

## Admission Procedure Rules for Studies in Doctoral Study Programmes at the Faculty of Science of the University of Hradec Králové for the Academic Year 2025/2026

*These rules were approved by the Academic Senate of the Faculty of Science of the University of Hradec Králové on 8 January 2025.*

### 1 ADMISSION PROCEDURE TIMETABLE

<b>Deadline for applications (Round 1 of admission procedure):</b>	
Doctoral degree programmes:	by 10 May 2025
<b>Indicative date of the entrance examination (Round 1 of admission procedure)*:</b>	
Doctoral degree programmes:	from 9 June 2025 to 20 June 2025
<b>Deadline for payment of the admission fee (Round 1 of admission procedure):</b>	
Doctoral degree programmes:	by 10 May 2025
<b>Deadline for provision of evidence of previous education and submission of a research project and optional annexes (Round 1 of the admission procedure):</b>	
Doctoral degree programmes:	by 31 May 2025
<b>Deadline for verification of fulfilment of admission procedure conditions – summer/autumn:</b>	
Doctoral degree programmes:	14 June 2025 (1 September 2025 for applicants who sit for the Master's final state examinations in August)
<b>Enrolment in the first year of study:</b>	
For applicants admitted in Round 1 of the admission procedure:	1 September 2025 (alternative date 9 September 2025)
<b>Completion of the admission procedure:</b>	
Doctoral degree programmes:	20 October 2025

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

## 2 GENERAL CONDITIONS OF ADMISSION PROCEDURE

The standard period of study for all doctoral study programmes (DSP) accredited at the Faculty of Science of the UHK is 4 years. Admission to study in a doctoral study programme is conditioned by the proper completion of studies in a Master's study programme (confirmed by the award of one of the degrees 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 three doctoral study programmes:

- P0511D030047 Biology and Ecology;
- P0512D130007 Toxicology;
- P0588D110001 Didactics of Physics;

separately for the full-time and combined form of study.

### 2.1 Prerequisites for admission to study

- a. Timely submission of a duly completed **application form** with all necessary data via the University information system:  
*<https://stag.uhk.cz/portal/studium/uchazec/eprihlaska.html>*;
- b. Timely payment of the admission **fee** in the required amount;
- c. Proper and timely submission of the required prior **qualifications**, timely **submission of a research project** in required extent, **other optional annexes**, if applicable, and **certificates, attestations or affidavits**, if required (in particular a medical certificate of medical fitness for the Toxicology programme);
- d. **Attendance at and passing the entrance exam.**

Applicants must submit a **research project of 2 to 6 A4 pages in** electronic form, i.e. they upload it as a PDF attachment to the e-application by **31 May 2025**. The research project must include a statement from the academic staff member who is interested in becoming the PhD student's supervisor if the applicant is accepted for study.

**Optional attachments** that the applicant may provide include:

- Proof of passing an internationally recognised language examination or a national English language examination of B2 level or above;
- List of publications co-authored by the applicant;
- List of research grants (including specific research projects) in which the applicant has been involved.

All applicants are obliged to provide evidence of the **required previous education in the Master's degree programme**, either by an officially authenticated copy of the diploma (or by a plain copy of the same document submitted together with the original for verification to the staff of the Study Department of the Dean's Office of the Faculty of Science, who will compare the plain copy with the original, confirm the match on the copy and return the original document to the applicant), or **an authorised conversion of the electronic document can be uploaded as attachment to the applicant's e-application.**

The applicant shall either send a paper copy of the document evidencing the required previous education to the address of the Study Department by registered letter or deliver it in person to the Study Department by **14 June 2025** at the latest (for Round 1 of the admission procedure) or submit it when enrolling for studies at the latest. If the applicant uploads **an authorised**

**conversion of the electronic document as an attachment in the e-application, he/she may do so by 31 May 2025.**

## **2. 2 Course of the entrance examination**

On the basis of the data in the application form, the applicant receives an invitation to the entrance examination via the IS/STAG electronic information system. The invitation indicates the date, time and place of the entrance examination. The applicant is invited for attendance checking which starts half an hour before the examination begins, in a designated classroom where he/she presents his/her identity card or other proof of identity for inspection.

