

Charles University, Faculty of Arts

Dean's Directive No. 1/2026

Schedule of the Admissions Procedure at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2026/2027 Academic Year and the Preparation of the Admissions Procedure for Programmes of Study Commencing in the 2027/2028 Academic Year

Article 1

Introductory Provisions

- 1.1 This directive is based on [Section 50 \(5\) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws \(Higher Education Act\), as amended, Art. 6 of the Code of Admissions Procedure at Charles University, as amended, Rector's Directive No. 12/2025, Schedule of the Admissions Procedure for the 2026/2027 Academic Year, Dean's Directive No. 4/2017, Organisation of the Admissions Procedure at the Faculty of Arts of Charles University, as amended](#) ("Faculty" or "CU FA" and "Dean's Directive No. 4/2017"), and is related to the [Admissions Procedure Requirements at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2026/2027 Academic Year: Bachelor's and Master's Programmes of Study](#) and the [Admissions Procedure Requirements at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2026/2027 Academic Year: Doctoral Programmes of Study](#) ("DPS I") (collectively "Admissions Procedure Requirements" or "APR").
- 1.2 The present directive provides the schedule for the admissions procedure for the bachelor's and master's programmes of study which are listed in the [Admissions Procedure Requirements at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2026/2027 Academic Year: Bachelor's and Master's Programmes of Study](#) and have, at the same time, been granted authorisation by the Internal Evaluation Board of Charles University to be implemented as of 31 October 2025.
- 1.3 The schedule for the admissions procedure for the bachelor's and master's programmes of study which are listed in the [Admissions Procedure Requirements at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2026/2027 Academic Year: Bachelor's and Master's Programmes of Study](#) and which have been granted authorisation by the Internal Evaluation Board of Charles University to be implemented after 31 October 2025 does not fall within the scope hereof and will be provided separately.
- 1.4 The present directive provides the schedule for the admissions procedure for the doctoral programmes of study which are listed in the [Admissions Procedure Requirements at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2026/2027 Academic Year: Doctoral Programmes of Study](#) (DPS I) and have, at the same time, been granted authorisation by the Internal Evaluation Board of Charles University to be implemented as of 31 October 2025.

- 1.5 The schedule for the admissions procedure for the doctoral programmes of study which are listed in the [*Admissions Procedure Requirements at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2026/2027 Academic Year: Doctoral Programmes of Study*](#) (DPS I) and which have been granted authorisation by the Internal Evaluation Board of Charles University to be implemented after 31 October 2025 does not fall within the scope hereof and will be provided separately.
- 1.6 The present directive also provides the schedule for the admissions procedure for “doctoral programmes of study II” (“DPS II”) which commence as of 1 March 2027 and have, at the same time, been granted authorisation by the Internal Evaluation Board of Charles University to be implemented as of 31 July 2026.

Article 2

Information for Applicants

2.1 Open day

2.1.1 The open day for applicants for bachelor’s and master’s programmes of study will take place on **10 Jan 2026**.

2.2 Schedule of the admissions procedure for bachelor’s, master’s, and doctoral programmes of study

2.2.1 Application submission

The application submission period for each type of programme of study is as follows:

Programme of study	Language of instruction	Application Submission
Bachelor’s	Czech ¹	1 Nov 2025–28 Feb 2026
Bachelor’s, Psychology	English	16 Dec 2025–28 Feb 2026
Master’s	Czech	1 Nov 2025–31 March 2026
Master’s	Other than Czech	1 Nov 2025–28 Feb 2026
Doctoral I (DPS I)	Czech, Other than Czech	1 Dec 2025–30 Apr 2026
Doctoral I (DPS II)	Czech, Other than Czech	1 Aug 2026–30 Nov 2026

2.2.2 Regular entrance examination dates

The regular entrance examination dates for each type of programme of study are as follows:

Programme of study	Language of instruction	Regular entrance examinations dates
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¹ If an applicant submits an application for the Social Work or Sociology programmes of study at CU FA by 31 Jan 2026 and pays the required admissions fees, he or she will be provided a voucher for one General Academic Prerequisites test (for Sociology), and for one General Academic Prerequisites Test and one Social Sciences Basics test (for Social Work) free of charge at <https://www.scio.cz/>. The vouchers may be used for tests held by SCIO in February and March 2026.

