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## Specifications for the entrance examination process in PhD study programmes taught in English

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### I. Starting Points

This directive provides additional specifications for the entrance examination process for the applicants of study programmes taught in English (so called self-payers), particularly the definition of the optional regulations of the Study and Examination set of rules of PhD study programmes at CULS Prague as amended. The aim is to define the specifics of the foreign applicants for the study in the PhD study programmes while respecting all requirements of the Study and Examination Rules. Another aim is to standardize the whole process and strengthen its transparency.

### II. Application to Study

1. Self-payer applicants wishing to study in English can participate in the entrance exam process under the same deadlines as other applicants
2. Alternatively, the self-payers can apply on for the study on an ongoing basis through the FEM International Relations Office. In such a case they have to attach to their study application the following documents:
  - copy of personal ID
  - copy of the diploma which verifies graduation at Master level of study + study results for the past two years of study ( with the confirmation of an institution which provided this education)
  - copy of documents verifying that the applicants have passed exams in English and at least one other language during their studies. If these documents are not supported by evidence, the knowledge of the 2 world languages will be checked during the entrance interview or an online interview
  - receipt for the study fee or confirmation of having received state scholarship to cover the study fees
  - CV in the English language
  - motivation letter in English
  - letter from the FEM CULS Prague supervisor confirming that the student works on a specific framework of the topic

The applicants shall submit the above documents to the International Relations Office at FEM, either online to [huckoj@pef.czu.cz](mailto:huckoj@pef.czu.cz) or by mail to the faculty's address with attention to Ing. Jan Hučko, PhD

### III. Admission Procedure – alternative system for self-payers

1. International Relations Office transfers a completed application form to the S&R Department, which will check if the form had been filled in correctly and all the formalities

had been adhered to. In case of any inconsistency the applicants will be contacted and asked to make corrections or fill in missing information.

2. When the complete and corrected application form is returned, the Department for Science and Research will organize an oral interview of the applicants by the members of the admission committee who were nominated for this purpose by the faculty's dean.
3. After the interview the committee members shall fill in the form titled „Protocol on a professional interview with the applicants for PhD study”, including its recommendation to accept or reject the applicant. This protocol becomes an inseparable part of the applicant's admission file.
4. The admission file is then submitted through the Department of Science and Research to the Faculty's dean so that he could make a decision on the applicant's admission.
5. Subsequently, the procedure (obligation to inform, an appeal option, etc.) proceeds according to the standard rules for admission procedure.

#### **IV. Study enrolment – an alternative system for selfpayers**

1. Standard date for the commencement of studies is the beginning of the new academic year. Accordingly, the enrolment procedure for self-payers should be conducted in such a way that they also start their studies on that date.
2. In exceptional cases, it is possible for a self-paying student to start studies at the beginning of the summer semester of the current academic year. The enrolled student must submit the application for a special date for the commencement of study in writing to the Dean of the Faculty, through the Department of Science and Research.

Ing. **Martin Pelikán**, PhD  
Dean of FEM, CULS Prague

In Prague, on 10 May 2018

Attachment: Protocol on the course of professional discussion with the candidate for DSP study.