

Hradec Kralove, 8th October 2018

Reference number: DFF/575/18

Decree of the Dean of FF UHK No. 22/2018

The rules for the admission procedure and conditions for the admission to studies at the Philosophical Faculty of the University of Hradec Kralove in Bachelor's and Master's study programmes taught in the English language for the academic year 2019/2020

In accordance with Article 48 and Article 49 of Act No. 111/1998 Coll. on Higher Education Institutions and on the amendment and supplement of other acts in valid wording (hereinafter referred to as the Act) and in accordance with Article 25 of the Statute of the University of Hradec Kralove, I determine for the academic year 2019/2020 the following conditions for the admission to Bachelor's and Master's degree programmes accredited in the English language.

I. Conditions for the admission to studies

I. 1. Bachelor's study programme Political Science, field of study Political Science, a full-time study, a three-year standard duration of the study

A condition for admission is the completed secondary school education and meeting the conditions of the admission procedure as stated below.

The applicant is required to fill in the application and send it along with the mandatory 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 Kralove (www.uhk.cz). The application and the attachments are to be sent in the English language only.

The mandatory attachments are:

- The certificate of achieving secondary education. The documents must be in accordance with Paragraph 4 of Article 48 of the Act. As part of the admission procedure, the applicants will be asked to provide certified copies of relevant documents or submit the originals in printed form. The decision on admission cannot be issued to the applicant without a proof of the achieved secondary education.
- An essay on why the applicant wishes to study political science (approximately 800 words)
- A confirmation of language skills necessary for the study in the English language (e.g. an internationally valid certificate). If the applicant has completed secondary education in the English language, no confirmation is required.

In order to be accepted, the applicant must meet these basic criteria: prove sufficient knowledge of the English language as well as his/her motivation to study and preparedness for the study of social sciences.

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

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

I. 2a Study programme International Area Studies, field of study Central European Studies, a full-time study, a 2-year standard duration of study

The applicant is required to fill in the application and send it along with the mandatory 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 Kralove (www.uhk.cz). The application and the attachments are to be sent in the English language only.

The mandatory attachments are:

- a university diploma (completed education in any type of study programme) – the submitted documents must comply with Paragraph 5 of Article 48 of the Act. As part of the admission procedure, the applicants will be asked to provide certified copies of relevant documents or submit the originals in printed form. The decision on admission cannot be issued to the applicant without a proof of the achieved adequate university education.
- a letter of motivation – explaining why the applicant wishes to study the field of study Central European Studies at FF UHK.
- a proposal of a thesis project: particularly the topic of the thesis, contents specification, theoretical frame, objectives, methods of processing and a list of relevant literature concerning the given topic (after the beginning of the studies, the topic may be adjusted in cooperation with the thesis supervisor or possibly determined anew if not absolutely in compliance with the study focus).
- A confirmation of language skills necessary for the study in the English language (e.g. a university examination, an internationally valid certificate). If the applicant has previously completed university education in the English language, no confirmation is required.

In order to be admitted, the applicant must meet these basic criteria: prove sufficient knowledge of the English language as well as his/her motivation to study and preparedness for the study of social sciences for a Master's degree.

I. 2b Study programme Philosophy, a full-time study, a 2-year standard duration of study, an academically oriented study programme, classified as part of the area of education Philosophy, Religious Studies and Theology

The applicant is required to fill in the application and send it along with the mandatory 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 Kralove (www.uhk.cz). The application and the attachments are to be sent in the English language only.

The mandatory attachments are:

- a university diploma (education in any type of study programme) – the submitted documents must comply with Paragraph 5 of Article 48 of the Act. As part of the admission procedure, the applicants will be asked to provide certified copies of relevant documents or submit the originals in printed form. The decision on admission cannot be issued to the applicant without a proof of the achieved adequate university education.

- a structured CV.

- a letter of motivation – explaining why the applicant wishes to study the study programme Philosophy, which philosophical topics he/she has been studying, the thematic areas he/she is interested in.

- A confirmation of language skills necessary for the study in the English language (e.g. a university examination, an internationally valid certificate). If the applicant previously completed university education in the English language, no confirmation is required.

The admission procedure also includes an obligatory oral interview, which will test the linguistic as well as the specialized prerequisites for study, and also the applicant's motivation and interest in the selected study. The interview will be conducted in a distance form via a video call over Skype (or another similar application) in the presence of at least two members of the admission committee.

In order to be admitted, the applicant must meet these basic criteria: prove sufficient knowledge of the English language as well as his/her motivation to study and preparedness for the study of philosophy for a Master's degree.

II. Binding deadlines for the admission procedure

The deadline for the submission of study applications is the 30th April 2019. If the application has formal inaccuracies or some of the attachments are missing, it will be returned for correction and completion.

The deadline for the submission of supplied missing attachments is 31st May 2019. If the applicant does not supply the attachments by the specified deadline, he/she will not be accepted for study. The Dean can grant an exception from the deadline only in justified cases.

An interview for the study programme Philosophy will take place in May 2019, whereas the exact date is determined for the individual applicants with regard to their time possibilities and to the time zone.

The enrolment will take place between 2nd September and 20th September 2019. The Dean can extend the period of the enrolment just in thoroughly justified cases, by the maximum of one month. The applicant who will not come to the enrolment by the end of the extended period will lose his/her right to enrol for studies.

III. An examination and admission board

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

corresponding study programme or field of study, who also appoints the two remaining members of the admission committee. The admission board assesses the materials in the applicant's absence. In the case of the study programme Philosophy, the admission committee is also responsible for conducting the admission interview.

IV. Maximum numbers of accepted applicants

Maximum number of applicants accepted for individual study programmes or fields of study is 20.

V. Further information

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

The admission committee passes the proposals for acceptance / rejection on to the Dean. The Dean will decide about the acceptance / rejection of the applicant. The applicants will be notified of the acceptance / rejection within 30 days following the delivery of the application and of all the required documents at the latest. After the announcement of the decision, the applicant can look into the file, or a copy of the file may be provided for him/her. According to Paragraph 4 Article 68 of the Act about Higher Education Institutions, the applicant has the right to submit an appeal against the decision within 30 days following the notification. The administrative body of appeal is the rector. The appeal is submitted to the faculty, which has issued the opposed decision.

The enrolled students are obliged to pay the fee determined for the study in a foreign language, i.e. annually 3,000 EUR.

Mgr. et Mgr. Pavlína Springerová, Ph.D.

děkanka FF UHK