Bachelor's	Czech – selected programmes of study	9–10, 16–17, 23–24, 30–31 May 2026
Bachelor's	Czech – other programmes of study	1–12 June 2026
Bachelor's, Psychology	English	Assessment of the applicant's portfolio without the applicant's presence (April 2026)
Master's	Czech – selected programmes of study	9–10, 16–17, 23–24, 30–31 May 2026
Master's	Czech – other programmes of study	1–12 June 2026
Master's	Other than Czech	13–17 April 2026
Doctoral I (DPS I) ²	Czech, Other than Czech	8–19 June 2026
Doctoral II (DPS II)	Czech, Other than Czech	20–21 Jan 2027

2.2.3 Alternative entrance examination dates

The alternative entrance examination dates for each type of programme of study are as follows:

Programme of study	Language of instruction	Alternative entrance examinations dates
Bachelor's	Czech	8–18 June 2026
Bachelor's, Psychology	English	An alternative entrance examination date is not necessary for the assessment of an applicant's portfolio without the applicant's presence.
Master's	Czech	8–18 June 2026
Master's	Other than Czech	22–23 Apr 2026
Doctoral I (DPS I) ³	Czech, Other than Czech	15–26 June 2026
Doctoral II (DPS II)	Czech, Other than Czech	27 Jan 2027

² Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

³ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule for these programmes is provided by the faculties implementing these programmes.

2.2.4 Request for a modification of the entrance examination, remote entrance examination, and for a waiver of the entrance examination, and dates for the submission of documents required for an entrance examination

2.2.4.1 Requests including attachments for a modification of the entrance examination for all programmes of study must be submitted no later than by 11:59:59 p.m. on the last day of the application submission period for the given programme of study (Art. 2.2.1 hereof).

2.2.4.2 Request for a remote entrance examination may be submitted as follows (if permitted under the APR):

Programme of study	Language of instruction	Submission of request for a remote entrance examination
Bachelor's	Czech	Not permitted for any programme
Bachelor's, Psychology	English	Not permitted for the programme of study
Master's	Czech	by 27 May 2026
Master's	Other than Czech	by 9 Apr 2026
Doctoral I (DPS I) ⁴	Czech, Other than Czech	by 4 June 2026
Doctoral II (DPS II)	Czech, Other than Czech	by 17 Jan 2027

2.2.4.3 Request for a waiver of the entrance examination may be submitted as follows (if permitted under the APR):

Programme of study	Language of instruction	Submission of request for a waiver of the entrance examination
Bachelor's	Czech	by 30 Apr 2026 Except for the following programmes: Bohemistics for Foreigners, Greek and Latin Studies (other specialisations), and Latin Language and Literature for Teacher Education
Bachelor's Bohemistics for Foreigners, Greek and	Czech	by 31 May 2026

⁴ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule for these programmes is provided by the faculties implementing these programmes.

Latin Studies (other specialisations), and Latin Language and Literature for Teacher Education		
Bachelor's, Psychology	English	Not permitted for the programme of study
Master's	Czech	by 30 Apr 2026
Master's	Other than Czech	Not permitted for any programme
Doctoral I (DPS I) ⁵	Czech, Other than Czech	Not permitted for any programme
Doctoral II (DPS II)	Czech, Other than Czech	Not permitted for any programme

2.2.4.4 If documents must be submitted before the entrance examination under the APR, the dates for uploading the files in the information system are as follows:

Type of study	Language of instruction	Submission of documents
Bachelor's	Czech	by 13 May 2026
Bachelor's, Psychology	English	by 31 March 2026
Master's	Czech	by 13 May 2026
Master's	Other than Czech	by 31 March 2026
Doctoral I (DPS I) ⁶	Czech, Other than Czech	mandatory application appendices
Doctoral II (DPS II)	Czech, Other than Czech	mandatory application appendices

2.2.5 Invitations to entrance examinations

2.2.5.1 The Student Registry of the Faculty ("SR") publishes a list of the dates and places of the entrance examinations for all programmes of study and sends invitations to the applicants no later than 30 days before the entrance examination date. In the case of two-round entrance examinations, the SR sends the invitations to the applicants no later than 30 days before the date of the first round of the entrance examination.