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

All applicants for doctoral studies are assessed together by one nine-member admissions committee, which is composed as follows:

- Head of the Department of Biology;
- Guarantor of the DSP Biology and Ecology;
- Head of the Department of Chemistry;
- Guarantor of the DSP Toxicology;
- Head of the Department of Physics;
- Guarantor of the DSP 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 individual, the Dean shall appoint another member of the committee from among the staff of the department concerned. An external member of the committee shall be appointed by the Dean. The Dean shall appoint the chair of the committee.

The faculty staff ensures that the entrance examinations take place in a regular environment, maintains equal access to applicants, eliminates extreme climatic conditions during the examination and observes generally applicable hygiene principles – ventilation of classrooms, noise-free environment, etc.

No one may accompany the applicant to the classroom where the entrance examination is held. Exceptions may be granted by the department head to accompany a disabled applicant if officially recommended by the Augustin – Centre for Support of Students with Specific Needs upon timely request. If the applicant has a mobile phone with him/her during any part of the entrance examination, he/she must turn it off. Any active communication or recording device discovered during the admission examination is grounds for dismissal from the admission procedure.

## **2. 3 Procedure and criteria for determining the result of the admission procedure**

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

The Admission Committee determines the ranking separately for the full-time form of study and for the combined form of study in each of the three doctoral study programmes.

The Dean decides on the admission of applicants and takes into account the recommendations of the Admission Committee, in particular the ranking of applicants which the committee determines separately for the individual doctoral study programmes and forms of study.

The Dean reserves the right to **cancel** the admission procedure to a specific form of study (full-time or combined) of a specific doctoral study programme (Biology and Ecology or Didactics of Physics or Toxicology).

**The selection criteria are as follows:**

- **0 to 100 points** – the quality of the research project development and its oral defence before the committee, the disciplinary affinity of the completed Master's study to the doctoral study to which the applicant seeks admission;
- **0 to 30 points** – ability to communicate in English, which may be evidenced by a certificate of completion of an internationally recognised language examination or a national English language examination of level B2 or above, and must always be assessed by the Admission Committee on the basis of a relevant discussion during the oral entrance examination;
- **0 to 30 points** – the applicant's publication 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 the university during the previous Master's studies (e.g., member of the Academic Senate of the faculty or university, activity within student associations, promotion of natural sciences, representation of the faculty on a foreign internship, etc.).

**The total score of the entrance examination** is calculated as the sum of the points achieved for the above criteria.

**A maximum of 200 points** can be achieved.

**The minimum score** for successful completion of the entrance examination with the possibility of admission, unless prevented by capacity reasons, is **120 points**.

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

**In applicants from abroad**, the Dean may approve the holding of the oral entrance examination by means of **remote communication**.

### **3 FURTHER INFORMATION ABOUT THE ADMISSION PROCEDURE**

General information about 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](http://www.uhk.cz)). The instructions are binding for all applicants.

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

### 3.1 Submission of applications

Applications for studies are submitted in electronic form via the IS/STAG portal at <https://stag.uhk.cz/portal/studium/uchazec>.

### 3.2 Payment of the admissions fee

The administrative fee for each application is **CZK 500**. 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 Evidence of previous education and other documents required for admission

Education required for **doctoral programmes** is proved by an **officially authenticated copy of a university diploma**. In case of a **foreign higher education degree**, the education is proved by an **officially authenticated copy of a document pursuant to Section 48(5)(a) or (b) of the Higher Education Act**.

**International applicants for study programmes taught in the Czech language** must prove that they have passed a B1 Czech level examination at least. This condition does not apply to applicants from the Slovak Republic.

**The admission to study** in the Doctoral Study Programme (DSP) **Toxicology** is conditioned by a **valid certificate of medical fitness to study chemistry**. The medical fitness is usually certified by a general practitioner and may not be older than 4 months before the closing date for applications. In case of medical fitness certified by a physician abroad, an official translation is required (applies to DSPs taught in the Czech language). Applicants must always submit the original certificate in paper form in accordance with the general information on the admission procedure published on the PřF UHK website. The form of the medical report in both languages, including the text of the medical fitness requirements forms **an Annex to these Admission Procedure Rules and Conditions for Admission to Study at PřF UHK**. Certification using other types of forms is not acceptable.

