

Admission Procedure Rules for Admission to Study Doctoral Study Programmes at the Faculty of Science of the University of Hradec Králové for the academic year 2026/2027

These rules were approved by the Academic Senate of the Faculty of Science of the University of Hradec Králové on 10 December 2025.

1 ADMISSIONS PROCEDURE TIMETABLE

Deadline for applications (Round 1 of admissions procedure):	
Doctoral study programmes:	30 April 2026
Indicative date of the entrance examination (Round 1 of admission procedure)*:	
Doctoral study programmes, except for the integrated ones:	from 1 June 2026 to 27 June 2026
Deadline for payment of the admission fee (Round 1 of admission procedure):	
Doctoral study programmes:	30 April 2026
Deadline for entering previous education results and submitting mandatory attachments (Round 1 of admission procedure):	
Doctoral study programmes:	30 April 2026
Follow-up Master's study programmes:	30 April 2026
Date of verification of the fulfilment of the admission procedure conditions – summer / autumn:	
Doctoral study programmes:	20 May 2026 (1 September 2026 for applicants who sit for Master's final state examinations in June or August)
Enrolment in Year 1 of study:	
For applicants admitted in Round 1 of the admission procedure:	from 1 September to 4 September 2026 (alternative date: from 7 September to 11 September 2026)
Completion of the admission procedure:	
Doctoral study programmes:	30 September 2026

*The specific binding dates of the entrance examination for the doctoral study programmes will be published on the portal: <https://stag.uhk.cz/portal/studium/uchazec/eprihlaska.html>.

◆◆ **The above-mentioned dates may be subject to subsequent changes due to the electronic pre-enrolment of 1st year students, in accordance with Article 18(1) of the UHK Study and Examination Code, as amended.**

2 GENERAL CONDITIONS OF ADMISSION PROCEDURE

The standard duration of all doctoral study programmes (DSP) accredited at the University of Hradec Králové, Faculty of Science, is four years. The admission to a doctoral study programme is conditioned by the successful completion of a Master's study programme (confirmed by the award of one of the titles pursuant to Section 46(4) of Act No. 111/1998 Sb., on Higher Education Institutions, as amended (hereinafter referred to as the Higher Education Act)).

Entrance examinations are held for five doctoral study programmes (two of which are in English):

<ul style="list-style-type: none"> • P0511D030047 Biology and Ecology • P0512D130007 Toxicology • P0588D110001 Didactics of Physics 	<ul style="list-style-type: none"> P0511D030048 Biology and Ecology, P0512D130017 Toxicology,
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separately for full-time and combined forms of study.

2.1 Prerequisites for admission to study

- a. Timely submission of a duly completed **application form** with all necessary information through the University's information system
<https://stag.uhk.cz/portal/studium/uchazec/eprihlaska.html>;
- b. Timely payment of the admission procedure fee in the required amount;
- c. Proper and timely production of the required prior **qualifications**, timely **production of a research project in the required extent**, including all **below mentioned mandatory components A-E**, and, where applicable, **any other certificates** required (in particular, a medical certificate of fitness for study programmes of the departments of Chemistry and Biology);
- d. **Attendance at and successful completion of the entrance examination.**

Applicants shall submit a **research project of 2 to 6 standard pages (i.e. a minimum of 3,600 characters including spaces, a maximum of 10,800 characters including spaces)** in electronic form, i.e. uploaded as an attachment to the e-application in PDF format by **30 April 2026**. References (bibliographic citations for research on the research project topic) are not included in the specified length. The research project must also include the following components that **are not included** in the specified length:

- A. A structured CV of 1 to 2 A4 pages;
- B. A list of publications co-authored by the applicant, or a statement that the applicant has not yet published;
- C. A list of research grants (including specific research projects) in which the applicant has been involved, or a statement that the applicant has not yet been involved in any research grants;
- D. Proof of completion of an internationally recognised language exam or a state language exam in English at level B2 or higher, or a statement that the applicant has not yet taken any internationally recognised exam or state language exam at the required level;
- E. A statement from an academic staff member who is interested in becoming the doctoral student's supervisor if the applicant is accepted for study.

