



Rules applied to the admission procedure for study programs accredited in English at the Faculty of Education of the University of Hradec Králové

Scope of obligation

This decision (translation of RD 42/2020) is binding for departments and institutes which guarantee study programs accredited in English at the Faculty of Education of the University of Hradec Králové and for applicants for studying in those study programs which are accredited in English.

Section 1 Admission procedure

The admission procedure for study programs taught in English at the Faculty of Education is divided into the following three phases:

Phase 1: Assessing of the formal requirements of the application, of the relevance of the programs and of the degree and type of the achieved education qualifications, assessing of the relevance of the cover letter.

Carried by: Vice-Dean for internationalization, Vice-Dean for study affairs and accreditation, the Study Department.

Phase 2: Assessing of the required documents and materials sent by the applicant. This assessment is expressed through a score in points awarded by the boards appointed for the individual study programs. The composition of the boards is specified below. The members of the board can award the applicant with a total maximum of 100 points; three major spheres are assessed. The minimum limit for recommending the admission is the achievement of 50 points at least.

The major spheres to be assessed:

- the applicant's motivation,
- the relevance of the program and of the degree and type of the achieved education qualifications,
- study results achieved.

In case of some study programs, the achieved study results, creative results respectively, are judged also in relation to the portfolio / video-recording / electronic entrance examination specified below (see the Table below):

- B.A. Graphic Arts and Media	- CV presenting the relevant information about the applicant and about his / her professional history - Portfolio presenting the applicant's works related to the field of studying and to the graphic art and graphic design (a CD / DVD with at least 12 items).
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- B.A. Textile Production	- CV presenting the relevant information about the applicant and about his / her professional history (achievements, experience, exhibitions, contests, workshops) - Portfolio presenting the applicant's works related to the field of studying (photographic documentation of original artistic projects, a CD / DVD with at least 10 items).
- B.A. Textile Design	- CV presenting the relevant information about the applicant and about his / her professional history (achievements, experience, exhibitions, contests, workshops) - Portfolio presenting the applicant's works related to the field of studying (photographic documentation of original artistic projects, a CD / DVD with at least 10 items).
- B.A. Transcultural Communication	- The electronic form of the entrance examination: online / written communication with the Department focused on: a) motivation for studying, b) basic knowledge of the terminology, c) basic knowledge and awareness of and orientation in literary and other sources related to the field of studying (e.g. in the field of anthropology, philosophy, religious studies, pedagogy and psychology).
- B.A. Playing a Musical Instrument Focused on Education - B.A. Solo Singing Focused on Education - M.A. Teaching at Basic Art Schools - Playing a Musical Instrument and	- Video-recording (the minimum length of 5 minutes) which illustrates the skills in the appropriate specialization

Solo Singing	
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Other kinds of documentation needed for the admission procedure are mentioned in Section 2 (Required Prerequisites) and Section 3 (Applying for studying).

Phase 3: The documents are transferred to the Study Department of the Faculty. The decision on admission can be issued under the condition that a certified copy of the document on recognition of the previous education qualifications is submitted in accordance with the applicable legislation. In case of the study programme of Social Pedagogy and in case of the study program of Teaching at Basic Art Schools - Playing a Musical Instrument and Solo Singing, appropriate attention has to be paid to the fulfilment of the conditions specified in subsection 2 of Section 2, in the relevant paragraphs 2.a / 2.b.

Section 2 Required prerequisites

1. The minimum qualification prerequisites for admission to Bachelor's / Master's study programs which are taught in English and for which tuition fees are charged are the completed secondary level of education and the notarized recognition of the previous education qualifications in accordance with the applicable legislation.

2. The minimum qualification prerequisites for admission to follow-up Master's study programs which are taught in English and for which tuition fees are charged are at least the completed Bachelor's level of education, the notarized recognition of the previous education qualifications reached at foreign institutions of the tertiary level of education and the notarized recognition of university diplomas in accordance with the applicable legislation.

2.a) Applicants for studying Social Pedagogy who do not have a Bachelor's degree in a study program specialized in social pedagogy have to submit a certificate of completion of a specialization course in Social Pedagogy. This certificate has to be submitted before enrolling in studying Social Pedagogy in the follow-up Master's degree study program.

2.b) Applicants for studying Teaching at Basic Art Schools - Playing a Musical Instrument and Solo Singing who do not have a Bachelor's degree in a study program specialized in teaching can be enrolled in this applied study program after completing the module focused on pedagogical-psychological disciplines (this module course is provided by the Faculty of Education).

3. The recognition of the previous education qualifications reached at foreign institutions of the tertiary level of education and the notarized recognition of university diplomas is processed through submitting an application and the required documents to the relevant public university in the Czech Republic or to the Ministry of Education of the Czech Republic. Fees are charged for an application for the recognition of the previous education qualifications reached at foreign institutions of the tertiary level of education and the verification of university diplomas. The fee is paid to the public university from which the recognition is required. Further information is specified in dependence on the country in which the education qualifications under assessment were reached.

4. Communication during the admission procedure and teaching in the study programs mentioned above are in English. The recommended level of English is B1.
5. Studying in each academic year is conditioned by payment of the tuition fee whose financial amount is declared by the Dean of the Faculty. Payment in each academic year is generally made for the entire academic year no later than October 31st, unless specified otherwise.

Section 3

Applying for studying

1. The following documents are required in case of applying for studying in the Bachelor's degree programs:
 - certified / notarized copy of the secondary / high school diploma (with a notarized translation into English), including a certified / notarized copy of the document on the education contents and scope (with a notarized official translation into English),
 - completed application form for studies,
 - copy of an identity document (passport, identification card),
 - cover letter in English (minimum of 3,600 characters),
 - CV in English,
 - confirmation of the language competence in English,
 - portfolio with presentations related to the specific study program – this relates to the following programs: Graphic Arts and Media, Textile Production and Textile Design.
 - video recording of the applicant's skills relevant to the specific specialization (playing a musical instrument, solo singing) – this relates to the following study programs: Playing a Musical Instrument Focused on Education, Solo Singing Focused on Education,
 - electronic entrance examination (appropriate for Transcultural Communication).
2. The following documents are required in case of applying for studying in the follow-up Master's degree programs:
 - certified / notarized copy of the Bachelor's degree diploma (with a notarized official translation into English), including a certified / notarized copy of the diploma supplement or a certified copy of the transcript of the examinations passed (with a notarized official translation into English),
 - completed application form for studies,
 - copy of an identity document (passport, identification card),
 - cover letter in English (min. 3,600 characters),
 - CV presented in English,
 - confirmation of the language competence in English,

- video recording of the applicant's skills relevant to the specific specialization (playing a musical instrument, solo singing) – this relates to Teaching at Basic Art Schools - Playing a Musical Instrument and Solo Singing
3. The deadline for submission of the application form is March 31st (for the academic year beginning in September of the same calendar year), unless the Dean decides about a later deadline date.

Section 4

Admission boards

1. The admission boards appointed for individual study programs consist of at least 3 members. The composition of each board is always relevant to the particular department or the particular institute.
2. The admission board consists of the following members:
 - the program guarantor,
 - the head of the department / the head of the institute,
 - the guaranteeing department's / the guaranteeing institute's coordinator.
3. If one person cumulates the positions of the program guarantor and the head of the department / the head of the institute or the guaranteeing department's / the guaranteeing institute's internationalization coordinator, then the deputy head of the department / the deputy head of the institute or another member of the academic staff nominated by the program guarantor becomes a member of the admissions board.

Hradec Králové, 11 December 2020

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Dean of the Faculty of Education