

FF UHK Dean's Decree No. 40/2020

Rules for the admission procedure and conditions of the admission to study at the Philosophical Faculty of the UHK in the Bachelor, Master's and Doctoral study programmes taught in the English language for the academic year 2021/2022

In compliance with §48 and §49 of the Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to some other Acts (hereinafter referred to as the Act) and in compliance with the Article 25 of the Statute of the University of Hradec Králové, for the academic year 2021/2022 I determine the following conditions for the admission to Bachelor and follow-up Master's study programmes accredited in the English language.

Art. I

Conditions for admission to study

1) Bachelor study programme B6701 Political Science, study field Political Science, full-time form of study, standard study duration three years

The conditions for admission are completed secondary education and fulfilment of the admission procedure conditions listed below.

The applicant is obliged to fill in the application form and send it together with the obligatory attachments electronically 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 form as well as the attachments are to be sent in the English language.

The obligatory attachments include:

- A document certifying completion of the secondary education. The presented documents must comply with the §48 paragraph 4 of the Act. During the admission procedure, the applicants will be asked to submit certified copies of the relevant documents or to present the printed originals. Without presenting the certificate of completion of the secondary education, the applicant cannot receive the decree of admission.

- An essay explaining why the applicant wants to study Political science (approx.. 800 words).
- A certificate proving the language proficiency to study in English (e.g. an internationally recognized certificate). If the applicant has completed secondary education in the English language, this certificate is not required.

To be admitted to study, the applicant must meet these minimal criteria: he/she must prove sufficient knowledge of the English language as well as motivation to study and readiness for the Social science studies.

2) Follow-up Master's study programmes

The condition for admission is completion of university studies in any study programme and complying with the conditions of the admission procedures listed below.

a) Central European Studies, full-time form of studies, standard duration of studies 2 years

The applicant is obliged to fill in the application form and send it together with the obligatory attachments electronically 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 form as well as the attachments are to be sent in the English language.

The obligatory attachments include:

- University diploma (in any type of a study programme– the presented documents must comply with the §48 Paragraph 5 of the Act. During the admission procedure, the applicants will be asked to submit certified copies of the relevant documents or to present the printed originals. Without presenting the certificate of completion of the secondary education, the applicant cannot receive the decree of admission.
- A Letter of Motivation explaining why the applicant wants to study the Central European Studies at the FF UHK.
- The proposal of the thesis project: especially the topic of the thesis, content specification, theoretical framework, goals, methods of elaboration and the list of relevant literature related to the given topic (the topic can be adapted after initiating the studies in cooperation with the tutor, eventually changed, in case the topic does not comply with the focus of the studies).
- A certificate proving language proficiency to study in English (e.g. a university examination, internationally recognized certificate). If the applicant has completed previous university studies in the English language, this certificate is not required.
- To be admitted to study, the applicant must meet these minimal criteria: he/she must prove sufficient knowledge of the English language as well as motivation to study and readiness for the Social science studies in the Master's degree.

b) Follow-up master's study programme N0223A100002 Philosophy, full-time form of study, standard study duration 2 years, academically oriented study programme, included in the area of education in Philosophy, Religious Studies and Theology

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

The applicant is obliged to fill in the application form and send it with the obligatory attachments electronically 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 form as well as the attachments are to be sent in the English language.

Obligatory attachments are:

- A university degree certificate (education in any type of study programme) – submitted documents must comply with §48 Paragraph 5 of the Act. During the admission procedure, the applicants will be asked to submit certified copies of the relevant documents or to present the originals in the printed form. Without presenting the achieved adequate university education, the applicant cannot receive the decree of admission.
- Structured CV.
- A cover letter – explaining why the applicant wants to study the study programme Philosophy, which philosophical topics he/she has studied and which thematic areas in philosophy are of his/her interest
- A certificate of language proficiency to study in the English language (e.g. a university examination, internationally recognized certificate). If the applicant has completed a previous university study in the English language, this certificate is not required.

The admission procedure includes an obligatory oral interview, which will test the language as well as professional prerequisites for studies and also the applicant's motivation and interest in the chosen study field. The interview will be done in a distant form, by means of a video call via the Skype application (or a similar one) with the participation of at least two members of the admission committee.

To be admitted to study, the applicant must meet these minimal criteria: he/she must prove sufficient knowledge of the English language as well as the motivation to study and readiness to study Philosophy in the Master's study programme, basic knowledge of Western philosophy (analytic philosophy, phenomenology, epistemology, philosophy of mind, philosophy of language, philosophy of science and anthropology).

3) Doctoral study programmes

The condition for admission is completed university studies in any type of study programme and complying with the conditions of the admission procedure listed below.

The applicant is obliged to fill in the application form and send it together with the obligatory attachments electronically to the e-mail address ff.internationaloffice@uhk.cz.

The application form as well as the attachments are to be sent in the English language.

If the application form has any formal errors or some attachments are missing, it will be returned to the applicant for correction and completion. If the applicant does not correct the deficiencies within the set deadline, he/she will not be admitted for studies.

The obligatory attachments to the application form include:

- Completed application form for individual study fields available at the webpage:
 - www.uhk.cz
- a certified copy of the university diploma/ nostrification of the university diploma (in exceptional cases it can be submitted later after the completion of the Master's study)
- structured CV,
- at least two Letters of recommendation from the university that the applicant attended,

- a research project of approx. 3-5 standard pages containing the topic, content definition, theoretical framework, goals, methods of elaboration and a list of relevant literature related to the given topic,
- certificate of the language proficiency (certificates etc.),
- proofs of the eventual publication activities.

a) The Study programme P0312D200004 Political Science with specializations of African Studies and Latin American Studies (full time form of studies)

The condition for admission to the doctoral studies is successful completion of a Master's or engineering study programme within the study programme Political science or International Territorial Studies. The applicants may also be graduates of related study programmes focused on social and human sciences on condition of successful completion of the admission procedure requirements oriented at proving the adequate level of territorial knowledge, knowledge from the area of Political science and ability to do independent research work.

