

## **Terms and conditions for admission procedures at the Faculty of Arts of Charles University for studies commencing in the 2025/2026 academic year: bachelor's and master's programmes of study**

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### **1 Basic information about admission procedures and general terms and conditions**

1.1 Admission procedures are governed by the provisions of [\*Sections 48 to 50 of Act no. 111/1998 Sb., on Institutions of Higher Education and on changes and amendments to other acts, as amended; Articles 19 and 20 of the Constitution of Charles University, as amended; the Code of Admission Procedures of Charles University, as amended; Rector's Directive no. 13/2024 the Schedule of Admission Procedures for the 2025/2026 Academic Year, as amended, and the associated Dean's Measure no. \(to be completed\); Dean's Measure no. 4/2017 Organization of Admission Procedures for Studying at the Faculty of Arts of Charles University, as amended; and these Terms and conditions for admission procedures at the Faculty of Arts of Charles University\*](#)

*for studies commencing in the 2025/2026 academic year: bachelor's and master's programmes of study.*

1.2 These *Terms and conditions for admission procedures at the Faculty of Arts of Charles University for studies commencing in the 2025/2026 academic year: bachelor's and master's programmes of study* (the "TCAP" or the Terms and Conditions") set out the terms and conditions for accepting applicants to study in bachelor's programmes of study and master's programmes of study that are a continuation of a bachelor's programme of study (the "bachelor's and master's programmes of study").

**1.3 Acceptance for study in a bachelor's programme of study is conditional on the achievement of secondary-level education through the passing of a secondary school leaving examination, as well as proof of language competency. Acceptance for study in a master's programme of study is conditional on the proper completion of studies in any type of university programme of study, as well as proof of language competencies.** For some master's programmes of study, the Charles University Faculty of Arts may set the condition that completed bachelor's programmes of study must be related to the master's programme.

**1.4 The Faculty of Arts of Charles University** (the "Faculty of Arts" or the "faculty") **also sets out any additional terms and conditions for being admitting to a programme of study relating to specific knowledge, skills, or talent. The faculty verifies these in an entrance examination.**

1.5 In addition, for the individual programmes of study, the faculty sets the anticipated number of admitted applicants who have met the specified terms and conditions (the "anticipated number of admitted applicants"). If a larger number of applicants meet these terms and conditions, the applicants will be ranked, and the best applicants will be admitted.

**1.6 These conditions consist of the general terms and conditions common to the admission procedures for all programmes of study and the professional requirements for the individual programmes of study, which determine the form of the entrance examination, the anticipated number of admitted applicants, and any other separate terms and conditions for each programme of study.** The professional requirements for the individual programmes of study also indicate whether a programme of study is carried out as an independent programme of study, a joint programme of study, a programme of study without specialization or with specialization, and in the case of programmes of study with specialization, whether the applicant selects a specialization as part of the admission procedures (in the admissions application) or whether the selection will be made during their studies.

## **2 Programmes of study**

**2.1 Most of the programmes of study offered by the Faculty of Arts can be studied independently (i.e. one programme of study) or jointly (i.e. two programmes of study, one as the major and the other as a minor). Certain programmes of study may only be studied independently or jointly.** For some programmes of study, there is also the option of **dual specialization – a combination** of two specializations for the same programme of study (see the professional requirements for the individual programmes of study).

**2.2 Programmes of study with the option of joint studies can be freely combined with each other at the faculty** within the following programme groups: a) bachelor's programmes

of study with a focus on education, b) other bachelor's programmes of study, c) master's programmes of study for teaching, d) others master's programmes of study. All restrictions for combining programmes of study are listed in the professional requirements for the individual programmes of study.

**2.3 As part of inter-faculty agreements between the Faculty of Arts and certain other faculties of Charles University, selected programmes of study may be studied at two faculties at the same time.**

### **3 Admission applications**

**3.1. Admission procedures commence when the admission application is submitted.** Only an applicant who submits the admission application is a participant in the admission procedures.

**3.2 The period for the submission of applications** for programmes of study starting in the 2025/2026 academic year is **from 01 November 2024 to 28 February 2025 for all bachelor's programmes of study and for master's programmes of study taught in languages other than Czech, and from 01 November 2024 to 31 March 2025 for other master's programmes of study.**

For bachelor's and master's programmes of study that complete their accreditation process after 31 October 2024, the application periods will be set separately.

