

FF UHK Dean's Decree No. 25/2025

Admission Procedure Rules and Conditions for Admission to Bachelor's, Follow-up Master's and Doctoral Programmes of Study Taught in English at the Philosophical Faculty of the UHK in the Academic Year 2026/2027

In accordance with Sections 48, 49 and 50 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 2026/2027.

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 successfully the entrance examination**;
- 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 which is conducted to assess the applicant's knowledge and motivation to pursue the specified study programme. Where appropriate and by mutual agreement, the interview may be conducted online using platforms such as MS Teams. The admissions committee will agree on the date of the oral interview with the applicant well in advance. The interview is conducted in the presence of at least two members of the admissions 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 on a scale of 100 points. A maximum of 50 points is awarded for the essay assessment and a maximum of 50 points for the oral interview. Applicants who score at least 20 points in the essay assessment are invited to the oral interview. An applicant passes the entrance examination if he or she obtains at least 20 points in each part of the examination, corresponding to a minimum of 40% in both the essay assessment and the oral interview.

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.
- An oral interview which is conducted to assess the applicant's knowledge, aptitude, and motivation to pursue the specified study program. Where appropriate and by mutual agreement, the interview may be conducted online using platforms such as MS Teams. The admissions committee will agree on the date of the oral interview with the

applicant well in advance. The interview is conducted in the presence of at least two members of the admissions 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 at the Master's level.

The entrance examination is scored on a scale of 100 points. A maximum of 50 points is awarded for the motivation letter and the thesis proposal assessment and a maximum of 50 points for the oral interview. Applicants who score at least 25 points in the motivation letter and the thesis proposal assessment are invited to the oral interview.

An applicant passes the entrance examination if he/she obtains at least 25 points in each part of the entrance examination, corresponding to a minimum total score of 50 out of 100 points.

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 checks both the language and professional prerequisites for studying as well as the applicant's motivation and interest in the chosen study. The interview includes a discussion of the Bachelor's thesis, during which the applicant demonstrates the ability to summarise the main ideas of the thesis. The applicant should present a list of literature studied and an outline of his/her future Master's thesis. 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 admissions 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), basic knowledge of the history of philosophy, systematic philosophy, and also a general overview of social sciences.

The entrance examination is scored on a scale of 100 points, with a minimum of 50 points required for admission. In addition, applicants must obtain at least 25 points in each part of the admission procedure, namely the motivation letter (including document assessment) and the oral interview. Applicants who obtain at least 25 points in the motivation letter and document assessment are invited to the oral interview.

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:

- 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 P0223D100030 Philosophy, full-time course of study, standard duration of study: four years

As part of the admissions process, applicants must demonstrate their aptitude for doctoral study and independent research. A central component of the process is the submission of a research project proposal, approximately 3–5 pages in length, which should include a clear definition of the research topic and objectives, an outline of the theoretical framework, and a list of relevant literature. Applicants are strongly encouraged to consult with a prospective supervisor of their intended dissertation prior to the interview.

The admissions committee may assess the research project (proposed dissertation topic) and other submitted materials without the applicant being present. In certain cases, the committee may request an oral interview, which is typically conducted remotely. The admissions committee evaluates, in particular, the quality of the research proposal, the applicant's qualifications for research work, and their language proficiency. The entrance examination is assessed using a points-based system. A maximum of 100 points may be awarded. An applicant passes the entrance examination if he or she obtains at least 60 out of 100 points.

II. Submission of applications

Applications for studies and mandatory attachments are submitted in electronic form only. The application form is available at the UHK website (<https://www.uhk.cz/en/philosophical-faculty/study/study-programs>).

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

III. Evidence of previous education

Education obtained 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.

III.1 Documents proving previous education:

I. Proof of education for **Bachelor's degree programmes** is provided by an officially certified copy of the secondary school leaving certificate. In the case of **secondary education** obtained abroad, **the original or an officially certified copy** should be provided in accordance with Section 48(4) of the Higher Education Act:

a) **Proof of general recognition of equivalence or validity** (so-called "nostrification") of a foreign document certifying secondary education in the Czech Republic, obtained in accordance with Act No. 561/2004 Sb., on pre-school, primary, secondary, higher vocational and other education (the Education Act), as amended, or in accordance with earlier legislation.

It is issued by regional authorities, the Prague City Council or the Ministry of Education, Youth and Sports;

b) **A document certifying the award of the European Baccalaureate;**

c) **A document certifying the award of the International Baccalaureate,**

d) **A foreign document certifying foreign secondary education with a school-leaving examination**, if it is **automatically equivalent** in the Czech Republic under its international obligations **without further official procedure** (school-leaving certificate from Slovakia, Poland, Hungary, Slovenia, and Germany);

e) **Foreign certificate of foreign secondary education** obtained by completing a secondary education programme at an international secondary school operating under the legal regulations of a foreign country, entitling its holder to access a Bachelor's degree programme in that foreign country.

The applicant shall also submit the original or a certified copy **of a document certifying the content and scope of education completed at a school abroad** (an overview of subjects with the number of lessons per year of study).

If necessary, the faculty will ask the applicant to also provide the following documents:

- Additional information on the content and scope of secondary education abroad;
- Additional information confirming that the study programme was provided by an institution authorised to provide education comparable to secondary education under the Education Act;
- Confirmation from the relevant foreign secondary school or other relevant foreign authority (e.g., Ministry of Education) that graduates of the secondary education programme of the given secondary school abroad are eligible to apply for admission to a Bachelor's degree programme in that foreign country.

