

# FF UHK Dean's Decree No. 24/2021

## Admission Procedure Rules and Conditions for Admission to Bachelor's, Master's and Doctoral Programmes of Study Taught in English at the Philosophical Faculty of the UHK in the Academic Year 2022/2023

In accordance with sections 48 and 49 of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of 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, post-Bachelor's (Master's) and Doctoral Programmes of Study accredited in English language in the academic year 2022/2023.

### I. Conditions for Admission to Study

#### I.1 Bachelor's programme of study B0312A200030 Political Science, full-time study, standard duration of studies: three years

The applicant must be a secondary school graduate and must meet the below given admission conditions.

The applicant must complete the application form and send it electronically to [ff.internationaloffice@uhk.cz](mailto:ff.internationaloffice@uhk.cz). Mandatory annexes must be attached. The application form is available online on the University Hradec Králové website ([www.uhk.cz](http://www.uhk.cz)). Both the application and annexes must be sent in English language.

Mandatory annexes:

- Documents evidencing secondary school graduation. Documents must comply with section 48 (4) of the Act. Applicants will be asked to deliver certified copies of appropriate documents or to submit originals (hard copies). No decision on admission can be issued to the applicant without proving his/her secondary education.
- An essay on why the applicant wants to study political science (approx. 800 words).
- Certificate of English proficiency allowing studies in English (e.g., an internationally valid certificate). If the applicant passed his/her secondary studies in English language, no certificate is required.

At a minimum, the applicant must meet the following criteria to be admitted: He/she must prove sufficient English proficiency and prove motivation to study and readiness to study social sciences.

## **I.2 Post-Bachelor's (Master's) programmes of study**

The applicant must have higher education (any type of study programme) and must meet the below given admission conditions.

### **I.2a Programme of study N0222A120027 Central European Studies, full-time study, standard duration of studies: two years**

The applicant must complete the application form and send it electronically to [ff.internationaloffice@uhk.cz](mailto:ff.internationaloffice@uhk.cz). Mandatory annexes must be attached. The application form is available online on the University Hradec Králové website ([www.uhk.cz](http://www.uhk.cz)). Both the application and annexes must be sent in English language.

Mandatory annexes:

- Higher education diploma (any type of study programme). Submitted documents must comply with section 48 (5) of the Act. Applicants will be asked to deliver certified copies of appropriate documents or to submit originals (hard copies). No decision on admission can be issued to the applicant without proving his/her completion of appropriate higher education.
- Motivation letter explaining why the applicant wants to study the Central European Studies at the FF UHK.
- Master's thesis draft project; in particular, the thesis title, content, theoretical framework, aims, methods and relevant references to the given topics (after the student commences his/her studies, the topic can be revised in cooperation with the thesis supervisor and/or defined newly if it is not in full accord with the study specialization).
- Certificate of English proficiency allowing studies in English (e.g., an examination at a higher education institution, an internationally valid certificate). If the applicant passed his/her previous higher education in English language, no certificate is required.

At a minimum, the applicant must meet the following criteria to be admitted: He/she must prove sufficient English proficiency, prove motivation to study and readiness to study social sciences on a Master's level.

### **I.2b Programme of study N0223A100002 Philosophy, full-time study, standard duration of studies: two years**

The applicant must complete the application form and send it electronically to [ff.internationaloffice@uhk.cz](mailto:ff.internationaloffice@uhk.cz). Mandatory annexes must be attached. The application form is available online on the University Hradec Králové website ([www.uhk.cz](http://www.uhk.cz)). Both the application and annexes must be sent in English language.

Mandatory annexes:

- Higher education diploma (any type of study programme). Submitted documents must comply with section 48 (5) of the Act. Applicants will be asked to deliver certified copies of appropriate documents or to submit originals (hard copies). No decision on admission can be issued to the applicant without proving his/her completion of appropriate higher education.
- Structured CV.
- Motivation letter explaining why the applicant wants to study Philosophy, what topics in philosophy he/she has studied, and what topics he/she is interested in.
- Certificate of English proficiency allowing studies in English (e.g., an examination at a higher education institution, an internationally valid certificate). If the applicant passed his/her previous higher education in English language, no certificate is required.

The admission procedure includes a mandatory interview checking both the language and professional qualifications for study, and also the applicant's motivation and interest in the given study. The interview is performed using the distant communication means via an MS Teams (or similar) videoconference in presence of at least two members of the admission committee.

At a minimum, the applicant must meet the following criteria to be admitted: He/she must prove sufficient English proficiency, prove motivation to study and readiness to study philosophy on a Master's level, fundamental knowledge of Western philosophy (analytical philosophy, phenomenology, epistemology, philosophy of mind, philosophy of science, and anthropology). The applicant gets points for the entrance examination. To pass the entrance examination, the applicant must get at least 50% out of 100 points.

### **I.3 Doctoral programmes of study**

To be admitted, the applicant must have higher education (any type of Master's study programme) and must meet the below given admission conditions.

The applicant must complete the application form and send it electronically to [ff.internationaloffice@uhk.cz](mailto:ff.internationaloffice@uhk.cz). Mandatory annexes must be attached.

Both the application and all annexes must be sent in English language only.

If the application shows any formal deficiencies, or if any annexes are missing, the application will be returned for correction and supplementation. Should the applicant fail to remove the deficiencies by the specified deadline, he/she will not be admitted to studies.

