

## **Admissions requirements for the master's study programme at the CU Faculty of Science for the 2019/2020 academic year**

### **Admissions requirements**

- Completion of at least a bachelor's university degree, documented by 30 September 2019. Applicants who have requested recognition of foreign degrees and have not yet received a decision must submit all necessary evidence no later than 22 October 2019. Graduates of Czech and Slovak universities will demonstrate this requirement has been met by providing a **notarized** copy of their diploma, or possibly an original confirmation that the required study has been completed. This requirement does not apply to students who have completed their bachelor's study at Charles University.

To document their previous education, graduates of foreign (except Slovak) universities will furnish one of the following: documentation of general recognition of foreign university education in the Czech Republic obtained according to Sections 89 and 90 of the Higher Education Act ("nostrification"); foreign documentation of foreign university education that is equivalent in the Czech Republic without further formalities based on international obligations (university diploma and transcript from Poland, Hungary and Slovenia; for exceptions see the website); or foreign documentation of foreign university education that the faculty will assess itself.

Detailed information concerning the manner of demonstrating completion of a bachelor's or master's study programme for graduates of foreign universities can be found on the faculty website at

<https://www.natur.cuni.cz/eng/study/applicants/education-obtained-abroad>

- Passing grade on the admissions examination (if this has not been waived).
- Applicants will be accepted in order based on the scores of their admissions examinations. The cut-off scores for admission to individual study programmes and departments will be determined by the Dean of the Faculty taking into account the number of applicants taking the admissions examination and the capacity of the faculty.
- In the event of a low number of applicants, with the approval of the Research Board section the Dean may waive the admissions examination and accept all applicants with the required education for the given study programme or field.

### **Application for study and application fee**

The admissions procedure is commenced through the submission of a properly completed application for study and payment of the application fee by 28 February 2019.

**Applications** are **generally** submitted electronically via the Charles University study information system, or possibly using the SEVT 49 145 0 form.

If an applicant is interested in more than one study programme or field, a separate application must be submitted for each programme or field.

Applications for the *Social Epidemiology* programme and the *Global Migration and Development Study* field **must include** a motivational letter **attached electronically**.

Applications are submitted electronically through the Charles University study information system at <https://is.cuni.cz/studium/prijimacky>. Completed applications must be **electronically submitted** in the study information system no later than 28 February 2019.

**A fee** is charged for each application submitted and must be paid no later than 28 February 2019.

The fee for an electronically submitted application is CZK 640, while for applications submitted in paper form it is CZK 690.

Payment information:

Name of account: Univerzita Karlova

Account number: 19-2764980247/0100, KB Praha - město, Václavské náměstí 42, 114 07, Praha 1

Constant symbol: 0308

Variable symbol: 988018

IBAN: CZ8701000000192764980247

SWIFT (BIC): KOMBCZPPXXX

Specific symbol: the ID number generated by the information system after the application has been submitted (only for electronically submitted applications)

In 'notes for recipient' list the name of the applicant and the programme or field to which the payment pertains.

When paying from abroad it is **necessary to pay all applicable** bank fees.

When submitting an application using the printed SEVT form, no specific symbol is given. Documentation of payment of the application fee (e.g. postal order receipt, printed electronic bank statement showing the payment, account statement showing the payment, cash deposit receipt from a bank) must be firmly attached to each application. Payment for each application must be made separately. In 'notes for recipient' list the name of the applicant and the programme or field to which the payment pertains. Other payment instructions are identical to the payment instructions for electronic applications.

If an application does not meet all the stated requirements or the application fee has not been paid, the Faculty will request the applicant to rectify the matter and grant him/her adequate time to do so. If the matter is not resolved by the applicant within this time, the admissions process will be suspended. Application fees are non-refundable.

**Admissions examination**

Regular date: 17–21 June 2019

Alternative date: 28 June 2019

Invitations to the admissions examination are only sent electronically through the university's electronic information system and no later than 30 days before the examination date. If the Faculty sends an invitation for an alternative examination date, this term may be shortened accordingly. Applicants will receive a password to log in to the electronic system after submitting their application for study.

Admissions examinations on an alternative date may only be permitted by the Dean for applicants who **request an alternative date at least three days** before the regular examination date. Only serious reasons, primarily health-related, will be considered for an

alternative date. The request must be duly substantiated in writing and the circumstances in the request must be documented. Other reasons include study abroad constituting preparation for university study – i.e. graduate or study examinations held from 17-23 June 2019. Other alternative dates are not permitted.

The application is submitted and handled through the university's electronic information system.

An applicant may request modification of the admissions examination due to a medical handicap, including specific learning disorders. Such request is submitted and handled through the university's electronic information system and must be submitted by **29 March 2019**. The request must state the specific modification requirements for the admissions examination and must be documented with a medical report or statement from a relevant specialist facility. The Dean will decide on the request. If the request is deemed unsubstantiated, the Dean may request additional or more detailed documentation.

If a medical handicap claim is made retroactively, e.g. during an appeals process, the decision will not take it into account.

