

Annex to the Invitation to the Entrance Exams for the Academic Year 2020/2021:

PhD Programmes of Study

Thank you for your interest in studying at the **Faculty of Arts of Charles University**. Before taking the entrance exam, we recommend that you consult the **Code of Admissions Procedure of Charles University** (<http://cuni.cz/UK-146.html>) and the general and programme-specific **Terms and Conditions for the Admissions Procedure at the Faculty of Arts of Charles University for the academic year 2020/2021** (is.cuni.cz/studium/prijimacky). We provide below only the most important points relating to the entrance exams.

1. **Please review all of the information in the invitation carefully.** If something does not correspond to the data you entered in the application, contact us immediately at prijimacky@ff.cuni.cz.
2. During **registration** for the entrance exam, you must confirm your identity by presenting the invitation and your ID card or passport. Thus, please print out the invitation and bring it with you to the exam. **If you do not present these documents, you will not be allowed to take the entrance exam.**
3. The **time of registration is specified in the invitation for the entrance exam and in the electronic system in your invitation under the icon Admissions Procedure.** The time of the examination is set in Central European Summer Time!
4. You can receive a maximum of **60 points in the entrance exam.** You can follow the admissions procedure by logging in to the information system (is.cuni.cz/studium/prijimacky). The **overall results** of the admissions procedure will be published no later than **3 July 2020.**
5. **You can be admitted for studies if you submit a certificate of your previous education, obtain at least 30 points, and place among the anticipated number of admitted candidates for the respective programme.** (if the given programme is available both for full-time and combined forms, the anticipated number of admitted candidates is specified for each form separately).
6. For serious and substantiated reasons (residence or long-term stay abroad), you may request a **distance exam in the form of a videoconference.** The request is submitted electronically in SIS no later than 10 days before the regular exam date.
7. The Dean may grant you an **alternative date** for the entrance exam if you cannot attend the regular date for **serious and substantiated reasons**, in particular, health reasons. You may apply for an alternative date via the electronic form in your electronic invitation no later than three days after the regular date of the exam (however, you are advised to apply as soon as possible). If you are granted an alternative date, the date of your exam will change in the information system. If you are not granted an alternative date, you will receive a written decision by post, and the original date of the exam will remain valid.
8. You will be able to consult the **materials relating to the admissions procedure** as a part of your file at the address nám. Jana Palacha 2, Prague 1, 1st floor, room no. 130, from 21 July to 31 August 2020 on Tuesdays from 9 a.m. to 12 noon, on Wednesdays from 2 p.m. to 4 p.m., and on Thursdays from 2 p.m. to 4 p.m. You must make a request by e-mail (prijimacky@ff.cuni.cz) no later than three business days before you intend to consult the materials. You may come to consult the materials only after we have confirmed a specific date.
9. If you learn from the Information System that you have not passed the entrance exam, you will receive the **Dean's decision on non-admission to studies** by post at the address indicated in your application. If you learn that you have passed the entrance exam, please attend enrolment on the specified date and submit a certified copy of the **certificate of your previous education.** You will then receive the **Dean's decision on admission to studies.** If you graduated from a university abroad, you must have your certificate of previous education recognized by a special procedure referred to as "nostrification" (all information on nostrification can be found here: <https://www.ff.cuni.cz/prijimaci-rizeni/nostrifikace/>). Should you have any questions concerning the enrolment process, please contact the research office of the faculty.
10. If you have not been admitted and have serious objections to the Faculty's admissions procedure, you may **file an appeal.** Please note that the only purpose of the appeal proceedings is to review the compliance of the decision with the Higher Education Act, the internal regulations of Charles University and the Faculty of Arts, and the terms and conditions for the admissions procedure for 2020/2021. **There are no specific vacancies reserved for candidates filing an appeal.** Therefore, the reasons for revoking the appealed decision do not include the applicant's motivation and interest in the discipline or the fact that vacancies remain because not all of the applicants admitted have enrolled.
11. **For accommodation options during the entrance exams and reserving a room in a dormitory if admitted to studies,** please consult the web pages of the Dormitories and Canteens of Charles University (kam.cuni.cz/KAM-51.html).

I wish you every success in the entrance exams at the Faculty of Arts of Charles University.

Mgr. Daniel Soukup, Ph.D., Vice-Dean for Admissions and External Relations CU FA

Information about admissions procedures: prijimacky.ff.cuni.cz, e-mail: prijimacky@ff.cuni.cz, phone: 221 619 300, 221 619 333