⁵ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

⁶ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

2.2.5.2 Applicants who sit for the first round of the entrance examination for the Social Work and Sociology programmes of study in the form of tests organised by SCIO will receive an invitation for the second, i.e., oral, round of the entrance examination held at CU FA no later than 30 days in advance.

2.2.6 Publication of entrance examination results

2.2.6.1 The score received in an entrance examination will be published in the information system as follows:

- a) The score received in the first round of a two-round entrance examination held on a regular date will be published no later than one day before the date of the second round of the examination.
- b) The score received in the first round of a two-round entrance examination held on an alternative date will be published as soon as possible after the examination.
- c) The final score received in one-round entrance examinations and the total score received in both rounds of two-round entrance examinations (held on a regular or an alternative date) will be published as follows:

Programme of study	Language of instruction	Publication of the final score in an entrance examination
Bachelor's	Czech	by 22 June 2026
Bachelor's, Psychology	English	by 22 June 2026
Master's	Czech	by 22 June 2026
Master's	Other than Czech	by 27 Apr 2026
Doctoral I (DPS I) ⁷	Czech, Other than Czech	by 30 June 2026
Doctoral II (DPS II)	Czech, Other than Czech	by 28 Jan 2027

2.2.6.2 The final results of an entrance examination will be published in the information system as follows:

Programme of study	Language of instruction	Publication of the final results of an entrance examination
Bachelor's	Czech	by 25 June 2026
Bachelor's, Psychology	English	by 25 June 2026
Master's	Czech	by 25 June 2026
Master's	Other than Czech	by 7 May 2026

⁷ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

Doctoral I (DPS I) ⁸	Czech, Other than Czech	by 30 June 2026
Doctoral II (DPS II)	Czech, Other than Czech	by 31 Jan 2027

2.2.7 Decision on (non-)admission to study

2.2.7.1 If an applicant does not pass the entrance examination, and thus fails to fulfil the requirements for admission to study, the Dean will issue a decision on non-admission to study within 30 days of the verification of fulfilment of the requirements for admission to study (paragraph 2.2.6.2 hereof).

2.2.7.2 If an applicant passes the entrance examination, the Faculty notifies the applicant of the manner of delivery of documents proving previous education and language skills so that all requirements for admission to study are fulfilled (see the APR). The Dean issues a decision on admission to study within 30 days of the verification of the fulfilment of the requirements for admission to study.

2.2.8 Proof of previous education

2.2.8.1 Documents proving previous education are submitted by applicants who passed the entrance examination (paragraph 2.2.6.2 hereof).

2.2.8.2 The manner of the submission of the documents will be specified no later than on the date of publication of the final results of the entrance examination (paragraph 2.2.6.2 hereof).

2.2.8.3 Applicants must submit the required documents as follows:

Programme of study	Language of instruction	Proof of previous education
Bachelor's	Czech	from the date of publication of the final results of the entrance examination (paragraph 2.2.6.2 hereof) to 31 Aug 2026, preferably by 9 July 2026
Bachelor's, Psychology	English	25 June 2026–31 Aug 2026, preferably by 9 July 2026
Master's	Czech	25 June 2026–31 Aug 2026, preferably by 9 July 2026
Master's	Other than Czech	7 May 2026–31 Aug 2026, preferably by 9 July 2026
Doctoral I (DPS I) ⁹	Czech, Other than Czech	29 June 2026–31 Aug 2026, preferably by 9 July 2026
Doctoral II (DPS II)	Czech, Other than Czech	2 Feb 2027–28 Feb 2027

⁸ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

⁹ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

2.2.8.4 Should an applicant not be able to deliver the required documents within the given deadline, a special procedure will be agreed.