A template for the research project, including the above-mentioned components, is attached to this Dean's decision.

All applicants are required to provide **proof of the required previous education in a Master's degree programme**, either in the form of an officially certified copy of their diploma (or a simple copy of the same document submitted together with the original for verification by the staff of the Study Department of the Dean's Office of the Faculty of Science, who will compare the simple copy with the original, confirm the match on the copy and return the original document to the

applicant), or **upload an authorised conversion of the electronic document to the applicant's e-application**.

The applicant shall either send a paper copy of the document proving the required previous education to the address of the Study Department by registered mail, or deliver it in person to the Study Department, or upload an authorised conversion of the electronic document to the attachments in the e-application by **30 April 2026** at the latest (for Round 1 of the admission procedure), or submit it no later than upon enrolment (this applies in particular to applicants taking their Master's final state examinations in May, June or August 2026). An exception applies to applicants who take the final state examination in September 2026, who may be exceptionally allowed to submit this document until 25 September 2026.

2. 2 Entrance examination procedure

Based on the information provided in the application form, applicants will receive an invitation to the entrance examination via the IS electronic information system, stating the date, time and place of the entrance examination. Applicants are invited to arrive half an hour before the start of the examination at the designated classroom, where they will present their identity card or passport, in physical or electronic form, for verification.

The entrance examination is oral and consists of **a discussion by the committee on the submitted research project**. Part of the discussion during the entrance examination will be conducted in English in order to assess the applicant's ability to communicate in English.

All applicants for doctoral studies are assessed jointly by a nine-member admissions committee which has the following composition:

- Head of the Department of Biology;
- Guarantor of the Biology and Ecology doctoral programme;
- Head of the Department of Chemistry;
- Guarantor of DSP Toxicology;
- Head of the Department of Physics;
- Guarantor of the Doctoral Study Programme in Didactics of Physics;
- Vice-Dean for Creative Activities;
- Vice-Dean for Education and Internal Relations;
- External member of the committee.

If, in any of the above cases, the head of the department and the guarantor of the doctoral study programme are the same person, the Dean shall appoint another member of the committee from among the staff of the department. The external member of the committee shall be appointed by the Dean. The chair of the committee shall be appointed by the Dean.

The committee shall have a quorum if at least five of the nine members are present.

Faculty staff shall ensure that the entrance examinations take place in a regular environment, treat all candidates equally, exclude extreme climatic conditions during the examination, and observe generally applicable hygiene principles – ventilation of classrooms, quiet environment, etc.

No one is allowed to accompany applicants to the classroom where the entrance examination is held. An exception may be granted by the head of the department only to accompany **applicants with specific needs**, if officially recommended by the university's Augustin Support Centre for Students with Specific Needs on the basis of a timely request. If an applicant has a mobile phone with them during any part of the entrance examination, they must switch it off. Any active communication or recording device found during the entrance examination is grounds for exclusion of the applicant from the admission procedure.

For applicants from abroad, the Dean may allow the oral entrance examination to be conducted by means of remote communication.

2. 3 Consideration of excuses for absence from the entrance examination

If an applicant fails to appear for the entrance examination without an excuse, they will not have another opportunity to take it. The faculty may announce an alternative date for entrance examinations for duly excused applicants from the admission procedure for study programmes guaranteed by the PřF UHK. An alternative date is granted on the basis of a written application and cannot be required by anybody; the Dean decides on the allocation of an alternative date according to the capacity of the faculty.

The alternative date for the entrance examinations will be determined on the basis of approved applications.

2. 4 Procedure and criteria for determining the outcome of the admission procedure

Applicants are admitted to study **if they meet the necessary conditions**, based on **the ranking achieved** which is compiled exclusively according to the number of points obtained in the admission procedure.

The admissions committee will determine the ranking separately for full-time and part-time study in each of the five doctoral study programmes.