**3.3 The admission application is submitted electronically in the Student Information System of Charles University** (the "information system"). By registering in the information system, the applicant also creates an account, which is used for communication between the applicant and the faculty throughout the admission procedures. In the information system, the applicant can track the application, the invitation to the entrance examination, the point results of the individual rounds, the overall point results, and the final results of the entrance examination. **The application form is not printed or sent by post.**

**3.4 The application must be submitted in the information system and the fee for the admission procedures must be paid by 11:59:59 p.m. on the last day of the period set for submitting applications for the specific programmes of study** (clause 3.2 of the TCAP and *the Measure of the Dean of the Faculty of Arts Schedule and details of the admission procedures at the Faculty of Arts of Charles university for studies commencing in the 2025/2026 academic year and preparations for the admission procedures for studies commencing in the 2026/2027 academic year*).

**3.5 Each applicant may submit any number of applications for studying at the Faculty of Arts.**

**3.6 The applicant submits a separate application form for each selected programme of study** or specialization for which professional requirements are listed separately in Article 11 of these terms and conditions. If the applicant is successful in the admission procedures for studying in more than one programme of study (or specialization), they must declare during enrolment which programme(s) of study (or specialization, if the specialization is not stipulated in the admission application) they will pursue.

**3.7** If an applicant applies for both full-time and part-time (combined) forms of study for the same programme of study, they must submit a separate application for each form of study.

3.8 If an applicant is applying for a programme of study that cannot be studied independently, pursuant to Article 11 of the TCAP, they must also submit at least one additional application for a programme of study that allows joint studies with this programme of study (or specialization); this also applies in the case of a secondary joint programme of study (paragraph 3.15 of the TCAP), i.e., in this case, too, applicants must pass an admission procedure for a minimum of two programmes of study if one of them is a mandatory joint programme.

3.9 For programmes of study implemented **as a part of inter-faculty agreements between the Faculty of Arts and certain other faculties of Charles University**, the admission application is not submitted to the Faculty of Arts, but to the faculty that is the “principal” faculty for these studies. Individual parts of entrance examinations are held at the faculty that realises the relevant programme. Other parts of the admission procedure (verification of previous education, decisions on acceptance or rejection for study etc.) are within the competency of the “home” faculty.

**3.10 The application is only valid after the application form has been properly completed and submitted and after the fee for the admission procedures has been paid (Article 4 of the TCAP).**

3.11 If the application form is not properly completed, it cannot be submitted in the information system. If there is no proof that the fee for the admission procedures has been properly paid, the faculty will request that the applicant remedy this and will set a reasonable deadline for doing this. The reminders are sent only via the information system. If the situation has not been remedied by the deadline, the admission procedures are terminated.

3.12 The data in the application can be changed in the information system (Applications section). The programme of study and the type of study and its form can be changed **until 11:59:59 p.m. on the last day of the period set for submitting applications to study in the specified programme of study** (clause 3.2 of the TCAP). An applicant can request the correction of personal data at any time.

**3.13 No documents on previous education (secondary school leaving certificate, university diploma) or language competencies are attached to applications.** Only applicants who pass the entrance examination will be invited to provide these documents (applicants are not required to have these documents, or submit them to anyone, in the period prior to sitting, or during, an entrance examination). Other materials (a curriculum vitae, bibliography, written work, etc.) are submitted only if they are explicitly required by the professional requirements for the programme of study. These are submitted by the deadline and in the manner specified in the relevant professional requirements for the individual programmes of study.

**3.14 For programmes of study that allow independent or joint studies, the application does not indicate whether the applicant intends to take the programme of study independently or jointly.** If the applicant is successful in the admission procedures for more than one programme of study that allows joint studies, they must indicate when enrolling in the programme of study which programme or which combination of programmes they will study and which programme in the case of joint studies will be studied as a major and which as a minor. They must also indicate which two specializations of the same programme of study they want to study in the case of dual studies.