2.2.9 Proof of language skills

2.2.9.1 Applicants for bachelor's and master's programme of study prove their language skills if they pass the entrance examination. The manner of the submission of the documents will be specified no later than on the date of publication of the final results of the entrance examination (paragraph 2.2.6.2 hereof).

2.2.9.2 Applicants for doctoral programmes of study prove their language skills in SIS in the form of mandatory application appendices (paragraph 2.2.1 hereof).

2.2.9.3 Applicants must submit the required documents as follows:

Programme of study	Language of instruction	Proof of language skills
Bachelor's	Czech	from the date of publication of the final results of the entrance examination (paragraph 2.2.6.2 hereof) to 31 Aug 2026, preferably by 9 July 2026
Bachelor's, Psychology	English	25 June–31 Aug 2026, preferably by 9 July 2026
Master's	Czech	25 June–31 Aug 2026, preferably by 9 July 2026
Master's	Other than Czech	7 May–31 Aug 2026, preferably by 9 July 2026
Doctoral I (DPS I) ¹⁰	Czech, Other than Czech	mandatory application appendices
Doctoral II (DPS II)	Czech, Other than Czech	mandatory application appendices

2.2.10 Enrolment in study

2.2.10.1 Applicants who have received the Dean's decision on admission to study may enrol in study.

2.2.10.2 The form of enrolment will be specified no later than on the date of publication of the final results of the entrance examination (paragraph 2.2.6.2 hereof).

2.2.10.3 The dates of enrolment in study are as follows:

Programme of study	Language of instruction	Enrolment in study
Bachelor's	Czech	13 July 2026–15 Sept 2026, preferably by 31 Aug 2026
Bachelor's, Psychology	English	from 13 July 2026

¹⁰ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

Master's	Czech	from 13 July 2026
Master's	Other than Czech	from 13 July 2026
Doctoral I (DPS I) ¹¹	Czech, Other than Czech	from 13 July 2026
Doctoral II (DPS II)	Czech, Other than Czech	2 Feb–28 Feb 2027

2.2.10.4 Should an applicant not be able to enrol in study within the given deadline, a special procedure will be agreed.

2.2.11 Inspection of admissions procedure files

2.2.11.1 After receiving the decision on (non-)admission for study, the applicant may inspect his or her admissions procedure file.

2.2.11.2 The dates for the inspection of the files are as follows (in all cases on the basis of the applicant's request sent no later than three working days in advance).

Programme of study	Language of instruction	Inspection of files
Bachelor's	Czech	13 July–13 Aug 2026
Bachelor's, Psychology	English	13 July–13 Aug 2026
Master's	Czech	13 July–13 Aug 2026
Master's	Other than Czech	5 May–21 May 2026
Doctoral I (DPS I) ¹²	Czech, Other than Czech	13 July–13 Aug 2026
Doctoral II (DPS II)	Czech, Other than Czech	1 Feb–5 Feb 2027

2.3 Schedule of the Supplementary Admissions Procedure for Bachelor's and Master's Programmes of Study

2.3.1 Submission of applications for the supplementary admissions procedure

2.3.1.1 The period for the submission of applications for the supplementary admissions procedure is **10 Apr–10 Aug 2026**.

2.3.2 Regular entrance examination dates

2.3.2.1 The supplementary entrance examinations will be held on **24–26 Aug 2026**.

2.3.3 Alternative entrance examination dates

2.3.3.1 The alternative dates of the supplementary entrance examinations will be on **31 Aug–1 Sept 2026**.

¹¹ Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

¹² Not applicable to the following programmes: Education (taught in Czech), Education, Political Science (taught in Czech), Political Science, and Digital Social Science; the schedule of the admissions procedure for these programmes is determined by the faculties implementing these programmes.