The admission of applicants is decided by the Dean, taking into account the recommendations of the admissions committee, in particular the ranking of applicants, which the committee determines separately for each doctoral study programme and form of study.

The Dean reserves the right **to cancel** the admission procedure for a specific form of study (full-time or combined) of a specific doctoral study programme [Biology and Ecology (in Czech or English), Didactics of Physics, Toxicology (in Czech or English)] **entirely**.

The criteria for selecting applicants are:

- **0 to 100 points** – quality of the research project and its oral defence before the committee, relevance of the Master's degree programme completed to the doctoral programme to which the applicant is applying;
- **0 to 30 points** – ability to communicate in English, which may be demonstrated by a certificate of an internationally recognised language exam or a state language exam in English at level B2 or higher, and must always be assessed by the admissions committee on the basis of the relevant part of the discussion during the oral entrance examination;
- **0 to 30 points** – the applicant's publishing activity;
- **0 to 30 points** – the applicant's involvement in research grants (including specific research projects);
- **0 to 10 points** – the applicant's involvement in the life of the faculty and university during their previous Master's studies (e.g., member of the Academic Senate of the faculty or university, activities within student associations, promotion of natural sciences, representation of the faculty on an internship abroad, etc.).

The total score for the entrance examination is the sum of the points for the above criteria.

The maximum number of points that can be achieved is **200**.

The minimum number of points required to pass the entrance examination and be eligible for admission, unless prevented by capacity reasons, is **120 points**.

Applicants who cannot be admitted to full-time study due to capacity reasons may be offered admission to a combined form of study in the same doctoral study programme without having to submit a new application for study. The applicant shall lodge an appeal against non-admission to study, stating that they are interested in changing the form of study of the doctoral study programme in question.

3 OTHER INFORMATION ABOUT THE ADMISSION PROCEDURE

General information on the admission procedure (details on how to submit the application form, how to pay the administrative fee for the admission procedure, etc.) is published on the UHK website (www.uhk.cz). The instructions are binding for all applicants.

The UHK website also provides more detailed information on the profile of the applicant and the graduate, and the content of the entrance examination for individual study programmes, including recommended study literature.

3.1 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>.

3.2 Payment of the fee for the admission procedure

The administrative fee for each application is CZK 600. If the applicant fails to pay the fee for the admission procedure even after being asked to do so within the specified time limit, he/she will not be allowed to participate in the individual parts of the admission procedure.

3.3 Documents proving previous education and other documents required for the admission procedure

I. Proof of education

Prior education for **doctoral study programmes** is proved by an officially certified copy of a university diploma. In the case of foreign university education, the required document proving education is **the original or an officially certified copy** of the document 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 proving 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, which 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 of examinations taken.

In the case of a document certifying higher education issued by a Slovak higher education institution 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** obtained by completing a study programme at a foreign university operating under the legal regulations of a foreign country.

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 (confirmation of accreditation);
- In the case of a higher education document issued by a Slovak higher education institution after 28 March 2015, a confirmation issued by the foreign higher education institution stating the country in which the applicant completed their study programme should also be submitted.

II. Translations

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

III. Final provisions

In the case referred to in paragraph I(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 I(c).

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 it.

International applicants for study programmes taught in the Czech language shall provide proof of completion of a Czech language course at least at level **B2**. This condition does not apply to applicants from the Slovak Republic.

The admission to doctoral study programmes (DSP) in **Toxicology** (both in Czech and English) is also **conditioned by a valid confirmation of medical fitness to study chemistry**. The admission to doctoral study programmes (DSP) in **Biology and Ecology** (both in Czech and English) is also conditioned by a **valid confirmation of medical fitness to study biology**.

Medical fitness is usually confirmed by a general practitioner and must not be older than 4 months prior to the deadline for submitting applications for study. In the case of medical fitness confirmed by a doctor abroad, an official translation is required (applies to DSP taught in Czech). Applicants must always submit the original confirmation of medical fitness in paper form in accordance with the general information on the admission procedure published on the Faculty of Science website. The medical assessment form in both language versions, including the text of the medical fitness requirements, is **attached to these rules for the admission procedure and conditions for admission to study at the PřF UHK**. Confirmation on other types of forms is not acceptable.

