

**Admissions Procedure Requirements**  
**Faculty of Arts, Charles University (CU FA)**  
**For Studies Beginning in the Academic Year 2023/2024:**  
**PhD Programmes**

**Contacts**

- [Student Admissions Office](#), Faculty of Arts, Charles University, nám. Jana Palacha 1/2, Prague 1, Room no. 130
- Web: [ff.cuni.cz/home/applicants/](http://ff.cuni.cz/home/applicants/)
- Facebook: [facebook.com/ff.cuni](https://facebook.com/ff.cuni)
- E-mail: [prijimacky@ff.cuni.cz](mailto:prijimacky@ff.cuni.cz)
- Telephone: (+420) 221 619 300, (+420) 221 619 333, (+420) 221 619 301

**Dates**

- Applications are to be submitted **between 1 December 2022 and 30 April 2023**
- Regular entrance examination dates: **14–16 June 2023**
- Alternative entrance examination date: **22 June 2023**
- Results of the entrance examinations to be announced in the online system **by 30 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 28 February 2023**.

For programmes of study whose accreditation process will be completed **after 28 February 2023**, the application deadline and the dates of entrance examinations will be announced **separately**.

**Administrative Fee**

- **The fee is CZK 730** 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 – ID of the online application** (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 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 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.**

PhD study programmes taught in languages other than Czech are fee-paying programmes; the tuition fee is EUR 2,000 per year. Applicants admitted to study will receive payment instructions in time, prior to the enrolment.

## 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. 11/2022 providing the schedule of the admissions procedure for studies beginning in the 2023/2024 Academic Year; these Admissions Procedure Requirements regulating the admissions procedure at the Faculty of Arts, Charles University for studies beginning in the academic year 2023/2024: PhD studies, consisting of general terms as well as field-specific requirements for the admissions procedure for the specific programmes 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 2022/2023 academic year.

1.2 The standard length of **PhD studies** is four years, or, in exceptional cases, three years (see the requirements for each programme 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, study regulations and study plans for accredited programmes of study are available [here](#) and 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 now only offers newly accredited programmes, in accordance with the regulations set out in the Higher Education Act. All programmes of study are offered without specializations.

2.2 Applications are submitted **electronically**. The online application form will be available [here](#) from 1 December 2022. In the application, applicants must indicate the **form** of study (full-time, combined) and the **name of the programme 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 2023**. Once the application has been completed online, a **unique numeric 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 of study) with the name of the academic who consulted the proposal with the applicant (the proposal must be written in the language in which the programme is accredited; proposals

written in other languages can only be accepted if the application contains the written consent of the chair of the PhD Programme Board/subject-area council),

- **curriculum vitae** (unless specified otherwise by the entrance examination requirements for the respective programme, the CV must be written in the language in which the programme is accredited; CVs written in other languages can only be accepted if the application contains the written consent of the chair of the PhD Programme Board/subject-area council),
- **reading list** related to the field of study (unless specified otherwise by the entrance examination requirements for the respective programme, the reading list must be written in the language in which the programme is accredited; reading lists written in other languages can only be accepted if the application contains the written consent of the chair of the PhD Programme Board/subject-area council),
- **overview of academic achievements** (publications, research, employment, etc.; unless specified otherwise by the entrance examination requirements for the respective programme, the overview must be written in the language in which the programme is accredited; overviews written in other languages can only be accepted if the application contains the written consent of the chair of the PhD Programme Board/subject-area council).

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

- Each applicant **must prove their language competence, according to section 5.6 of these requirements**. The list of language certificates which may be recognized is attached to these requirements and is also available at the [website related to the admissions procedure](#) at CU FA.

Applicants applying to any of the programmes 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 of study is accredited.

2.4 Each attachment to the application must be uploaded as a **separate file, the PDF format being the only acceptable format**. The application and attachments – **excluding the proof of language competence** (see section 5.6 below) – should **not be printed or sent by post**. Any documents supplied by the applicant at the examination to be considered in the admissions procedure (diploma theses and other documents as required by the respective programme) will be stored in the applicant's 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 of study and 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 PhD programme board/subject-area council. A list of supervisors for each programme of study is available in the [online application form](#) under the respective programme. The choice of supervisor in the application form is **preliminary**, is not one of the conditions for admission 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 PhD programme board/study-area council or a contact person (see the requirements relating to each programme of study).

2.7 Applicants failing to properly complete the application form, to submit all compulsory attachments, 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 only.** If applications are submitted by an applicant to more than one programme of study and the same dissertation proposal is attached, the **proposal will be deemed to 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 of study are advised to supply the identical dissertation proposal and the identical number of compulsory attachments 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 an applicant submits their application to both faculties, the procedure relating to the application submitted later will be terminated.