2.3.4 Applications for a waiver of the entrance examination, modification of the entrance examination, remote entrance examination, and submission of documents required for the entrance examination

2.3.4.1 The application submission dates are as follows:

- a) Applications (including appendices) for a modification of the entrance examination: no later than by 11:59:59 p.m. on the last day of the application submission period for the given programme of study (Art. 2.3.1.1 hereof),
- b) Applications for a waiver of the entrance examination (for selected programmes of study, Art. 5.5 in conjunction with Art. 11 of the APR): by **12 Aug 2026**,
- c) Applications for a remote entrance examination (for selected programmes of study, Art. 5.7 in conjunction with Art. 11 of the APR): by **12 Aug 2026**.

2.3.4.2 If documents must be submitted before the entrance examination under the APR (for selected programmes of study), the deadline for uploading the files in the information system is **12 Aug 2026**.

2.3.5 Invitations to entrance examinations

2.3.5.1 The SR will publish the dates and places of the entrance examinations in the information system and send invitations to the entrance examinations to the applicants by **18 Aug 2026**.

2.3.6 Publication of entrance examination results

2.3.6.1 The score received in an entrance examination will be published in the information system.

2.3.6.2 The final results of an entrance examination will be published in the information system no later than on **4 Sept 2026**.

2.3.7 Decision on (non-)admission to study

2.3.7.1 If an applicant does not pass the entrance examination, thereby failing to fulfil the requirements for admission to study, the Dean will issue a decision on non-admission to study within 30 days of the verification of fulfilment of the requirements for admission to study (paragraph 2.3.6.2 hereof).

2.3.7.2 If an applicant passes the entrance examination, the Faculty notifies the applicant of the manner of delivery of documents proving previous education and language skills so that all requirements for admission to study are fulfilled (see the APR). The Dean issues a decision on admission to study within 30 days of the verification of the fulfilment of the requirements for admission to study.

2.3.8 Proof of previous education and language skills

2.3.8.1 Documents proving previous education and language skills are submitted by applicants who passed the entrance examination (paragraph 2.3.6.2 hereof). The manner of the submission of the documents will be specified no later than on the date of publication of the final results of the entrance examination (paragraph 2.3.6.2 hereof).

2.3.8.2 The applicant must submit the required documents to the Faculty by **15 Sept 2026**.

2.3.8.3 Should an applicant not be able to deliver the required documents by 15 Sept 2026, a special procedure will be agreed.

2.3.9 Enrolment in study

- 2.3.9.1 Applicants who have received the Dean's decision on admission to study may enrol in study.
- 2.3.9.2 The form of enrolment will be specified no later than on the date of publication of the final results of the entrance examination (paragraph 2.3.6.2 hereof).
- 2.3.9.3 The date of enrolment in study is **10–15 Sept 2026**.
- 2.3.9.4 Should an applicant not be able to enrol in study by 15 Sept 2026, a special procedure will be agreed.

2.3.10 Inspection of admissions procedure files

- 2.3.10.1 After receiving the decision on (non-)admission for study, the applicant may inspect his or her admissions procedure file.
- 2.3.10.2 Files may be inspected from **15–24 Sept 2026** on the basis of the applicant's request sent no later than three working days in advance.

Article 3

Information for Units of the Faculty

3.1 Schedule of the admissions procedure for bachelor's, master's, and doctoral programmes of study

3.1.1. Waiver of an entrance examination

- 3.1.1.1 The SR notifies the heads of the basic units of the Faculty of the option to waive the entrance examination for bachelor's and master's programmes of study for which the number of applicants did not reach the planned number of admitted applicants in accordance with the APR by **2 Apr 2026**.
- 3.1.1.2 The heads of the basic units submit the final proposals for a waiver of the entrance examination to the head of the SR by **15 Apr 2026**.
- 3.1.1.3 The head of the SR submits the final summary proposal for a waiver of the entrance examination for bachelor's and master's programmes of study for which the number of applicants did not reach the planned number of admitted applicants in accordance with the APR to the Dean of the Faculty by **17 Apr 2026**.
- 3.1.1.4 The Dean of the Faculty decides on the waiver of the entrance examination for the programmes of study subject to paragraph 3.1.1.3 hereof by **21 Apr 2026**.

