to the individual programme) need to take the test only once and the result will be recognized for all programmes and specialisations. Applicants taking the common test of general study skills may normally obtain a maximum of 15 points; if a different maximum number of points is set for a study programme, the weight of the score will be recalculated adequately to the number of points set. Applicants taking the common test in English may obtain a maximum of 10 points.

4.4 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 requirements applicable to the respective study programme, the same applies to applicants applying for two or more programmes whose entrance examinations, or part thereof, are identical or have the same validity.

4.5 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 anticipated number of admitted candidates and any additional requirements are specified in the admissions requirements applicable to the respective study programmes.

5. Entrance Examination Assessment and Decision on Admission to Study

5.1 In entrance examinations consisting of one part, a maximum of **100 points** can be awarded; in examinations consisting of two parts, a maximum of **50 points** can be awarded

in either part. Applicants may continue **to the second part** of the exam if they have received at least **25 points** in the first part; applicants should refer to their online application (under **My applications**) to find out about the results of the first part. **The Faculty of Arts, Charles University does not use any other ways to notify applicants of the results of the first part of the entrance examinations.**

5.2 The **final results** of the entrance examinations will be published no later than on **26 June 2023**. Applicants should refer to their online application (under **My applications**) for the number of points awarded and the admission/non-admission status for each of their applications, using the login email address and password which they used when creating their online application. The Faculty will not inform applicants or any other persons of 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 they are awarded a minimum of 50 points in the entrance examination (consisting of one part or two parts) and, at the same time, score enough points to place among the anticipated number of candidates admitted to the respective study programme or dual specialisation** (refer to the admissions requirements applicable to the individual programmes); **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. In study programmes and dual specialisation studies offered in both the full-time and combined forms, the anticipated number of admitted candidates is set separately for both forms. Applicants applying for study programmes 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 or 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 study programmes and dual specialisation studies where single curriculum study is not possible will also include applicants who place in the ranking in one programme or dual specialisation but fail to be admitted to at least one other programme or dual specialisation study which can be combined; therefore, the anticipated number of admitted candidates may remain unfilled. Interfaculty study programmes are only open to applicants who pass the entrance examination and are awarded the same or higher number of points as the last candidate in the ranking of candidates admitted to the respective programme in the regular admissions procedure, passing at the same time the entrance examination to the respective study programme at the other of the two partner faculties. The anticipated number of admitted candidates is set separately for candidates admitted to interfaculty study programmes. Applicants admitted cannot be enrolled without submitting evidence of their prior education no later than on the enrolment day** (see sections 5.4 and 5.5 hereof).

5.4 Applicants for **bachelor's programmes** must prove their prior education by presenting a certified copy of their secondary school-leaving certificate (*maturita*). Applicants who have 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 **post-bachelor (master's) programmes** who are not graduates of the Faculty of Arts or any other Faculty of Charles University must prove their previous education by presenting a certified copy of their bachelor's diploma or a diploma certifying a previous post-bachelor or master's degree. Applicants who are graduates of the Faculty of Arts or any other Faculty of Charles University only need to submit an ordinary copy of a certificate of their previous education and will have

their prior education verified by the Faculty of Arts' Student Affairs Office. Applicants who have completed their bachelor's or master's studies outside the Czech Republic must, in addition, submit documents recognizing their foreign university degree (unless stipulated otherwise by an international agreement).

V některých studijních programech může být vyžadováno doložení bakalářského diplomu ze studijního programu odpovídajícímu zaměření navazujícího magisterského studijního programu, na něž se uchazeč hlásí.

5.5 For the purposes of the admissions procedure at Charles University, applicants who have completed their previous secondary or tertiary 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](#). 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 relevant faculty of Charles University in the relevant academic year. Please note that the Faculty only considers nostrification requests filed by applicants who have successfully passed the entrance examination.

5.6 Once the results of the admissions procedure 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). Applicants who have passed the entrance examination will be asked to enrol on a specified date. More details about enrolment will be published at [the website of the Faculty's Students Affairs Office](#), typically in May. During enrolment, applicants will first be asked to present documents proving their previous education (see sections 5.4 and 5.5 hereof) and other documents allowing enrolment as specified above. 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 for a post-bachelor (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 of the Faculty. If an applicant gives their explicit approval in the application form, and unless they need the decision on admission in printed form (e.g. for the purposes of obtaining visas), the decision on admission may be sent to the applicant 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 2023**. Applicants whose secondary school-leaving (*maturita*) examination has been scheduled for the autumn, applicants for master's programmes who are scheduled to complete their bachelor's degree between 1 and 30 September 2023, and applicants who have completed their previous education abroad and are required to have their diplomas recognized and validated will be given an alternative enrolment date, no later than **22 October 2023**.

6. Consultation of Examination Materials and Appeal Procedure

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 of CU FA's [Student Admissions Office](#).

6.2 An applicant can **appeal** the Dean's decision regarding the applicant's admission/non-admission. The appeal may only be submitted after the applicant has received the written decision on admission/non-admission, and must be submitted in writing. 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 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 discipline 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. More detailed information regarding the appeal procedure is available [here](#) (in Czech only).

7. Supplementary Admissions Procedure

7.1 Once the deadline for submitting applications for the regular admissions procedure expires, the Dean of the Faculty may decide to announce a supplementary admissions procedure for some study programmes. The requirements for the supplementary admissions procedure are identical to the requirements for the regular admissions procedure, except the set dates and the anticipated number of admitted candidates (see CU Code of Admissions Procedure, Article 8).

7.2 The supplementary admissions procedure enables applicants to submit applications for study programmes to which they already applied in the regular admissions procedure. Applicants for double curriculum study (dual specialisation study) may not combine a study programme (dual specialisation) to which they were admitted following an entrance examination in the regular admissions procedure with a study programme (dual specialisation) to which they were admitted following an entrance examination in the supplementary admissions procedure.

Refer to separate files for:

8.1 Specialized requirements for admission – bachelor's programmes

8.2 Specialized requirements for admission – master's programme