

**Admission Procedure Specifications**  
**Faculty of Arts, Charles University (CU FA)**  
**Academic Year 2015/2016**  
**Bachelor's and Follow-up Master's Degree Programmes**

**Website:** <http://prijimacky.ff.cuni.cz>

**1. General Information & Deadlines**

- Open day: 10 January 2015
- Contact us for more details at: [prijimacky@ff.cuni.cz](mailto:prijimacky@ff.cuni.cz)
- Application deadline: 28 February 2015
- Entrance examinations are scheduled as follows:

**Aptitude examinations for the following programmes (bachelor's):**

– Art History, Film Studies, Philosophy, Religious Studies – 16 May 2015 (Saturday)  
Alternative date for the aptitude examinations – 1 June 2015

**Entrance examinations (follow-up master's):** 25 May – 3 June 2015

Alternative date for the entrance examinations (follow-up master's): 10 June 2015

**Entrance examinations (bachelor's):** 1 – 11 June 2015

Alternative date for the entrance examinations (bachelor's): 18 – 19 June 2015

- Administrative Fee<sup>1</sup>:

**CZK 510** per one **online** application for single and double-subject programmes

**CZK 255** per one **online** application for degree programmes offered exclusively as double-subject programmes (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)**

SWIFT: KOMB CZ PP

IBAN: CZ960100000000085631011

Payment can be made online, via bank transfer, bank deposit or in cash at the CU FA Cashier's Office.

Account Owner's Address:

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<sup>1</sup> Stipulated in accordance with the Constitution of Charles University, <http://www.cuni.cz/UK-4332.html>

Univerzita Karlova, Filozofická fakulta, nám. Jana Palacha 2, 116 38 Praha 1 (Charles University, Faculty of Arts)

## 2. General Information on Degree Programmes

2.1 **Bachelor's degree programmes** are three-year programmes. Upon submitting a bachelor's thesis and passing the final state examination, the graduate is awarded the title of "bakalář" (bachelor of arts). Bachelor's programmes are offered either as single programmes (one major) or as double-subject programmes (a combination of two majors). **The follow-up master's degree programmes** are two-year programmes. Upon submitting a diploma thesis and passing the final state examination, the graduate is awarded the title of "magistr" (master of arts). Master's programmes are offered either as single programmes (one major) or as double-subject programmes (a combination of two majors)

2.2 More detailed information on the CU FA programmes, study regulations and plans of the accredited degree programmes are available at <http://ff.cuni.cz>, in the English version under *Study*.

## 3. General Information on Admission Procedure

3.1 The admission procedure is regulated by Articles 48-50 of Act No. 111/98 Coll. – the Higher Education Act of the Czech Republic as amended, by Appendix No. 5 of the Charles University Constitution – Admission Procedure Regulations, by these Admission Procedure Specifications for the academic year 2015/2016, and by Provisions of the Dean which will be issued during the 2014/2015 academic year and will regulate the organization and realization of the entrance examinations and the admission procedure.

3.2 **Invitations** to entrance examinations are dispatched to applicants who have applied in the proper way, 28 days at the latest before the date of the examination.

3.3 **Results** of the admission procedure will be available after the central admissions committee has converged. The results will be available at <https://is.cuni.cz/studium/eng/index.php> (under **Admission procedure status**) after filling in the birth number or the identification number. Only general information on the admission procedure is announced on the Faculty's notice board.

## 4. Application for Study

4.1 Applicant for study at the Faculty of Arts, CU, are free to submit **an unlimited number of applications. Each degree programme requires one application; applicants seeking study in both full-time and combined (part-time) forms of the same degree programme must submit one application for each form of study.** Applicants applying for degree programmes which are offered as **double-subject programmes only** must submit a **minimum of one additional application for a degree programme offered in combination (please make sure you make a separate payment for each application, using the specific symbol generated by**

**the IS**). For more information about degree programmes offered as one-subject, two-subject and two-subject only, see chapters 6 and 7 of these Specifications. Applicants must indicate the **type** of degree programme (bachelor's, follow-up master's), **form** of study (full-time, combined) and the name of the degree programme.

#### 4.2 How to Submit the Application

Applications are submitted **online**.