3.1.2 Determination of entrance examination dates

- 3.1.2.1 The SR, in cooperation with the heads of the basic units and chairs of the subject-area boards, determines the dates and places of all entrance examinations for bachelor's and master's programmes of study and doctoral programmes of study I (DPS I) by **9 Apr 2026**.
- 3.1.2.2 The SR, in cooperation with the chairs of the subject-area boards, determines the dates and places of entrance examinations for doctoral programmes of study II (DPS II) by **16 Dec 2026**.
- 3.1.2.3 The SR notifies the heads of the basic units of the Faculty and the chairs of the subject-area boards of the final numbers of applicants for study who will take the entrance examination on an alternative date **no sooner than four days after the regular entrance examination date**.

3.1.3 Submission of documents required for the entrance examination by the basic units and subject-area boards to the Student Registry

3.1.3.1 The heads of the basic units of the Faculty and the chairs of the subject-area boards submit the following documents and information for bachelor's and master's programmes of study and doctoral programmes of study I (DPS I) to the SR by **31 March 2026**:

- a) nominations for the chairs and members of the examination boards for all parts of the entrance examinations,
- b) names and phone numbers of persons who will be available to provide advice to the SR on the opinions on the applicants' appeals against a decision on non-admission to study from 6 July–31 Aug 2026,
- c) written entrance examinations for printing (applicable to bachelor's and master's programmes of study for which the examinations are not printed separately).

3.1.3.2 The chairs of the subject-area boards submit the following documents and information regarding doctoral programmes of study II (DPS II) to the SR by **31 Dec 2026**:

- a) nominations for the chairs and members of the examination boards for all parts of the entrance examinations,
- b) names and phone numbers of persons who will be available to provide advice to the SR on the opinions on the applicants' appeals against a decision on non-admission to study from 7 Feb–28 Feb 2027.

3.1.3.3 The basic units and subject-area boards submit any and all of the following documents to the Student Registry **immediately, or, in exceptional cases, no later than on the second day after the regular or alternative entrance examination date**:

- a) all materials from written examinations: attendance sheets, invitations with stickers (for machine test assessment), score sheets including completed score sheet templates for machine assessment and score description, summary record of the entrance examination and records of extraordinary events, completed written test templates (for both machine and manual test assessment), list of the names of the evaluators with specimen signatures signed by the chair of the board (for parts of tests with open questions assessed manually), etc.;
- b) all materials from oral examinations: attendance sheets, records completed in due form and signed by the respective members of the board and applicants, records of extraordinary events, etc.

3.1.3.4 The basic units submit manually assessed tests and summary entrance examinations scores for all applicants to the SR **no later than within five days of the regular or alternative entrance examination date**.

3.1.4 Submission of documents required for the entrance examination by the Student Registry to the basic units and subject-area boards

3.1.4.1 The SR will submit the mandatory appendices and documents uploaded by the applicants in the information system in accordance with the APR (Art. 11) **no later than one week before the examination date**.

3.1.4.2 The basic units and subject-area boards for the admissions procedure collect the attendance sheets, oral examination records, test sets (if the printing and completion is secured by the SR), and any other materials required for the entrance examinations

at the SR **one working day before the date of the given part of the entrance examination or on the regular or alternative date of the given part of the entrance examination.**

3.1.5 Preparation of documents for appellate proceedings

3.1.5.1 The SR, Vice-Dean for Study Affairs and Admissions Procedure, and the contact persons designated by the heads of the basic units of the Faculty and the chairs of the subject-area boards (paragraph 3.1.3.1 hereof) will cooperate on preparing documents for the appellate proceedings for bachelor and master's programmes of study and doctoral programmes of study II (DPS I) from **6 July 2026.**

3.1.5.2 The SR, Vice-Dean for Study Affairs and Admissions Procedure, and the contact persons designated by the chairs of the subject-area boards (paragraph 3.1.3.1 hereof) will cooperate on preparing documents for the appellate proceedings for doctoral programmes of study II (DPS II) from **7 Feb 2026.**

3.1.6 Admissions procedure requirements for doctoral programmes of study II (DPS II)

3.1.6.1 Any admissions procedure requirements for doctoral programmes of study II (DPS II) commencing from 1 March 2027 must be submitted for a meeting of the Academic Senate of the Faculty no later than for the meeting held **in June 2026.**