### 3.4 Consideration of excuses for absence from the entrance examination

If an applicant fails to appear for the entrance examination without an excuse, he/she will have no further opportunity to take it. The Faculty may announce an alternative date of the entrance examination for duly excused applicants from the admission procedure for study programmes guaranteed by 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.

Alternate dates for entrance examinations will be determined on the basis of approved applications.

### 3.5 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 education (university degree for doctoral study programmes) no later than on the day of the admission examination, while the applicant fulfils the other necessary conditions for admission to study in a 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 latest date for receipt of evidence of prior higher education is 26 September 2025.

If the Ministry of Education, Youth and Sports decides to grant special powers to the higher education institution in the event of an extraordinary situation in accordance with Section 95b of the Higher Education Act, as amended, the deadline for checking the fulfilment of educational attainment requirement is 20 October 2025. Applicants who provide evidence of prior educational attainment by 14 June 2025 at the latest will be issued a decision on admission to study without being required to comply with the requirement to provide evidence of prior educational attainment. Other applicants will be required to do so.

Pursuant to Section 50(4), sentence two 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. The applicant will thus be informed of the admission procedure by the delivered decision on the admission/non-admission.

If the applicant is admitted to study, the decision on admission will be delivered to him/her via the IS/STAG electronic information system, if the applicant has agreed to this method of delivery in advance in the application form. The non-admission decision will be sent to applicants by registered post to own hands.

### **3. 6 Access to decisive materials**

Pursuant to Section 50(5) of the Higher Education Act, the applicant has the right to inspect the file after he/she is notified of the decision. The dates on which the applicant may inspect these materials may be agreed with the Study Department. The PřF UHK may provide the applicant 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 when and 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 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.

### **3. 7 Review of the decision on admission to study**

Pursuant to Section 50(6) and (7) of the Higher Education Act, the applicant has the right to appeal against the decision within the time limit set by the Higher Education Act.

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

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.

Any changes in the study programme, form, etc. can only be dealt with as part of the review of the decision on (non-)admission to study. If such a change leads to the use of available capacities in a given study programme, form, etc., the application may be granted by way of an internal appeal.

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. 8 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 the applicant does not agree to the application transfer to another study programme, a resolution on stopping the admission procedure will be issued to him/her.

## **4 SPECIAL CONDITIONS OF ADMISSION PROCEDURE IN EXTRAORDINARY SITUATIONS**

### **4. 1 Modification of the conditions of admission in the event of an extraordinary situation**

If the possibility of verifying the fulfilment of the conditions of admission to study (in particular, the holding of an entrance examination in the personal presence of the applicant) is restricted due to a crisis measure announced under the Crisis Act or due to the ordering of an extraordinary measure under a special law (in particular, due to worsened epidemic situation, natural or other disasters and catastrophes, industrial accidents, etc.), the Dean may change the rules and conditions of the admission procedure already announced after approval by the Academic Senate of the Faculty.

The faculty will publish information on the modification of the rules and conditions of the admission procedure on its website at least 15 days before the verification of the relevant admission procedure condition.

### **4. 2 Proof of educational attainment in case of an extraordinary situation**

If, due to a crisis measure announced under the Crisis Act or due to the ordering of an extraordinary measure under a special law (in particular, due to a worsened epidemic situation, natural or other disasters and catastrophes, industrial accidents, etc.), the applicants' ability to prove, at the time of the prior education attainment checking, that they have fulfilled the prior education attainment condition is hindered (by the date of verification of this condition), the applicant will be admitted to study without proof of prior educational attainment. In the admission decision, the applicant will be required to comply with the requirement to provide evidence of prior educational attainment by 20 October 2025.

### **4. 3 Procedure in the event of failure to provide evidence of previous education**

In the event that the applicant fails to complete his/her previous education within the time limit set by the deadline for verifying the condition of attainment of previous education, the Dean decides that admission to study and enrolment in the study ceases to be valid and effective on the date the decision to cancel the admission decision becomes final; this decision cannot be appealed. The period from the date of enrolment to the date of the entry into force of the decision to revoke the admission decision shall be included in the student's period of study.

**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 Additions to Other Acts, as amended

**List of annexes:**

**Annex 1** Medical certificate of medical fitness to study chemistry at a higher education institution in the Czech language

This Decision enters into force and effect on the date of signature.

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