**3.15 Studies can also be combined at a secondary level, i.e. the programme of study in which the applicant was accepted to study starting in the 2025/2026 academic year can be combined with the studies in which the applicant was a first-year student in the 2024/2025 academic year.**

If the applicant was enrolled in the 2024/2025 academic year as a student in independent studies for a programme of study allowing joint studies and if they succeed in the admission procedures for studies starting in the 2025/2026 academic year in another programme of study allowing joint studies, when enrolling in the 2<sup>nd</sup> year of the original programme of study, they can apply to extend the existing independent studies to joint studies, where the original programme of study becomes their major and the new programme of study becomes their minor.

If the applicant was enrolled in the 2024/2025 academic year as a student of joint studies (i.e. studies combining two programmes of study, as a major and a minor) and if they succeed in the admission procedures for studies starting in the 2025/2026 academic year in another programme of study allowing joint studies, when enrolling in the 2<sup>nd</sup> year of the original programme of study, they can request termination of the current minor and replacing it with a new minor programme of study. The original major remains the same.

#### **4 Application fees**

4.1 The fee relating to the admission procedures (the "fee") is set as follows for admission procedures for students starting in the 2025/2026 academic year:

- a) **CZK 910** for one application for a programme of study **allowing independent and joint studies**,
- b) **CZK 455** for one application for a programme of study **allowing only joint studies** – at least two application forms need to be submitted,
- c) **CZK 1,200** for one application for a programme of study taught in a language other than Czech.

**4.2 The fee for each application must be paid separately.**

#### **4.3 Payment information**

Bank: Komerční banka, Prague 1

Account no. 85631011/0100

Constant symbol: 0308

Variable symbol: 820001

Specific symbol: the number is generated by the information system – web application ID (not used when paying by card)

SWIFT: KOMB CZ PP

IBAN: CZ960100000000085631011

Account owner's address: Charles University, Faculty of Arts, nám. Jana Palacha 1/2, 116 38 Prague 1.

4.4 The fee can be paid by online payment, bank transfer, bank deposit to the account, or in cash at the cashier's office of the Faculty of Arts.

4.5 The applicant can monitor the status of the admission procedures and the processing and payment of the fee in their account in the information system.

**4.6 The fee is not refundable at any stage of the admission procedures.**

**4.7 An applicant in a difficult social situation can submit an admission application at Charles University free of charge under [the specified conditions](#).**

## **5 Entrance examinations**

### **5.1 Description of the entrance examination**

**5.1.1 The entrance examination can be one round or two rounds.** Each round can consist of one or more parts. The parts can have different forms, i.e. written (a test with closed or open questions, an essay, an analysis, etc.) or oral. If the entrance examination has several parts or rounds, the applicant who passed the first round (and completed all of its parts) must also take part in the second round (or all of its parts) (unless, pursuant to clause 5.5 of the TCAP, they are exempt from the entrance examination or a part thereof). The format of the entrance examination and any other conditions are set out in the professional requirements for the individual programmes of study.

**5.1.2 Entrance examinations take place exclusively in person,** unless otherwise stipulated in the professional requirements for the individual programmes of study.

**5.1.3 For programmes of study taught in Czech, the entrance examination is also held in Czech,** unless otherwise stipulated in the professional requirements for the individual programmes of study. Applicants may also express themselves in Slovak during the examination (verbally and in writing), unless otherwise stipulated in the professional requirements for the individual programmes of study. **For programmes of study taught in languages other than Czech, the examination is held in that language,** unless otherwise stipulated in the professional requirements for the individual programmes of study.

**5.1.4 Applicants who apply for programmes of study for which the specialist requirements for the entirety of the entrance examination or parts thereof are identical shall sit such an examination, or part thereof, once only, and the result shall be counted towards all of these programmes of study.**

**5.1.5 During the entrance examination, applicants are required to abide by the rules set out in [Dean's Measure no. 4/2017, Organization of admission procedures for studying at the Faculty of Arts of Charles University, as amended](#), and the other regulations stipulated in clause 1.1 of the TCAP.**

### **5.2 Invitation to take the entrance examination**

**5.2.1 Applicants are invited to the entrance examination by an electronic invitation sent by the Faculty of Arts through the information system.**

**5.2.2 The faculty sends the electronic invitation to the applicants no later than 30 days before the date of the entrance examination,** and in the case of a two-round entrance examination, 30 days before the first round. If it involves an invitation to an alternative date for the entrance examination, this period can be shortened accordingly.