2.3 Schedule of the Supplementary Admissions Procedure for Bachelor's and Master's Programmes of Study

3.2.1 Announcement of the Supplementary Admissions Procedure

3.2.1.1 The SR notifies the heads of the basic units of the Faculty of the option to announce the supplementary entrance examination for bachelor's and master's programmes of study for which the number of applicants did not reach, or was equal to, 130% of the planned number of admitted applicants in accordance with the APR by **2 Apr 2026.**

3.2.1.2 The heads of the basic units of the Faculty notify the head of the SR of the programmes of study for which they propose the announcement of the supplementary admissions procedure, and propose the planned number of admitted applicants, by **7 Apr 2026.**

3.2.1.3 The head of the SR submits a summary proposal for the announcement of the supplementary admissions procedure for bachelor's and master's programmes of study to the Dean of the Faculty by **8 Apr 2026.**

3.2.1.4 The Dean of the Faculty decides on the announcement of the supplementary admissions procedure for bachelor's and master's programmes of study, if any, by **10 Apr 2026.**

3.2.1.5 The SR publishes the requirements for such admissions procedure and opens the submission of electronic applications for study by **10 April 2026.**

3.2.2. Waiver of the entrance examination

3.2.2.1 The SR notifies the heads of the basic units of the Faculty of the option to waive the entrance examination for bachelor's and master's programmes of study for which the number of applicants did not reach the planned number of admitted applicants in accordance with paragraph 3.2.1.1. by **11 Aug 2026.**

3.2.2.2 The heads of the basic units submit any proposals for a waiver of the entrance examination to the head of the SR by **13 Aug 2026.**

3.2.2.3 The head of the SR submits the final summary proposal for a waiver of the entrance examination for bachelor's and master's programmes of study for which the number of applicants did not reach the planned number of admitted applicants in accordance with paragraph 3.2.1.1 to the Dean of the Faculty by **14 Aug 2026**.

3.2.2.4 The Dean of the Faculty decides on the waiver of the entrance examination for the programmes of study subject to paragraph 3.2.2.3 hereof by **17 Aug 2026**.

3.2.3 Determination of entrance examination dates

3.2.3.1 The SR determines the dates and places of the entrance examinations by **15 July 2026**.

3.2.3.2 The SR notifies the heads of the basic units of the Faculty and the chairs of the subject-area boards of the final numbers of applicants for study who will take the entrance examination on an alternative date **no sooner than four days after the regular entrance examination date**.

3.2.4 Submission of documents required for the entrance examination from the basic units to the Student Registry

3.2.4.1 The heads of the basic units of the Faculty submit the following information for all programmes of study by **15 July 2026**:

- a) nominations for the chairs and members of the examination boards for all parts of the entrance examinations,
- b) names and phone numbers of persons who will be available to provide advice to the SR on the opinions on the applicants' appeals against a decision on non-admission to study from 10 Sept–10 Oct 2026.

3.2.4.2 The heads of the basic units of the Faculty submit the written entrance examinations for printing (unless the examinations are printed separately) to the SR by **13 Aug 2026**.

3.2.4.3 The basic units submit any and all of the following documents to the Student Registry **immediately, or, in exceptional cases, no later than on the second day after the regular or alternative entrance examination date**:

- a) all materials from written examinations: attendance sheets, invitations with stickers (for machine test assessment), score sheets including completed score sheet templates for machine assessment and score description, summary record of the entrance examination and records of extraordinary events, completed written test templates (for both machine and manual test assessment), list of the names of the evaluators with specimen signatures signed by the chair of the board (for parts of tests with open questions assessed manually), etc.;
- b) all materials from oral examinations: attendance sheets, records completed in due form and signed by the respective members of the board and applicants, records of extraordinary events, etc.

3.2.5 Submission of documents required for the entrance examination from the Student Registry to the basic units

3.2.5.1 The SR will submit the mandatory appendices and documents uploaded by the applicants in the information system in accordance with the APR (Art. 11) by **14 Aug 2026**.

