

FF UHK Dean's Decree No. 20/2023

Admission Procedure Rules and Conditions for Admission to Bachelor's, Master's and Doctoral Programmes of Study Taught in English at the Philosophical Faculty of the UHK in the Academic Year 2024/2025

In accordance with sections 48 and 49 of Act No. 111/1998 Sb., on higher education institutions and on changes of and amendments to other acts (hereinafter the Act), and in accordance with Article 25 of the Constitution of the University of Hradec Králové, I hereby determine the following conditions for admission to Bachelor's and follow-up Master's programmes of study accredited in English language in the academic year 2024/2025.

I. Conditions for admission to study

Prerequisites for admission to study:

- a) Timely submission of a duly completed **application form** with all necessary information;
- b) Proper and timely evidence of the required prior **education**:
 - Completed secondary education in the case of admission to a Bachelor's study programme,
 - Completed higher education in any type of study programmes in the case of admission to a follow-up Master's programme;
 - Completed higher education – graduation from a Master's programme in the case of admission to a doctoral programme;
- c) **Passing the entrance examination** and passing it **successfully**;

- d) Proof of language readiness for study in English (e.g., an internationally valid certificate). If the applicant passed his/her secondary studies in English language, no certificate is required. For specifics on language proficiency for doctoral studies, see point I.3.

I. 1. Bachelor's programme of study B0312A200030 Political Science, full-time course of study, standard duration of studies: three years

Admission is conditional upon fulfilling all the necessary conditions for admission to study as set out in Section I.

The entrance examination consists of the following parts:

- An essay on why the applicant wants to study political science (approx. 800 words) as a mandatory attachment to the application form;
- An oral interview to check the applicant's knowledge and interest in studying the given study programme. The interview can also be conducted online on the chosen platform (e.g., MS Teams, etc.). The admission committee arranges the date of the oral interview with the applicant well in advance. The interview takes place in the presence of at least two members of the admission committee.

To be admitted, applicants must meet the following minimum criteria: they must demonstrate sufficient knowledge of the English language, motivation to study and readiness for social science studies.

The entrance examination is scored. A maximum of 50 points can be obtained from the essay assessment and a maximum of 50 points from the oral interview. An applicant who scores at least 35 points in the essay assessment is invited to an oral interview. An applicant passes the entrance examination if he/she obtains a minimum of 40% of 100 points in both parts of the examination.

The Bachelor's programme Political Science can also be studied in collaboration with the Pontificia Universidad Javeriana in Cali, Colombia, as a double degree.

I. 2. Follow-up Master's study programmes

Admission is conditional on fulfilling all the necessary conditions for admission to study as set out in Section I.

I. 2a Study programme N0222A120027 Central European Studies, full-time course of study, standard duration of studies: two years

The admission procedure consists of the following parts:

- A motivation letter explaining why the applicant wants to study the Central European Studies programme at the FF UHK, as a mandatory attachment to the application form;
- Thesis project proposal: in particular the topic of the thesis, content definition, theoretical framework, objectives, methods of elaboration and a list of relevant literature on the topic (the topic may be adjusted in cooperation with the thesis supervisor after the start of the study, or redefined if it is not fully in line with the focus of the study), as a mandatory attachment to the application for study.

To be admitted, applicants must meet the following minimum criteria: They must demonstrate sufficient knowledge of the English language, motivation to study and readiness for social science studies at the Master's level.

The entrance examination is scored. A maximum of 50 points can be obtained from the assessment of the motivation letter, and a maximum of 50 points can be obtained from the thesis proposal. An applicant passes the entrance examination if he/she obtains at least 50% of 100 points in both parts of the entrance examination.

I. 2b Study programme N0223A100002 Philosophy, full-time course of study, standard duration of study: two years

The entrance examination consists of the following parts:

- A structured CV and a motivation letter explaining why the applicant wants to study the Philosophy programme, what topics in Philosophy he/she has studied, what thematic areas in Philosophy he/she is interested in, as a mandatory attachment to the application form;
- An oral interview which will check both the language and professional prerequisites for studying as well as the applicant's motivation and interest in the chosen study. The interview is conducted by distance form, via video call via MS Teams (or similar), with the participation of at least two members of the admission committee.

To be admitted, applicants must meet the following minimum criteria: They must demonstrate sufficient knowledge of the English language, motivation to study and readiness to study philosophy at the Master's level with a basic knowledge of Western philosophy (analytic philosophy, phenomenology, epistemology, philosophy of mind, philosophy of language, philosophy of science, and anthropology).

The entrance examination is scored. A maximum of 50 points can be obtained from the evaluation of the motivation letter and 50 points from the oral part of the

entrance examination. An applicant passes the entrance examination if he/she obtains at least 50% of 100 points in both parts of the entrance examination.

I. 3. Doctoral study programmes

Admission is conditional upon fulfilling all the necessary conditions for admission to study as set out in Section I.

Mandatory attachments to the application form are:

- A structured CV;
- At least two letters of recommendation from the higher education institution from which the applicant has graduated;
- The applicant's research project in the scope of about 3-5 standard pages containing the topic of the work, its content, theoretical framework, objectives, methods of elaboration and a list of relevant literature on the topic;
- Proof of language skills (certificates, etc.);
- Evidence of any publication activity.