### 5.3 Dates for entrance examinations

5.3.1 All parts of the entrance examination for one programme of study may be held on one day or two days.

5.3.2 **The dates of entrance examinations for programmes of study taught in Czech are set for the period 10 May 2025 to 13 June 2025.** From 10 May 2025 to 31 May 2025, entrance examinations can only be held on weekends.

For bachelor's and master's programmes of study with accreditation processes completed after 28 February 2025, the dates for entrance examinations are set separately.

5.3.3 **The dates of entrance examinations for programmes of study taught in languages other than Czech are set for the period 14 April 2025 to 17 April 2025.**

### 5.4 Alternative dates for entrance examinations

5.4.1 **The dean sets at least one alternative date for taking entrance examinations;** this date must be set at least five days in advance and no later than 40 days after the original date.

The alternative dates for entrance examinations for Czech-language programmes of study are set for the period **from 18 June 2025 to 20 June 2025.**

The alternative dates for entrance examinations for programmes of study **taught in languages other than Czech** are set for **24 April 2025 and 25 April 2025.**

5.4.2 **The dean may allow an applicant to take an entrance examination on an alternative date if the applicant cannot take part in the entrance examination on the regular date due to serious and documented reasons, especially health reasons.**

5.4.3 **A request for an alternative date for an entrance examination is submitted via the information system** (Applications section). A separate application must be submitted for each programme of study for which the applicant wants to take an entrance examination on an alternative date, even if the content of the entrance examination or a certain part thereof is identical or has the same validity. Applications must include as a mandatory attachment a document that credibly documents the given reasons.

5.4.4 **An alternative date can be requested no later than three days after the regular date for the examination.** An alternative date for the second round of a two-round entrance examination can only be requested if the applicant advances to the second round.

5.4.5 Regular studies abroad, which are preparation for studying at a university, are always an acceptable reason for granting the request for an alternative date for the entrance examination.

5.4.6 If the date of an entrance examination is set for Saturday or Sunday and if an applicant takes their school leaving examination or the state final examination, in a period of three days before the entrance examination or during the calendar week following it, this fact is a reason for granting the request for an alternative date to take the entrance examination.

5.4.7 Other requests for an alternative date for the entrance examination are assessed individually and are not automatically granted. If an applicant is allowed to take multiple exams on an alternate date, there is no guarantee that the alternate dates of entrance exams

for the individual programmes of study will not overlap. An additional alternative date is not allowed.

5.4.8 The applicant is notified of the processing of the application via the information system. If the application is approved, the new date for the examination will be indicated in the information system and the applicant will receive a new invitation to the entrance examination. If the application is rejected, the reason for the rejection will be communicated to the applicant via the information system, and the invitation with the original examination date remains valid.

## **5.5 Entrance examination exemptions**

**5.5.1 Based on the applicant's request, the dean may decide to exempt the applicant from the entrance examination or a part thereof;** this may happen only if this option is explicitly stated in the professional requirements for the individual programmes of study and exclusively for those applicants who demonstrate that they have met the conditions for admission with an exemption from the entrance examination or a part thereof.

**5.5.2 A request to be exempt from the entrance examination or a part thereof is submitted through the information system** (Applications section). The mandatory attachments are submitted together with the request. The deadline for submitting a request and specification of the mandatory attachments are set for each programme of study in the professional requirements for the individual programmes of study. All requests submitted for a specific programme of study will only be processed after this deadline. The request processing status can always be monitored in the application app for a specific request. If an applicant is exempt from the entire entrance examination, the applicant receives the full number of points (i.e. 100 points); if an applicant is exempt from one round of a two-round entrance examination, the applicant receives the full number of points corresponding to one round of the entrance examination (i.e. 50 points).

5.5.3 If the request to be exempt from the entrance examination or a part thereof is incomplete or if it does not contain all of the mandatory attachments, the faculty will ask the applicant to remedy the deficiencies and set a reasonable deadline for this. If the deficiencies are not remedied by this deadline, the request will not be granted.

5.5.4 If the request to be exempt from an entrance examination or a part thereof is not granted, the date of the entrance examination stated in the electronic invitation sent to the applicant by the faculty via the information system applies to the applicant.