3.2.5.2 The basic units and subject-area boards collect the attendance sheets, oral examination records, test sets (if the printing and completion is secured by the SR), and any other

materials required for the entrance examinations at the SR **one working day before the date of the given part of the entrance examination or on the regular or alternative date of the given part of the entrance examination.**

3.2.6 Preparation of documents for appellate proceedings

3.2.6.1 The SR, Vice-Dean for Study Affairs and Admissions Procedure, and the contact persons designated by the heads of the basic units of the Faculty will cooperate on preparing documents for the appellate proceedings as of **10 Sept 2026.**

Article 4

Preparation of the Admissions Procedure for Programmes of Study Commencing in the 2027/2028 Academic Year

4. 1 Bachelor's and master's programmes of study

4.1.1 The employees of the SR submit a list of the bachelor's and master's programmes of study with authorisation to be implemented at least until 31 Dec 2027 and a list of the programmes of study expected to be granted authorisation to be implemented by 30 July 2027 to the Dean's Board by **31 Jan 2026.**

4.1.2 The Dean's Board will discuss the outputs provided under point 4.1.1 hereof by **15 Dec 2026** and will invite the heads of the basic units to propose field-specific requirements, including the planned number of admitted applicants for the individual bachelor's and master's programmes of study, by **31 March 2026.**

4.1.3 The Dean's Board will consider the proposals of the heads of the basic units and decide which programmes of study will be included in the admissions procedure for programmes of study commencing in the 2027/2028 academic year and will further specify the field-specific requirements and the planned number of admitted applicants by **15 Apr 2026.**

4.1.4 The SR subsequently processes the documents and submits them to the Study Commission of the Faculty for discussion by **30 Apr 2026.**

4.1.5 After incorporating the comments provided during the meeting of the Study Commission, the SR sends the list of the bachelor's and master's programmes of study and field-specific requirements for admission to study to the heads of the basic units by **15 June 2026** for the purposes of a final check which must be performed by **15 July 2026.**

4.1.6 The SR submits the draft *Admissions Procedure Requirements at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2027/2028 Academic Year: Bachelor's and Master's Programmes of Study* to the Rector for the purposes of providing comments by **1 Aug 2026.** The SR will subsequently ensure that the Rector's comments, if any, are incorporated in the requirements and submits the final version to the Academic Senate of the Faculty.

4.2 Doctoral Programmes of Study

4.2.1 The employees of the SR submit a list of the doctoral programmes of study with authorisation to be implemented at least until 31 Dec 2027 and a list of the programmes of study expected to be granted authorisation to be implemented by 30 July 2027 to the Dean's Board by **28 Feb 2026.**

- 4.2.2 The Dean's Board will discuss the outputs provided under point 4.1.2 hereof by **15 March 2026** and will invite the chairs of the subject-area boards to propose field-specific requirements for the individual doctoral programmes of study by **30 Apr 2026**.
- 4.2.3 The Dean's Board will consider the proposals of the chairs of the subject-area boards and decide which programmes of study will be included in the admissions procedure for programmes of study commencing from 1 Oct 2027 and further specify the field-specific requirements and the planned number of admitted applicants by **15 May 2026**.
- 4.2.4 The SR sends the list of the doctoral programmes of study and field-specific requirements for admission to study to the chairs of the subject-area boards by **31 May 2026** for the purposes of a final check which must be performed by **30 June 2026**.
- 4.2.5 The SR submits the draft *Admissions Procedure Requirements at the Faculty of Arts of Charles University for Programmes of Study Commencing in the 2027/2028 Academic Year: Doctoral Programmes of Study* to the Rector for the purposes of providing comments by **1 Oct 2026**. The SR will subsequently ensure that the Rector's comments, if any, are incorporated in the requirements and submits the final version to the Academic Senate of the Faculty.

Article 5

Final Provisions

5. 1 This Directive comes into force and effect on the date of publication.

Prague, 21 January 2026

Ref. No. UKFF/32102/2026

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Dean of the Faculty of Arts of
Charles University