I. 3a Study programme P6101 Philosophy, major Philosophy, full-time course of study, standard duration of study: four years

During the admission procedure, the applicant demonstrates the prerequisites for both doctoral studies and research work. The committee may require an entrance interview to check the applicant's language competence and knowledge of contemporary philosophy. The initial interview normally takes place via MS Teams (or equivalent) with the participation of at least two members of the admission committee. The admission process also includes a presentation of the applicant's research project of approximately 3-5 standard pages, including the definition of the topic and objectives of the thesis, a theoretical framework, and a list of relevant literature on the topic. Applicants are advised to consult with their intended PhD supervisor before the interview.

The admission committee may evaluate the research project (dissertation topic) and other submitted documents in the applicants's absence. The admission committee evaluates in particular the quality of the research project, the applicant's qualifications for scientific work, and his/her language skills. The entrance examination is scored. An applicant passes the entrance examination if he/she obtains at least 60% of 100 points.

II. Submission of applications

Applications for studies are submitted in electronic form only via the IS/STAG portal at <https://stag.uhk.cz/portal/studium/uchazec>.

The annexes required to accompany the application must be sent in English.

III. Evidence of previous education

Education attained is proved by a document issued in accordance with Section 48(4) of the Act in the case of an applicant for admission to study in a Bachelor's study programme, or Section 48(5) of the Act in the case of an applicant for admission to study in a doctoral study programme or in a Master's study programme following a Bachelor's study programme. As part of the admission procedure, applicants will be asked to provide a certified copy of the relevant document or to present hard original. No admission decision can be issued without proof of prior education attained.

IV. Binding admission deadlines

The latest deadline for sending applications for study is 31 March 2024. If the application has formal deficiencies or if mandatory annexes specified for individual study programmes are missing, the applicant will be invited to correct and complete the application.

The latest deadline for sending completed attachments missing from the application form is 30 April 2024. If the applicant fails to complete the attachments by the deadline, he/she will not be admitted to the study. The Dean may grant an exception to the deadline in justified cases only.

IV.a Dates for entering studies in the winter semester of the academic year 2024/2025

Enrolment for studies takes place between 1 September and 1 October 2024. Applicants who are unable to attend the enrolment for objective reasons (e.g., visa reasons) may request permission to start their studies from the summer semester of the academic year 2024/2025.

IV.b Dates for entering studies in the summer semester of the academic year 2024/2025

Enrolment for studies takes place between 1 February and 29 February 2024. The deadline for enrolment for studies may be extended by the Dean in duly justified cases only, for a maximum of one month. An applicant who fails to appear for enrolment even by the end of the extended deadline loses the right to enrol for studies.

V. Examination and admission committee

Examination committees are not formed. The materials sent as an attachment to the application are always assessed by a three-member admission committee that is appointed separately for each study programme or field of study. The admission committee is always chaired by the guarantor of the programme or field of study concerned. The chair also appoints the two remaining members of the admission committee.

VI. Decision on admission

Pursuant to Section 50(4), sentence one, of the Higher Education Act, the admission/non-admission decision will be issued within 30 days of verification of the admission requirements. In the event that the applicant fails to submit the necessary documents of previous education no later than on the day of the admission examination, and, at the same time, the applicant fulfils the other necessary conditions for admission to the study programme in question, verification of the conditions for admission will take place only after the relevant document of previous education is submitted.

The latest date for receipt of proof of prior education is 18 October 2024.

At the latest by this date, it will be verified whether the applicant has met the conditions for admission to study. If the necessary documents are not delivered to the FF UHK by this date, the applicant will not be admitted to study.

Pursuant to Section 50(4), sentence two, of the Higher Education Act, the university is not obliged to inform the applicant of the opportunity to comment on the grounds of the decision before issuing a decision in the case. Thus, the applicant will only be informed of the admission procedure by the delivery of the admission/non-admission decision.

If the applicant is admitted to study, the admission decision will be delivered to him/her via the electronic information system IS/STAG, if the applicant has agreed to this method of delivery in advance on the application form.

VII. Maximum number of admitted applicants

The maximum number of applicants admitted to individual Bachelor's and follow-up Master's study programmes or fields of study is 20. The maximum number of applicants admitted to doctoral study programmes is 5.

VIII. Other information

There is no fee for the admission procedure.

The admission committees pass their admission/non-admission proposals to the Dean. The Dean decides on the admission/non-admission of the applicant. Applicants will be notified of the decision within 30 days of verification of the conditions for admission to study and all required documents, in accordance with Section 50(4) of the Higher Education Act. After the applicant is notified of the decision, he/she may see his/her file and/or may be given a copy of his/her file. According to section 68 (4) of the Higher Education Act, the applicant has the right of appeal against the decision within 30 days from its notification. The Rector is the appeal body. The appeal is filed with the faculty that issued the appealed decision.

Admitted and enrolled students are required to pay the annual tuition fee of EUR 3,000 in one instalment by 31 October 2024 or in two instalments of EUR 1,500 by 31 October 2024 and 28 February 2025. If the student starts his/her studies from the summer semester of the academic year 2024/2025, the tuition fee of EUR 3,000 must be paid in one instalment no later than 28 February 2025 or in two instalments of EUR 1,500 each by 28 February 2025 and 31 October 2025.

IX. Final Provisions

This Decree shall enter into force and effect on the date of its publication on the FF UHK official notice board.

In Hradec Králové, on November 30, 2023

Mgr. Jan Prouza, Ph.D., m.p.
Dean, FF UHK