**5.5.5 If the number of applicants registered for a specific programme of study is less than the anticipated number of admitted applicants specified in the professional requirements for the individual programmes of study, the dean may waive the verification of certain knowledge and skills through an entrance examination and decide to accept all applicants who meet the other conditions for admission** (i.e. provide the required proof of previous education and language competencies and, in the case of programmes of study that do not allow independent study, meet the conditions for admission to at least one other combinable programme of study).

## **5.6 Modifications to the entrance examination**

**5.6.1 As a result of specific health-related needs, an applicant may request modifications to the entrance examination.**



5.6.2 Modifications to the entrance examination are requested via the information system together with the admission application (in the section of the application Requirements for special treatment due to a health disadvantage). In addition, the applicant must attach to the application a professional statement (medical certificate, recommendation of a pedagogical and psychological counselling centre, etc.) specified [here](#). A request for modifications, including attachments, can be submitted no later than 11:59:59 p.m. on the last day of the application period for the specific programme of study (clause 3.2 of the TCAP).

5.6.3 If the application for modifications to the entrance examination is incomplete or if it does not contain all of the mandatory attachments, the faculty will ask the applicant to remedy the deficiencies and set a reasonable deadline for this. If the deficiencies are not remedied by this deadline, the request will not be granted.

## 5.7 Remote oral entrance examinations

5.7.1 **If an applicant cannot take part in an oral entrance examination in person due to serious and documented reasons** (studies or long-term stay abroad, serious health reasons, etc.), **the dean may, based on the applicant's request, allow this examination to be held in the form of a video conference** for those programmes of study that have this stipulated in the professional requirements for the individual programmes of study.

5.7.2 Remote oral entrance examinations must take place in accordance with the [Code of Admission Procedures of Charles University, as amended](#); and the other regulations stipulated in clause 1.1 of the TCAP.

5.7.3 Applications for a remote oral entrance examination must be submitted through the information system (Applications section), with a deadline of 21 May 2025 for Czech-language programmes of study and 31 March 2025 for programmes of study **taught in languages other than Czech**.

5.7.4 If the application is incomplete, the faculty will ask the applicant to remedy the deficiencies and set a reasonable deadline for this. If the deficiencies are not remedied by this deadline, the application will not be granted.

## 6 Point evaluation and results of entrance examinations

6.1 **A maximum of 100 points may be awarded in one-round entrance examinations. A maximum of 50 points may be awarded in each round of two-round entrance examinations.**

6.2 **Applicants who obtain at least 25 points in the first round advance to the second round of a two-round entrance examination.** For some programmes of study, obtaining 25 points may not be the only criterion for advancing to the second round; in such cases, the exact criteria are specified in the professional requirements for the individual programmes of study.

6.3 **Applicants who are awarded a minimum of 50 points in a one-round or two-round entrance examination for a specific programme of study and, according to the number of points obtained, who are placed in the order corresponding to the pre-determined anticipated number of applicants for this programme of study** (Article 11 of the TCAP) **pass the entrance examination.** This condition will also be met by all applicants who obtain

the same number of points as the applicant who ranks last in the order intended for admission.

6.4 For programmes of study that do not allow independent study, applicants who placed in the relevant order, even if they failed the entrance examination for at least one other combinable programme of study, are included in the anticipated number of admitted applicants, irrespective of whether they passed the entrance examination or at least one other combinable programme of study or another specialisation of the same programme (for so-called double specialisation study, paragraph 2.1).

6.5 Only applicants who meet the stated conditions for admission to at least two mutually combinable programmes of study or specializations or a combination of two specializations of the same programme (dual specialization studies) can be admitted to a programme of study that does not allow independent study.

**6.6 The point evaluation of entrance exams is published in the information system on a continuous basis** (Admissions Process section). Applicants are always sent an information e-mail immediately after publication of the point scores.

**6.7 The final results of entrance examinations are published in the information system** (Admissions Process section) **no later than 30 May 2025 for programmes of study taught in languages other than Czech and 27 June 2025 for Czech-language programmes of study.**

6.8 Applicants who have applied for studies as a part of inter-faculty agreements between the Faculty of Arts and certain other faculties of Charles University (clause 2.3 of the TCAP) will pass the entrance examination if they obtain at least 50 points in the entrance examination at the Faculty of Arts and meet the other conditions of the admission procedures for the "principal" faculty (including the anticipated number of admitted applicants, if this has been established).