Mandatory annexes to the application:

- Completed application form for the individual subject areas - available on: [www.uhk.cz](http://www.uhk.cz)
- Officially certified copy of diploma/diploma recognition (in extraordinary cases, the diploma can be submitted later in relation to the Master's study completion);
- Structured CV;
- At least two reference letters from the applicant's alma mater;

- Applicant's research project: extent of approx. 3-5 standard pages, including the topic, content, theoretical framework, aims, methods and relevant references to the given topic;
- Proof of language proficiency (certificates etc.);
- Document about publication activity, if any.

### **I.3a Study programme P0312D200004 Political Science, specialization African Studies and Latin American Studies (full-time study)**

The applicant must have higher education (Master's) to be admitted to the doctoral programme of study. Within the admission procedure, the applicant must prove not only sufficient knowledge and qualification to do professional work but also his/her language proficiency. The potential doctoral student must speak and write English on at least B2 level (European Framework of Reference for Languages). Other languages proficiency (especially Spanish, Portuguese and French) is highly appreciated. The admission procedure also includes the applicant's research project (extent of approx. 3-5 standard pages). The project includes the topic and aims of work, theoretical framework, methods and relevant references to the given topic.

Such projects will be accepted that correspond to the scientific and territorial specialization of the studies in terms of Africa and Latin America.

The admission committee can evaluate the research project (dissertation topic) and other submitted documents in the applicant's absence. The admission committee evaluates mainly the research project quality, the applicant's qualification for scientific work, but also his/her language proficiency.

### **I.3b Study programme P6101 Philosophy, specialization Philosophy (full-time study)**

The applicant must have higher education (Master's) to be admitted. Within the admission procedure, the applicant proves his/her qualification for both the doctoral study and scientific work. During the entrance interview, the committee checks the applicant's language proficiency and knowledge of present philosophy. The admission interview is usually performed using the distant communication means via an MS Teams (or similar) videoconference in presence of at least two members of the admission committee. The admission procedure also includes the applicant's research project (extent of approx. 3-5 standard pages). The project includes the topic and aims of work, theoretical framework and relevant references to the given topic. The applicants are recommended to consult their potential doctoral thesis supervisor before the admission interview.

The admission committee can evaluate the research project (dissertation topic) and other submitted documents in the applicant's absence. The admission committee evaluates mainly the research project quality, the applicant's qualification for scientific work, but also his/her language proficiency. The applicant get points for the entrance examination. To pass the entrance examination, the applicant must get at least 60% out of 100 points.

## **II. Admission Procedure Deadlines**

### **II.a Deadlines for commencement of studies in the winter semester of 2022/2023**

The deadline for sending the applications for study is 31 March 2022. If the application shows any formal deficiencies, or if any annexes are missing, the application will be returned for correction and supplementation.

The missing annexes should be sent by 30 April 2022. Should the applicant fail to send the annexes by the specified deadline, he/she will not be admitted to studies. The Dean may grant exemptions in justified cases only.

Enrolment is held from 1 September till 1 October 2022. The Dean may extend the deadline for enrolment for maximum one month in properly justified cases only. The applicant who fails to appear for enrolment by the end of the extended period of time loses the right to enrolment.

### **II.b Deadlines for commencement of studies in the summer semester of 2022/2023**

The deadline for sending the applications for study is 30 September 2022. If the application shows any formal deficiencies, or if any annexes are missing, the application will be returned for correction and supplementation.

The missing annexes should be sent by 31 October 2022. Should the applicant fail to send the annexes by the specified deadline, he/she will not be admitted to studies. The Dean may grant exemptions in justified cases only.

Enrolment is held from 1 February till 28 February 2022. The Dean may extend the deadline for enrolment for maximum one month in properly justified cases only. The applicant who fails to appear for enrolment by the end of the extended period of time loses the right to enrolment.

## **III. Examination and Admission Committee**

No examination committees are appointed. Documents sent as annexes to the application are evaluated by a three-member admission committee appointed separately for each programme of study or subject area. The admission committee is always chaired by the appropriate study programme or subject area guarantor who appoints the two other members of the admission committee.

## **IV. Maximum Number of Admitted Applicants**

The maximum number of applicants admitted to the individual Bachelor's and post-Bachelor's (Master's) programmes of study is 20. The maximum number of applicants admitted to the doctoral programmes of study and subject area is 5. As to the programme of study P0312D200004 Political Science, specialization African Studies and Latin American Studies, maximum 5 applicants will be admitted to each specialization.

## **V. Other information**

No fee for activities related to the admission procedure has been determined.

The admission committees pass their admission/non-admission proposals to the Dean. The Dean decides the applicant's admission/non-admission. The applicants will be notified of admission/non-admission within maximum 30 days from the delivery of the application and all required documents. After the applicant is notified of the decision, he/she may see his/her file and/or may be given a copy of his/her file. As per section 68 (4) of the Higher Education Institutions Act, the applicant has the right of appeal against the decision within 30 days from its notification. The Rector is the appeal body. The appeal is filed with the faculty that issued the appealed decision.

Admitted and enrolled students are obliged to pay the annual tuition of EUR 3,000 in one instalment by 31 October 2022 at the latest, or in two instalments, EUR 1,500 each, by 31 October 2022 and 28 February 2023, respectively. If the student starts his/her studies in the summer semester of 2022/2023, the tuition of EUR 3,000 must be paid in one instalment by 28 February 2023 at the latest, or in two instalments, EUR 1,500 each, by 28 February 2023 and 31 October 2023.

## **VI. Final Provisions**

The FF UHK Dean reserves the right to cancel the admission procedure for studies that should be commenced in the summer semester of 2022/2023 if a full capacity is reached with applicants admitted to studies commenced in the winter semester of the academic year.

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