- The admissions examination is a single-round, oral interview
- The subjects and scope of admissions examinations are specified in the overviews of study programmes and fields
- During the admissions examination, the applicant will present a transcript of the courses completed during previous study, including the results
- Each examination is assessed with a maximum of 100 points

### **Waiver of the admissions examination**

The admissions examination may be waived based on a **written** request from the applicant **submitted** (not electronically) **by 29 March 2019**, provided it meets the requirements given below for individual fields.

Waivers of the admissions examination will be granted based solely on adequate study and results in the fields given below.

For master's study in the fields of  
*Physical Geography and Geoecology*  
*Regional and Political Geography*  
*Social Geography and Regional Development*  
*Demography*  
*Teaching of Geography for Secondary Schools*

waivers of the admissions examination will be granted to applicants who have completed the following undergraduate courses:

1301R007 Geography and Cartography  
1301R023 Physical Geography and Geoinformatics  
1301R027 Social Geography and Geoinformatics  
1303R005 Demography and Sociology  
1303R004 Demography and Social Geography  
1303R002 Demography and Economics  
7504R180 Geography Oriented at Education  
7504R181 Geography Oriented at Education

and who achieved a grade point average for first four semesters of 2.000 or less. All examinations taken by the final day of the fourth semester (i.e. by the last day of the given summer semester) will be counted in this average.

For master's study in the fields of

**Teaching of Geography for Secondary Schools *with combined study of Secondary School Teacher Education - Physical Education*** waivers of the admissions examination will be granted to applicants who have completed the following undergraduate courses:

7504R180 Geography Oriented at Education

7504R181 Geography Oriented at Education

and who achieved a grade point average for the first four semesters of 2.000 or less. All examinations taken by the final day of the fourth semester (i.e. by the last day of the given summer semester) will be counted in this average.

For master's study in the field of

***Landscape and Society***

waivers of the admissions examination will be granted to applicants who have completed the following undergraduate courses:

1301R007 Geography and Cartography

1301R023 Physical Geography and Geoinformatics

1301R027 Social Geography and Geoinformatics

7504R180 Geography Oriented at Education

7504R181 Geography Oriented at Education

1303R004 Demography and Social Geography

and who achieved a grade point average for first four semesters of 2.000 or less. All examinations taken by the final day of the fourth semester (i.e. by the last day of the given summer semester) will be counted in this average.

For master's study in the field of

***Geology***

***Teaching of Geology for Secondary Schools***

waivers of the admissions examination will be granted to applicants who have completed the following undergraduate courses:

1201R004 Geology

1604R002 Management of Natural Resources

1201R015 Applied Geobiology

1201R018 Geotechnology

7504R008 Geology Oriented at Education

and who achieved a grade point average for first four semesters of 2.000 or less. All examinations taken by the final day of the fourth semester (i.e. by the last day of the given summer semester) will be counted in this average.

For master's study in the field of

***Applied geology***

waivers of the admissions examination will be granted to applicants who have completed the following undergraduate courses:

1201R004 Geology

1604R002 Management of Natural Resources

1201R018 Geotechnology

and who achieved a grade point average for first four semesters of 2.000 or less. All examinations taken by the final day of the fourth semester (i.e. by the last day of the given summer semester) will be counted in this average.

For master's study in the field of

***Hydrology and hydrogeology***

waivers of the admissions examination will be granted to applicants who have completed the following undergraduate courses:

1301R023 Physical Geography and Geoinformatics

1201R004 Geology

1604R002 Management of Natural Resources

1201R018 Geotechnology

and who achieved a grade point average for first four semesters of 2.000 or less. All examinations taken by the final day of the fourth semester (i.e. by the last day of the given summer semester) will be counted in this average.

For master's study in the field of

**Clinical and Toxicological Analysis**

waivers of the admissions examination will be granted to applicants who have completed the following undergraduate course:

1403R002 Clinical and Toxicological Analysis,

and who achieved a grade point average for first five semesters of 2.000 or less. All examinations taken by the final day of the fifth semester (i.e. by the last day of the given winter semester) will be counted in this average.

The grade point average includes all grades from all examinations taken and re-taken.

**Examination of file**

After notification of the Dean's decision regarding the outcome of the admissions process, the applicant is entitled to view his/her file. The administrative and organizational conditions for viewing will be determined by the Dean.

**Selection of specialization within a study field**

Applicants will select their specialization when enrolling for their 1<sup>st</sup> year of study.

**Further information is available from the Faculty Study Department**

Mailing address: Univerzita Karlova, Přírodovědecká fakulta, Studijní oddělení, Albertov 6, 128 43 Praha 2

Contact person:

Mgr. Valerie Havrdová, +420221951154, e-mail: [valerie.havrdova@natur.cuni.cz](mailto:valerie.havrdova@natur.cuni.cz)

Department of Student Affairs, Na Slupi 16 (in the Botanical Garden complex), Prague 2

Additional information is available at: <https://www.natur.cuni.cz/eng/study>

**Overview of master's programmes and fields for the 2019/2020 academic year**

(full-time study, standard study period of 2 years, instruction in English)

**Study programme: Biology**

<b>Study field</b>	<b>Form of examination</b>	<b>Subject of admissions examination and additional information</b>
Ecology	Oral	Ecology <i>The admissions examination is held in English</i>

Students in English-speaking study programmes are required to pay the fee for study in a foreign language as established by [Appendix No. 2 to the Constitution of Charles University - Fees for Study](#)