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

2.10 Applicants are advised to monitor their 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 [this website](#) 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 the [online Student Information System](#). Requests 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 an alternative date for the entrance exam is granted, the new date will be specified 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 PhD programme board/study-area council, the Dean may permit an examination in the form of a **video conference** upon the written request of an applicant (CU Code of Admissions Procedure, Article 6) if the applicant is unable to make a physical appearance at the examination **for serious and duly justified reasons**

(permanent residence or long-term stay abroad, serious illness, compulsory quarantine, travel restrictions imposed by national authorities). The request must be submitted to the Student Admissions Office, Faculty of Arts, Charles University **via the [online Student Information System](#) by 11:59:59 p.m. on 4 June 2023.**

#### **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 Unless stated otherwise in the programme requirements, the entrance exam is a **single round, oral examination**. The entrance exam may take place on-site or remotely. Applicants will be notified of the exam format via the invitation to the exam (30 days prior to the exam) sent to them via the online system, unless stated otherwise in the programme requirements. The purpose of the exam 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 the language in which the programme is accredited: i.e. in Czech or Slovak in programmes accredited in the Czech language; in programmes accredited in a language other than Czech, the language of procedure is the language in which the programme is accredited, 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 General requirements relating to entrance examinations are 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 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 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 announced no later than on **30 June 2023**. Applicants should refer to [this website](#) (under **My applications**) for the number of points received and the admission/non-admission status for each of the applications that they 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 submitted a proof of their language competence for study in the respective programme, 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 of study** (see the admissions procedure requirements applicable to the individual programmes 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 Charles University must prove their education by presenting a certified copy (not the original) of their master's diploma. Applicants who are graduates of the Faculty of Arts or any other faculty of Charles University have their previous education verified by the Faculty's [Ph.D. and Academic Qualifications 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](#). A fee is charged for the recognition application; the fee is non-refundable, including cases of non-admission. The diploma recognition is only valid in the admissions procedure at the relevant faculty of Charles University in the relevant academic year.

5.6 In order to be allowed to take the entrance examination, applicants must prove their **language competence**, to ensure that the applicant will be able to study in the language in which the programme is accredited.

Applicants must follow these instructions on how to prove their language competence (the proof of language competence being an obligatory attachment to the application for studies): Applicants for **study programmes accredited in the Czech language must submit, in print and by post** to the Student Admissions Office, Faculty of Arts, Charles University, nám. Jana Palacha 2, 116 38 Praha 1, or submit in person through the Faculty of Arts' Mail Room, located at the same address, **no later than 30 April 2023, a certified copy** (not the original) of one of the following certificates proving the applicant's language competence in Czech or Slovak: secondary school-leaving (maturita) certificate proving the applicant has passed a maturita exam in the Czech/Slovak language as a mother tongue or the Czech/Slovak language as a foreign language at level B2 or higher; diploma certifying graduation from any higher-education programme accredited in Czech/Slovak; a certificate proving the applicant has passed any of the certified exams in the Czech/Slovak language as a foreign language at level B2 or higher listed in the appendix to these requirements; please note that no exams other than the certified exams listed will be considered. Applicants who are graduates of the Faculty of Arts or any other faculty of Charles University have their language competence verified by the Faculty of Arts' Student Admissions Office: these applicants are asked to submit the relevant certificate on-line as attachment to their application for studies, without having to submit a certified copy thereof. Applicants for **study programmes accredited in languages other than Czech must submit, in print and by post** to the Student Admissions Office, Faculty of Arts, Charles University, nám. Jana Palacha 2, 116 38 Praha 1, or submit in person through the Faculty of Arts' Mail Room, located at the same address, **no later than 30 April 2023, a certified copy** (not the original) of one of the following certificates proving the applicant's language competence in the language in which the programme is accredited: a

secondary school-leaving (maturita) certificate from a secondary-education programme accredited in the relevant foreign language; a diploma certifying graduation from any higher-education programme accredited in the relevant foreign language; a certificate proving the applicant has passed any of the certified exams in the relevant foreign language at level B2 or higher listed in the appendix to these requirements; please note that no exams other than the certified exams listed will be considered; a certificate proving the applicant has passed a language exam in the relevant foreign language at level B2 or higher as part of any type of higher education studies.

5.7 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.

5.8 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 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 2023**.

## **6. Consultation of Examination Materials and Appeal Proceedings**

6.1 Applicants are entitled to consult their entrance examination materials (see Section 38 of the Administrative Code). The organization and rules will be regulated by a Dean's measure, will be published on the [Faculty's website](#) 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 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.

## **7. Supplementary Admissions Procedure**

7.1 Once the deadline for submitting applications expires, the Dean of the Faculty may decide to announce a supplementary admissions procedure for some programmes. The requirements for the supplementary admissions procedure are identical to these admissions

requirements, except the dates and the anticipated number of admitted applicants (see CU Code of Admissions Procedure, Article 8).

7.2 The supplementary admissions procedure also enables applicants to submit applications for programmes to which they applied already in the regular admissions procedure.

***Refer to separate files for the following:***

**8. Field-related admissions requirements**

**9. List of certified exams in Czech, Slovak, English, German and Russian**