3. 4 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 from checking the fulfilment of the admission conditions. In the event that the applicant fails to submit the necessary confirmation of previous (higher education for doctoral study programmes) no later than on the day of the entrance examination, and the applicant meets the other necessary conditions for admission to study in the given study programme, the checking of the fulfilment of the admission conditions will take place only after the relevant proof of previous education has been submitted.

The deadline for submitting proof of previous higher education is the date of enrolment (1–4 September 2026 or 7–11 September 2026). In the case of applicants who will take their final state examinations in September 2026, it is possible, in exceptional cases, to allow the submission of this document until 30 September 2026.

By this date, it will be verified whether the applicant has fulfilled the conditions for admission to study. If the necessary documents are not delivered to the PřF UHK in the specified form by this date, the applicant will not be admitted to study. An extension of the deadline for submitting proof of completion of secondary or higher education may be granted by the Dean only in exceptional and duly justified cases. In such a case, the Dean will set a new deadline for verifying the conditions of the admission procedure.

Pursuant to Section 50(4), sentence two of the Higher Education Act, the higher education institution is not obliged to notify the applicant of the possibility to comment on the grounds for 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 an applicant is admitted to study, the admission decision will be delivered to them via the IS/STAG electronic information system. If an applicant is not accepted for study, the decision on non-acceptance will be delivered to them via the IS/STAG electronic information system, in accordance with Section 69a(2) of the Higher Education Act.

3. 5 Access to decisive materials

Pursuant to Section 50(5) of the Higher Education Act, applicants have the right to inspect the file after they are notified of the decision. The dates on which applicants may inspect these materials may be agreed with the Study Department. The PřF UHK may provide applicants with a copy of the file instead of allowing him/her to inspect it.

Each department will therefore publish, at the time of the entrance examinations, the dates and places where applicants can consult their materials, and will designate a competent person to give explanations. Each department will also publish a contact person (e-mail) with whom the applicants can arrange to consult the materials if necessary. The department must allow access to the materials before the expiry of the appeal period, i.e. approximately two

months from the date of the examination. **It is not possible to take photos/copies of materials from the file.**

3.6 Review of admission decisions

Pursuant to Section 83(1) of the Administrative Procedure Code, applicants have the right to appeal the decision within 15 days of its notification.

The appeal is filed with the faculty that issued the contested decision. The faculty which issued the contested decision may annul or amend it (Section 87 of the Administrative Procedure Code).

Pursuant to Section 50(6) of the Higher Education Act, the Rector is the administrative appellate authority. The Rector examines the compliance of the contested decision and the proceedings preceding the decision with the legal regulations, the internal regulations of the higher education institution and the faculty, and the conditions of admission to study set by the higher education institution or faculty.

Applicants can check the data essential for the decision on (non-)admission to study (i.e. the scores obtained in the entrance examinations and the ranking achieved in these examinations) on the University website.

3.7 Cancellation of the admission procedure

The Dean reserves the right to cancel an already announced admission procedure for any of the study programmes for reasons considered important. In the event that applicants are already registered for such a study programme, they will be offered a transfer to another study programme or a refund of the application fee. If applicants do not agree to the application transfer to another study programme, a resolution on stopping the admission procedure will be issued to them.

Administrative Procedure Code Act No. 500/2004 Sb., the Administrative Procedure Code, as amended

Higher Education Act Act No. 111/1998 Sb., on Higher Education Institutions and on amendments and supplements to other acts, as amended

List of annexes:

Annex 1	Template for preparing a research project document for application to doctoral studies at the University of Hradec Králové, Faculty of Science
Annex 2	Medical certificate of fitness to study biology at a higher education institution (in Czech)
Annex 3	Medical certificate of fitness to study chemistry at a higher education institution (in Czech)

This decision comes into force and effect on the date of its signature.

RNDr. Alena Myslivcová Fučíková, Ph.D.
Dean, PřF UHK