

Decree of the Dean of FF UHK No. 3/2020

Rules for the admission procedure and conditions for the admission to study at the Philosophical Faculty of UHK for the academic year 2020/2021 for the follow-up master's study programme Central European Studies, accredited in the English language

In compliance with §48 and §49 of the Act of Universities and of the Amendment and Completion of Other Acts No. 111/1998 Coll. in valid wording (further on referred to as the Act) and in compliance with Article 25 of the Statute of the University of Hradec Králové I determine for the academic year 2020/2021 the following conditions for the admission to the follow-up master's study programme, accredited in the English language.

I. Conditions for the admission to study

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

A condition for the admission is the completed university education in any type of study programme and the fulfilment of the conditions for the admission procedure listed below.

I. 2a Study programme Central European Studies, full-time form of study, standard study duration two years

The applicant is obliged to complete an application and send it along with the obligatory attachments in the electronic form to the e-mail address ff.internationaloffice@uhk.cz. The application form is available online on the website of the University of Hradec Králové (www.uhk.cz). The application as well as the attachments are to be sent in the English language.

Obligatory attachments are:

- university diploma (education in any type of study programme) – submitted documents must comply with §48 Subsection 5 of the Act. Within the admission procedure the applicants will be asked to present certified copies of the relevant documents or the originals in the printed form. Without documenting the achieved adequate university education the applicant cannot receive the decree of admission.
- Cover letter – explaining why the applicant wants to study the programme Central European Studies at FF UHK.
- Proposal of the dissertation project: especially the topic of the dissertation, the content specification, theoretical frame, objectives, methods of elaboration and the list of relevant literature to the given topic (the topic can be modified in cooperation with the dissertation supervisor after the commencement of studies, or as the case may be newly adjusted if not fully in compliance with the study specialization).
- A certificate of language preparedness for studies in the English language (e.g. a university examination, an internationally valid certificate). In case the applicant has completed previous university education in the English language, the certificate is not required.

In order to be admitted, the applicant must meet these minimum criteria: to prove sufficient knowledge of the English language, to prove the motivation to study and the preparedness for the study of social sciences in the master's degree of study.

II. Binding deadlines of the admission procedure

The deadline for the submission of the application to study is determined for two dates: 30th April 2020 and 31st October 2020. If there are any formal flaws in the application or any attachments missing, it will be returned for correction and completion.

The deadline for sending the supplied attachments missing in the application is 31th May 2020 (for applications to study sent by 30th April 2020) and 30th November 2020 (for applications to study sent by 31st October 2020). In case the applicant does not supply the attachments by the stated deadline, he/she will not be admitted to study. An exemption from the deadline can be granted by the Dean only in justified cases.

The enrolment for study takes place between 1st September and 31st October 2020 for applications to study sent by 30th April 2020 and between 1st February 2021 and 31st March 2021 for applications to study sent by 31st October 2020. The period of the enrolment for study can be extended by the Dean only in sufficiently justified cases, but by no more than one month. The applicant who does not arrive at the enrolment by the end of the extended period loses his/her entitlement to the enrolment to study.

III. Examination and admission committee

Examination committees are not established. The submitted materials, which serve as application attachments, are always assessed by a three-member admission committee, which is formed independently for each study programme or field of study. The head of the admission

committee is always the guarantor of the relevant study programme or field of study and he/she also appoints the two remaining members of the admission committee. The admission committee assesses the materials in the absence of the applicant.

IV. Maximum numbers of admitted applicants

The maximum number of applicants admitted to the individual follow-up study programmes of FF UHK taught in the English language is 20.

V. Further information

The fee for acts connected with the admission procedure is not determined.

The admission committees pass the proposals for admission/non-admission to the Dean. The Dean will decide about the admission/non-admission of the applicant. The applicants will be notified of the admission/non-admission within 30 days after the delivery of the application and all the required documents. Upon being notified of the decision, the applicant can look into the file, or as the case may be he/she can be provided with a copy of the file. According to § 68 Subsection 4 of the Act of Universities the applicant is entitled to submit an appeal against the decision within 30 days upon the day of being notified thereof. The appeal administrative body is the Rector. The appeal is submitted to the faculty which issued the opposed decision.

The admitted and enrolled students are obliged to pay an annual fee for study reaching the total of 3,000 EUR in one payment by 31st October 2020 when starting the studies in the winter semester or by 31st March 2021 when starting the studies in the summer semester. The fee for study can also be paid in two payments reaching the total of 1,500 EUR, each time by 31st October 2020 and by 28th February 2021.

V. Final provisions

This decree comes into effect on 31th January 2020.

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