6.9 After publication of the final results of the entrance exams in the information system, the Faculty of Arts will inform applicants who have passed the entrance examination how, when, and where they should submit proof of their previous education and language competencies (clause 7.5 of the TCAP) in order to fulfil all of the conditions for admission (clause 1.3 of the TCAP). An applicant who successfully meets all of the conditions for admission will receive a **decision on admission to studies.**

6.10 After publication of the final results of the entrance exams (clause 6.7 of the TCAP), **the Faculty of Arts will send a decision on non-admission to applicants who fail the entrance examination.**

**6.11 The faculty does not provide applicants or other persons with information about the results of the other applicants.**

## **7 Admission to studies**

**7.1 The dean of the Faculty of Arts decides on admitting applicant to study.** The decision must be issued within 30 days of verifying the conditions for admission to study (i.e. from the verification of all conditions for admission to study).

## **7.2 An applicant who meets all of the conditions, including submitting proof of previous education and language competencies, is admitted to study.**

7.3 For bachelor's programmes, proof of previous education is a secondary school diploma (clause 1.3 of the TCAP).

7.3.1 Graduates of non-Czech secondary schools submit confirmation of equivalence (*nostrifikace*) of their secondary school diploma (unless otherwise stipulated by an international agreement).

7.3.2 Instead of this confirmation, an applicant who completed secondary school at a school abroad can request that the faculty recognize this education for the purposes of the admissions process at Charles University. The faculty evaluates the request for this assessment only for applicants who have successfully passed the entrance examination. There is a fee for the assessment, which is non-refundable. Recognition of education in this form is valid only for the admission procedures at the Faculty of Arts and only for the specific academic year.

7.4 For master's programmes, proof of previous education is a diploma documenting the completion of a bachelor's degree or a diploma documenting the completion of another master's degree (clause 1.3 of the TCAP).

7.4.1 Applicants who have completed the required previous education at one of the faculties of Charles University do not have to prove their previous education.

7.4.2 Graduates of bachelor's or master's degrees at a non-Czech university must submit a certificate of recognition of higher education abroad (unless otherwise stipulated by an international agreement).

7.4.3 Instead of this confirmation, an applicant who has completed a bachelor's or master's degree at a university abroad can request that the faculty recognize this education for the purposes of the admission procedures at Charles University. The faculty evaluates the request for this assessment only for applicants who have successfully passed the entrance examination. There is a fee for the assessment, which is non-refundable. Recognition of education in this form is valid only for the admission procedures at the Faculty of Arts and only for the specific academic year.

## **7.5 Proof of language competencies**

7.5.1 The following documents must be submitted in Czech or Slovak **for Czech-language programmes of study**: secondary school leaving examination certificate confirming a passed secondary school leaving examination in Czech/Slovak as a native language or as a foreign language at level B2 or higher, document on the successful completion of any university programme of study accredited in Czech/Slovak, document on the successful completion of a university programme of study abroad with a focus on Czech/Slovak philology or Czech/Slovak Studies, document on the passing of any certified examination in Czech/Slovak as a foreign language at level B2 or higher according to the list in the attachment to these conditions, or a certificate from years 5 to 9 of primary school or a certificate from a secondary school with Czech/Slovak as a language of instruction. No certified examinations other than the ones listed above shall be accepted. Graduates of the Faculty of Arts or other faculties of Charles University can submit a copy of the relevant document generated from the information system rather than a notarised copy.

7.5.2 The following documents must be submitted as proof of proficiency in the relevant language **for programmes of study taught in languages other than Czech**: secondary school leaving certificate issued by a secondary school with instruction in the relevant foreign language, document on the successful completion of any university programme of study accredited in the relevant foreign language, document on the passing of any certified examination in the relevant foreign language at level B2 or higher according to the list in the attachment to these conditions, whereby no certified examinations other than the ones listed above shall be accepted, or certificate of the completion of a language course in the relevant foreign language at level B2 or higher, completed as part of any university programme of study. Graduates of the Faculty of Arts or other faculties of Charles University can submit a copy of the relevant document generated from the information system rather than a notarised copy.