During the admission procedure, the applicant will be required to prove not only sufficient knowledge and prerequisites for professional work but also his/ her language proficiency. The potential Ph.D. student must reach at least the level B2 according to the European Framework for Language Competence. Knowledge of other languages (especially Spanish, Portuguese, French) is of a big advantage. Part of the admission procedure will also be the presentation of the applicant's research project of 3-5 standard pages containing the topic, content definition, theoretical framework, goals, methods of elaboration and a list of relevant literature related to the given topic.

Projects that will be in accordance with the research and territorial focus of the studies on the African and Latin American area will be accepted.

The admission committee can evaluate the research project (the topic of the dissertation thesis) and other presented documents without the applicant being present. The admission committee evaluates especially the quality of the research project, the applicant's qualification for scientific work as well as his/her language skills.

b) Study programme P6101 Philosophy, study field Philosophy (full-time form of studies)

The condition for admission to the doctoral studies is successful completion of the Master's study programme within the study programme of Philosophy. They can also be graduates of related study programmes focused on social and human sciences on condition of successful completion of the admission procedure requirements oriented at proving appropriate level of philosophical knowledge and ability of independent scientific work.

During the admission procedure, the applicant will prove his/her prerequisites for Ph.D. studies and scientific work. The committee may require an entrance interview to check the applicant's language competences and overview of contemporary philosophy. The interview is usually realized by means of a video call via Skype. Part of the admission procedure will also be a research project of approx. 3-5 standard pages containing the topic, content definition, theoretical framework, goals, methods of elaboration and a list of relevant literature related to the given topic. The applicants are recommended to consult their planned theses with the potential tutor before the interview.

The admission committee can evaluate the research project (the topic of the dissertation thesis) and other presented documents without the applicant being present. The admission committee evaluates especially the quality of the research project, the applicant's qualification for scientific work as well as his/her language skills.

Art. II

Binding dates for the admission procedure

The deadline for the submission of applications for studies in the Bachelor study programme B6701 Political science and the study programme N0223A100002 Philosophy is 30th April 2021. In case there are any formal errors in the application or any of the attachments are missing, the application will be returned for correction and completion.

The deadline for the submission of added attachments previously missing in the application is 31st May, 2020. Unless the applicant submits the added attachments by the determined deadline, he/she will not be admitted to study. An exception from the deadline can be made by the Dean in justified cases only.

The admission interview for the study programme of Philosophy takes place in May 2020, the exact date is determined for the individual applicants according to their time preferences and with regard to the time zone.

The enrolment to study takes place from 1. 9. to 01. 10. 2021. The enrolment period can be extended by the Dean only in properly justified cases and by not more than one month. The applicant who does not come to the enrolment by the end of the extended period loses his/her entitlement to enrol to study.

The deadline for the submission of applications for studies in the study programme Central European Studies and in the Ph.D. study programmes is on 30th April, 2021 and 31st October 2021. In case there are any formal errors in the application or any of the attachments are missing, the application will be returned for correction and completion.

The deadline for the submission of added attachments previously missing in the application is 31st May, 2021 (for application forms sent by 30th April 2021) and 30th November 2021 (for application forms sent by 31st October 2021). Unless the applicant submits the added attachments by the determined deadline, he/she will not be admitted to study. An exception from the deadline can be made by the Dean in justified cases only.

The enrolment to study takes place from 1. 9. to 01. 10. 2021 for application forms sent by 30th April 2021 and 1st of February to 1st of March application forms sent by 31st October 2021. The enrolment period can be extended by the Dean only in properly justified cases and by not more than one month. The applicant who does not come to the enrolment by the end of the extended period loses his/her entitlement to enrol to study.

Art. III

Examination and admission committee

Examination committees are not formed. Submitted materials, which serve as attachments to the application, are always assessed by a three-member admission committee, which is formed individually for each study programme or field of study. The chairperson of the admission committee is always the guarantor of the relevant study programme or field of study, who also appoints the two remaining members of the admission committee

Art. IV

The maximum number of accepted applicants

The maximum number of applicants admitted to the individual Bachelor and Master's study programmes or fields of study is 20. The maximum number of applicants admitted to the Ph.D. study programmes is 5. In case of the study programme P0312D200004 Political Science with

specializations African Studies and Latin American Studies the maximum number of the admitted applicants is 5 for each specialization.

Art. V

Further information

The fee for operations connected to the admission procedure has not been determined.

Admission committees present the proposals for admission/non-admission to the Dean. The Dean decides about the applicant's admission/non-admission. The applicants will be notified about their admission/non-admission within 30 days following the delivery of the application and all required documents. After the notification, the applicant can see the file, or he/she can be provided with a copy of the file. According to § 68 Paragraph 4 of the Act on Higher Education Institutions, the applicant is entitled to file an appeal against the decision within 30 days following the day of notification thereof. The appeal administrative body is the Rector. The appeal is filed with the faculty that has issued the opposed decision.

The accepted and enrolled students are obliged to pay an annual tuition fee of 3,000 EUR in one instalment by 31st October, 2021, or in two instalments of 1,500 EUR each, by 31st October, 2021 and by 28th February, 2022.

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