- **Online applications** are available at:

<https://is.cuni.cz/studium/eng/login.php?do=prihlaska>. The online form and more detailed instructions will be available at the Faculty's website from 1 November 2014. **Applications must be submitted and payments must be made by 28 February 2015.**

- Once the application has been filled in online, the Information System will generate a **specific symbol** for each applicant; this is a six-digit code **which must be indicated during the payment of the administrative fee. If the payment is made online by card, the specific symbol is not required.**

- Please note that once the application has been completed, it must be **finalized** to become valid.

- **Applications submitted online should not be printed out and sent via post.**

- **The administrative fee must be paid separately for each application. The fee cannot be refunded in any stage of the admission procedure.**

- The status of the application can be followed at <https://is.cuni.cz/studium/eng/index.php> under **Admission Procedure Status** – i.e. submission of the application, exact dates of the entrance examinations, results of the first round and the overall results of the admission procedure.

#### 4.3 Applicants **with special educational needs, applying for a modified form of the entrance examination, must submit a written request to the Admissions Office by 28 February 2015.**

Alternatively, the request can be attached as a scanned file to the online application in the Information System. The reasons stated in the application must be duly documented (see below, 5.5 hereof).

4.4 Applicants wishing to be **exempted from the entrance examination** (this is only relevant in some degree programmes, see 5.4 hereof) must submit a **written request** to the Admissions Office by 28 February 2015; **attachments** such as school-leaving certificates (*maturita*) can be submitted later **only if** this is allowed by the admission procedure regulations of the respective programme (in that case, the attachments must be submitted by the date set for the respective degree programme). The request must contain **either** a copy of the transcript of records verified by the Registrar of the Faculty at which the applicant has studied, **and/or** other documents, if specified by the degree programmes which grant exemptions from entrance examinations. The request can also be attached as a scanned file to the application submitted through the Information System. **Requests submitted after the deadline of 28 February 2015 will not be considered.**

4.5 The following documents **are not to be included in the application**: school-leaving certificates (*maturita*) and university degree diplomas (these documents are to be submitted as stated in 5.6 hereof) as well as other written materials (seminar works etc.).

4.6 Applicants failing to comply with the requirements stated in 4.1 – 4.2 hereof will be notified by email and asked to rectify the shortcomings within an adequate time. In the case of failure to rectify the shortcomings within this time, the application will be deemed as invalid and the administrative fee will not be refunded.

4.7 If applicants submit applications to more than one faculty of Charles University, or to more than one university, the CU FA cannot guarantee that some of the dates of their entrance examinations do not overlap.

## 5. Entrance Examination and Admission to Study

5.1 Entrance examinations consist either of a **single round or of two rounds**; the examinations test specialized knowledge of the field, while some degree programmes may also include testing of general study skills or an aptitude examination. The examination is **either written or oral**; examinations consisting of two rounds are a **combination of a written and oral** part. The written part may contain closed as well as open questions. **Applicants applying simultaneously for the full-time and combined forms of the same degree programme are required to sit the entrance examination only once, and their results will be recognized for both forms of study. The same applies for applicants applying for two or more programmes which require identical written examinations or a part thereof (more details under 7. 1. and 7. 2. hereof).**

The oral examination committee may be divided into several separate boards. The entrance examination is held in English, the instructions for written tests and oral examinations are in English unless the knowledge of another language is part of the skills tested by the examination. Applicants' interests related to the field of study are only considered in degree programmes which specify that such interests will be tested as part of the admission procedure (documents testifying such interests are normally to be submitted in the 2<sup>nd</sup> round of the entrance examination or during the oral examination if this is the only part of the entrance examination; for more details, see chapter 7 hereof).

5.2 **Requirements relating to entrance examinations** are further specified for individual degree programmes (chapter 7 hereof), and sample tests are available on the websites of individual departments of the faculty, see <http://www.ff.cuni.cz/home/faculty-of-arts/departments-institutes/>

5.3 In entrance examinations consisting of a single round, a maximum of **100 points** can be reached; in examinations consisting of two rounds, a maximum of **50 points** can be reached in either round. The second round is open to candidates who reach a minimum of **25 points** in the first round; results are available at <https://is.cuni.cz/studium/eng/index.php>, under **Admission Procedure Status. The Faculty of Arts does not use other ways to notify candidates of the result of the entrance examinations** or to inform about the results of other candidates applying for the same degree programme.