## **8 Inspection of materials**

**8.1 Applicants are entitled to inspect their materials from the admission procedures.** The organizational and administrative requirements are set out in the *Dean's measure Schedule and details of the admission procedures for studying at the Faculty of Arts of Charles University for studies starting in the 2025/2026 academic year and preparation of the admission procedures for studies starting in the 2026/2027 academic year.*

## **9 Appeals and appeal proceedings**

**9.1 Applicants can file an appeal against the dean's decision (clause 7.1 of the TCAP).**

9.2 An appeal can be filed against the statement part of the decision, an individual statement or a subsidiary provision; appeals solely against the justification of a decision are not permitted. Any submission must clearly state which decision is being appealed against, or what is being proposed. An appeal must state the grounds on which the applicant believes there is a discrepancy between a decision or the procedure preceding it and legislation or internal regulations or these conditions.

## **10 Additional admission procedures**

**10.1 In the event that, following expiry of the period for the submission of applications for the admissions procedure for study at the CU Faculty of Arts (paragraph 3.2. TCAP), an insufficient number of applicants apply for specific programmes of study, the dean of the faculty may announce a supplementary admissions procedure for those programmes.**

**10.2 The terms and conditions for the additional admission procedures are the same as the terms and conditions for the admission procedures for the specific academic year, with the exception of the dates (clause 3.2 of the TCAP) and the anticipated number of admitted applicants (Article 11 of the TCAP).**

10.3 In the additional admission procedures, the applicant may also apply for the programmes of study to which they applied in the admission procedures (applications submitted during the periods specified in clause 3.2 of the TCAP).

10.4 If an applicant succeeds in the admission procedures for a programme of study that allows joint studies (clause 6.3 and 6.5 of the TCAP), applications submitted during the periods specified in clause 3.2 of the TCAP and then succeeds in the additional admission

procedures for another programme of study that allows joint studies, when enrolling, these programmes of study can be combined and registered for a joint programme of study for these programmes of study.

## **11 Professional requirements for the individual programmes of study**

### **11.1 Professional requirements for the programmes of study – bachelor's programmes**

### **11.2 Professional requirements for the programmes of study – master's programmes**

**Attachment: List of recognised certified examinations for the verification of language competences of applicants for bachelor's and master's studies at the Faculty of Arts of Charles University from the 2025/2026 academic year (clause 7.5.1 and 7.5.2 of the T CPA)**

**Czech**

**Level B2**

- Certified Examination in Czech for Foreigners (CCE)

**Level C1-C2**

- Certified Examination in Czech for Foreigners (CCE)

**Slovak**

**Level B2**

- Basic state language examination sat at a language school with the authorisation of the Ministry of Education, Science, Research and Sport of the Slovak Republic to perform state language examinations according to Decree co. 321/2008 Coll., on language schools
- ECL certificate issued by a centre that is member of the European Consortium for the Certificate of Attainment in Modern Languages
- Certificate of proficiency in Slovak as a foreign language issued by the Centre for Further Education of Comenius University in Bratislava
- Diploma on the completion of a university degree programme or specialisation in Slovak studies, the Slovak language, Slovak language and literature, etc.

- **Level C1-C2**

- professional state language examination (C1), general state language examination (C1-C2) or special state language examination (C2) sat at a language school authorised by the Ministry of Education, Science, Research and Sport of the Slovak Republic to conduct state language examinations pursuant to Decree no. 321/2008 Coll., on language schools
- ECL certificate issued by a centre that is member of the European Consortium for the Certificate of Attainment in Modern Languages
- Certificate of proficiency in Slovak as a foreign language issued by the Centre for Further Education of Comenius University in Bratislava
- Diploma on the completion of a university degree programme or specialisation in Slovak studies, the Slovak language, Slovak language and literature, etc.

**English**

**Level B2**

- FCE – First Certificate in English
- IELTS 5.5 – 6.4
- BEC 2 – The Business English Certificate 2
- STANAG 6001 – 2nd degree (examination of the Ministry of Defence of the Czech Republic)
- state basic language examination
- TOEFL paper 513–549
- TOEFL CB 183-212
- TOEFL iBT 65-78
- TELC (The European Language Certificates) – Certificate in English – advantage (B2)
- TELC – Certificate in English for Business Purposes – B2

- TELC – B2 English for Technical Purposes
- TESA – Test of English for Studies Abroad 42-49 points
- International ESOL and Spoken ESOL – Communicator (City&Guilds)
- International ESOL and Spoken ESOL – Communicator LanguageCert
- Pitman Intermediate (Level 2) – Intermediate First Class Pass – B2 Vantage
- Pearson PTE General Level 3
- Pearson PTE Academic 42–58 points
- Pearson JETSET 5
- Education First certificate in English 10, 11, 12
- UNiCert II