II. Proof of education for **follow-up Master's degree programmes and doctoral degree programmes** is provided by an officially certified copy of a higher education diploma. In the case of higher education achieved abroad, the education should be proved by an **original or an officially certified copy** of the document of education achieved pursuant to Section 48(5) of the Higher Education Act:

a) **Proof of general recognition of foreign higher education** in the Czech Republic (so-called "nostrification"), obtained in accordance with Sections 89 and 90 of the Higher Education Act or in accordance with earlier legislation.

It is issued by public higher education institutions, the Ministry of Education, Youth and Sports, or the Ministry of the Interior and the Ministry of Defence;

b) **A foreign document certifying foreign higher education** that is **equivalent** in the Czech Republic **without further official procedure** (documents from Slovakia, with the exception of diplomas issued by foreign branches of Slovak higher education institutions after 28 March 2015 that are subject to the procedure under letter c), Poland, Hungary, Slovenia, or Germany).

A diploma, certificate or similar document (e.g., certificate of completion of studies) issued by a higher education institution abroad.

Diploma Supplement or Transcript.

In the case of a document certifying higher education issued by a Slovak university after 28 March 2015, a confirmation issued by a higher education institution abroad stating the country in which the applicant completed their study programme should also be submitted;

c) **A document from abroad certifying foreign higher education** attained by completing a study in an international higher education study programme at a foreign higher education institution operating under legal regulations of a foreign country.

A diploma, certificate or similar document (e.g., certificate of completion of studies) issued by a higher education institution abroad.

Diploma Supplement or Transcript.

If necessary, the faculty will ask the applicant to also provide the following documents:

- Additional information on the content and scope of higher education studies abroad;
- Confirmation from the relevant foreign authority that the given higher education institution abroad is authorised to provide higher education in the said foreign country (certificate of accreditation);
- In the case of a document certifying higher education issued by a Slovak university after 28 March 2015, a confirmation issued by a university abroad stating the country in which the applicant completed their study programme should also be submitted.

III. Translations

Documents that are not originally issued in **Czech, English or Slovak** must be **officially** translated into **Czech or English**.

IV. Common provisions

In the case referred to in paragraph II(c), no separate decision on the recognition of foreign higher education and qualifications in the Czech Republic shall be issued. Instead, the faculty shall record in the admission file any documents evidencing fulfilment of the condition of proper completion of studies in any type of study programme, or of proper completion of studies in a Master's study programme, in accordance with paragraph II(c). The faculty shall

also record in the admission file any documents evidencing fulfilment of the condition of secondary education with a school-leaving examination in accordance with paragraph I(e).

In the case of the procedure pursuant to Section 48(8), last sentence, and Section 90(4) of the Higher Education Act (in particular the replacement of documents of applicants with temporary protection), the affidavit of such person must contain:

- Reasons why the required documents cannot be provided;
- All possible information about the documents and education completed that the applicant is able to provide;
- This should not be a statement on a form, but an authentic statement by the applicant;
- If the applicant has at least one document, photocopy, etc., they should also provide this.

IV. Binding deadlines of admission procedure

The latest deadline for sending applications for study and attachments mandatory for the individual study programmes is 31 March 2026. 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. Should the applicant fail to correct it by the specified deadline, he/she will not fulfil all conditions required for admission and will not be admitted to the study. The Dean may grant an exception to the deadline in justified cases only.

The admission procedure will be carried out by 30 April 2026 and evaluated by 10 May 2026.

IV.a Dates for entering studies in the winter semester of the academic year 2026/2027

Enrolment for studies takes place between 1 September and 1 October 2026. Applicants who are unable to attend enrolment for objective reasons (e.g., visa-related reasons) may submit a written request by 25 September 2026 for permission to commence their studies in the summer semester of the 2026/2027 academic year.

Applicants for the Political Science study programme may enrol from the winter semester 2026/2027 only. The Dean may extend the enrolment deadline for these applicants in duly justified cases by a maximum of one month. Applicants who fail to enrol even by the end of the extended period will lose their right to enrol.

IV.b Dates for entering studies in the summer semester of the academic year 2026/2027

Enrolment for studies takes place between 3 February and 28 February 2027. 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 admissions committee

Examination and admissions committees are formed according to the requirements of the respective study programme. The materials sent as an attachment to the application are always

assessed by a three-member admissions committee that is appointed separately for each study programme. The admissions committee is always chaired by the guarantor of the programme of study concerned. The chair also appoints the two remaining members of the admissions 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 the admission requirements verification. In the event that the applicant fails to prove the 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 20 September 2026.

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 case. Thus, the applicant will only be informed of the admission procedure by the delivery of the admission/non-admission decision.

VII. Maximum number of admitted applicants

The maximum number of applicants admitted to individual Bachelor's and follow-up Master's study programmes is 20. The maximum number of applicants admitted to doctoral study programmes is set by Dean's Decree No. 24/2025 Conditions for Admission to Doctoral Study for the 2026/2027.

VIII. Other information

The Dean waives the fee for activities related to the admission procedure specified in Appendix 7, Article 2 of the UHK Constitution.

The admissions committees pass their admission/non-admission proposals to the Dean. The Dean decides on the admission/non-admission of the applicant. In accordance with Section 50(4) of the Higher Education Act, applicants will be notified of the decision within 30 days of verification of the conditions for admission to study and all required documents. After the applicant is notified of the decision, he or she may see their file and/or may be given a copy of their 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 appeal shall be forwarded to the Rector. The appeal shall be 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 2026 or in two instalments of EUR 1,500 by 31 October 2026 and 28 February 2027. If the student starts studies from the summer semester of the academic year

2026/2027, the tuition fee of EUR 3,000 must be paid in one instalment no later than 28 February 2027, or in two instalments of EUR 1,500 each by 28 February 2027 and 31 October 2027.

IX. Final Provisions

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

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