5.4 Normally, no exemptions are granted from entrance examinations for bachelor's degree programmes. In programmes which allow exemptions (see chapter 7 hereof), the Dean grants an exemption from the entrance examination, or a part thereof, to applicants who submit a written request and meet the criteria specified (see chapter 7 hereof). Other documents required for the consideration of requests for exemptions are specified for the

individual degree programmes which allow exemptions, and are to be attached to the request for exemption. The request for exemption, including attachments, is to be submitted as part of the application for study (see 4.4 hereof). If the exemption is not granted, the applicant is to sit the entrance examination on the date specified by the Information System.

5.5 Applicants with special educational needs, applying to any type of study, may request to take a modified entrance examination. The request, in writing, duly explained and documented (with a medical report; applicants with specific learning difficulties should supply a recommendation issued by a Pedagogical and Psychological Counselling centre) must be attached to the application (see 4.3 hereof). The request will be considered by the Dean who will take into account the documents supplied and consult the department concerned.

5.6 Candidates who have been notified of having passed successfully the examination will be asked to enrol on a date specified. They will be asked to bring a certified copy of their school-leaving certificate (those admitted to bachelor's programmes) or a university degree diploma (those admitted to follow-up master's programmes). Applicants who have completed their secondary or university education abroad must submit documents recognizing their foreign secondary education or university degree, unless stated otherwise by an international agreement. These documents will be considered and the applicant will be notified of admission and will be enrolled. **The applicant cannot be enrolled until he/she submits these documents.**

In justified cases (such as a study abroad at the time of regular enrolment into master's programmes), the Dean may allow the applicant to be enrolled at an earlier date. Applicants who receive any of the above-mentioned documents after the date of the regular enrolment will be invited for an alternative date of enrolment, no later than 30 September 2015; applicants who will only take their secondary school-leaving (*maturita*) examination in the autumn, or have completed their secondary education or bachelor's degree abroad, will be invited to an alternative enrolment, no later than 23 October 2015.

5.7 The permission to sit the entrance examination on an **alternative date** is granted by the Dean only on **serious and well-documented grounds** (health reasons, school-leaving examination, study at a school abroad, natural disasters etc.). The applicant should submit a written request (preferably via email) to the Admissions Office ([prijimacky@ff.cuni.cz](mailto:prijimacky@ff.cuni.cz)) no later than **the third day** after the regular date of the entrance examination. The request for an alternative date should not be attached to the application; instead, it should be sent to the Admissions Office not before the applicant finds the regular date of the examination in the Information System. Equally, the applicant will find the alternative date in the Information System, at <https://is.cuni.cz/studium/eng/login.php?do=ucha>.

5.8 The applicant is admitted if he/she obtains **a minimum of 50 points** in the entrance examination (single round or two-round) and **at the same time** scores enough points to place among the maximum number of students admitted to the respective programme<sup>2</sup> (see chapter 7 hereof); the applicant will be admitted if he/she scores the same number of points as the applicant who comes last in the ranking of admissions. Applicants applying for

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<sup>2</sup> For degree programmes which can be studied in both forms (full-time and combined), the maximum number of admissions is set separately for each form.

programmes offered as double-subject only will only be admitted if they meet the above conditions for a minimum of **two degree programmes which can be freely combined** (for more details, see 5.1 and 5.3 hereof); the ranking of applicants to be admitted will include applicants who place in the ranking in one programme, but fail to be admitted to at least one of their other programme(s) which can be combined; **therefore, the maximum number of admissions may remain unfilled**. Applicants admitted cannot be enrolled unless they supply evidence of prior education (see 5.6 hereof).

## **6. List of degree programmes accredited for the academic year 2015/16**

### **6.1 Bachelor's programmes**

### **6.2 Follow-up master's programmes**

## **7. List of requirements for entrance examinations (including graduate profiles)**

### **7.1 Bachelor's programmes**

### **7.2 Follow-up master's programmes**