### Level C1-C2

- IELTS 6.5 – 9
- CAE – Certificate in Advanced English
- CPE – Certificate of Proficiency in English
- BEC 3 – The Business English Certificate 3
- CEIBT – Certificate in English for International Business and Trade
- STANAG 6001 – 3rd degree (examination of the Ministry of Defence of the Czech Republic)
- TESA – Test of English for Studies Abroad 50-60
- TOEFL paper 550-677
- TOEFL CB 213-300
- TOEFL iBT 79-120
- Pitman Higher Intermediate (Level 2)
- Pitman Advanced (Level 3)
- Pearson PTE General Level 4, 5
- Pearson PTE Academic 59-90 points
- Pearson JETSET 6
- Pearson JETSET 7
- International ESOL and Spoken ESOL – Expert (City&Guilds)
- International ESOL and Spoken ESOL – Mastery (City&Guilds)
- International ESOL and Spoken ESOL – Expert LanguageCert
- International ESOL and Spoken ESOL – Mastery Language Cert
- ILEC – International Legal English Examination (Cambridge)
- Education First certificate in English 13, 14, 15, 16
- UNiCert III-IV
- special state language exam -- interpreting, translating
- state general language examination
- school-leaving (*maturita*) examination in English as the first foreign language in grammar school classes with teaching of selected subjects in a foreign language
- diploma on completion of a **subject area in English** (English/American studies) at the Faculty of Arts or Education

### German

#### Level B2

- TELC (The European Language Certificates) – Zertifikat Deutsch Plus Deutsch B2
- Goethe-Zertifikat B2
- ÖSD – (previously Mittelstufe Deutsch) – B2
- TestDaf TDN 3- (B2)

- Zertifikat Deutsch für den Beruf B2
- DSD II – Deutsches Sprachdiplom (Stufe 2) der KMK
- Goethe – Zertifikat B2
- BULATS B2
- state basic language examination
- STANAG 6001 – 2nd degree (examination of the Ministry of Defence of the Czech Republic)
- UNiCert II

### **Level C1-C2**

- TELC (The European Language Certificates) Deutsch C1
- TELC (The European Language Certificates) Deutsch C2
- ZMP – Zentrale Mittelstufenprüfung
- ÖSD Zertifikat C1- (previously Oberstufe Deutsch)
- ÖSD Zertifikat C2 – Oberstufe Deutsch C1
- ÖSD Zertifikat C2 / Wirtschaftssprache Deutsch
- DSH (Deutsche Sprachprüfung für den Hochschulzugang)
- PWD – Prüfung Wirtschaftsdeutsch International (PWD)
- GDS – Grosses Deutsches Sprachdiplom (to 2011 inclusive)
- Goethe-Zertifikat C1
- Goethe-Zertifikat C2 (= GDS – Großes Deutsches Sprachdiplom)
- TestDaf TDN 4 (C1)
- TestDaf TDN5 (C1)
- STANAG 6001 – 3rd degree (examination of the Ministry of Defence of the Czech Republic)
- DWD – Diplom/Zertifikat C2/Wirtschaftssprache Deutsch
- WD – Wirtschaftssprache Deutsch
- DSD II – Deutsches Sprachdiplom (Stufe 2) der KMK
- BULATS C1
- BULATS C2
- UNiCert III-IV
- state general language examination
- school-leaving (maturita) examination in German as the first foreign language in grammar school classes with teaching of selected subjects in a foreign language
- diploma on completion of a **subject area in German** (Germanic studies) at the Faculty of Arts or Education
- special state language exam -- interpreting, translating

## **Russian**

### **Level B2**

- ТРКИ/TORFL –II
- Basic State Language Examination (B2)
- ECL Level B2
- UNiCert II
- special state language exam -- interpreting, translating

### **Level C1-C2**

- ТРКИ/TORFL –III
- ТРКИ/TORFL –IV
- General State Language Examination (C1)



- State language examination special for the field of translation (C2)
- State language examination special for the field of interpreting (C2)
- ECL Level C1
- UNiCert III