

Requirements for Admissions Procedure for doctoral study programs at the Charles University Faculty of Science for the 2018/2019 academic year

Requirements for Admission

- Submission of a properly completed application, including prescribed appendices, and payment of the application fee by 30 April 2018.
- Completed university education at the master's level documented by 30 September 2018. Candidates who have not received a decision by 30 September 2018 on their request to recognise foreign education need to provide the necessary document no later than by 22 October 2018.
Graduates of Czech and Slovak universities must document the fulfilment of this condition with a **notarised copy** of their diploma, or an original confirmation that they have completed the required education. This requirement does not apply to master's graduates of Charles University.
Graduates of foreign universities (with the exception of Slovakia) will document the fulfilment of conditions in the manner specified in Section 48, par. 5 of Act No. 111/1998 Coll. (the Higher Education Act).
- Successfully passed entrance examination (unless waived).
- All candidates receiving at least 50 out of 100 points on the entrance examination will be accepted for study.

Application for study and admission fee

The **application** is **usually** submitted electronically through the Charles University study information system, or possibly using the SEVT 49 145 0 form.

If a student is interested in multiple study programs, separate applications must be submitted for each program.

Electronically the application is submitted through the Charles University study information system at <https://is.cuni.cz/studium/prijimacky>. The completed application must be **submitted electronically** in the study information system no later than by 30 April 2018.

Application appendices:

- Curriculum vitae
- Transcript of current master's study or addendum to master's diploma
- Brief summary of planned doctoral project
- List of the applicant's published and unpublished work (or expert assessments of this work) and other documentation worthy of consideration (e.g. documentation of specialized courses completed, language examinations, etc.).

The **fee** for each submitted application is due no later than by 30 April 2018.

The fee for the electronic submission of an application is 500 CZK; the fee for applications submitted in paper form is 550 CZK.

Payment information:

Account name: Univerzita Karlova

Account number: 107-6772880287/0100, KB Praha - město, Václavské náměstí 42, 114 07, Praha 1

Constant symbol: 0308

Variable symbol: 988018

IBAN: CZ5701000001076772880287

SWIFT (BIC): KOMBCZPPXXX

Specific symbol: ID number generated by the information system after filling out the application.

In the note for the recipient provide the name of the candidate and the field to which the payment relates.

Payments from abroad must cover all bank fees. The faculty does not accept cash payments.

When submitting an application using a pre-printed SEVT form, no specific symbol is listed when making payment. The receipt of payment of the application processing fee (a stub from a postal order, printed internet banking statement, account statement confirming payment, receipt from cash deposit at the bank) must be stapled to each application. Payment for each application must be made separately. The note for the beneficiary must list the applicant's name and the study program to which the applicant has applied. Additional payment instructions are identical to the payment instructions for electronic applications.

In the event that the application does not meet all set requirements or the processing fee was not paid, the faculty will ask the candidate to correct these issues and provide an adequate time to do so. If the applicant fails to correct the issue, the application will not be processed. Fees are non-refundable.

Entrance examination

Regular date: 11 – 15 June 2018

Alternate date: 25 – 29 July 2018

The invitation for the entrance examination is only sent in electronic form through the university's electronic information system no later than 30 days before the date of the examination. In the event that the faculty sends an invitation for an alternate date of the entrance examination, this deadline may be shortened accordingly. The candidate will receive a password to access the electronic system after submitting the application for study.

Entrance examinations on an alternate date may be permitted by the Dean for candidates who submit a **written request** within 5 days of the regular examination date. Only serious reasons are grounds for granting an alternate date, particularly reasons of health. The request must be sufficiently justified in writing and the circumstances stated in the request must be documented. A second alternate date is not permitted.

A candidate may, for reasons of physical handicap, including specific learning disorders, request the adaptation of the entrance examination. In such case, a written request must be submitted by 30 April 2017. The request must state the specific adaptation requirements for the entrance examination and must be documented by a medical report or a statement from a competent professional facility. Decisions on requests are made by the dean.

Medical handicap requests made later will not be taken into account in the decision.

- The entrance examination is a single round in the form of an interview. Based on a written request submitted electronically together with the application no later than by 20 May 2018, the Dean may permit the entrance examination to take place via information and

communication technology, but only for serious and documented reasons such as health or study abroad.

- During the entrance examination the candidate must demonstrate the technical and linguistic skills to study the given field, along with attributes necessary for scientific work. The examination is graded with a maximum of 100 points, of which 0 – 30 points (as specified for individual programs of study) are awarded as a bonus for giving a more concrete idea of the study content and planned dissertation work in the application appendix, including the dissertation topic, a brief annotation, the anticipated supervising department and the consent of a specific supervisor to oversee the planned doctoral project.

Waiver of Entrance Examination

The entrance examination may be waived based on a **written** request from the candidate, provided they have successfully applied for a STARS project in the given academic year. Such a request, along with documentation that the conditions have been met, must be submitted (but not electronically) by 20 May 2018.

Access to file

After receiving the Dean's decision on the result of the admissions proceeding, the candidate is entitled to access the file. The organizational and administrative conditions for perusal are established by measure of the Dean.

More detailed information is available at the Department of Students Affairs

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

Contact person for foreign applicants:

Mgr. Valerie Havrdová, +420221951154, e-mail: 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 doctoral study programs in the 2018/2019 academic year

(full-time and part-time study, the standard length of study is 4 years, 3 years respectively)

Study program (listed as the field of study in the electronic application)	Amount of bonus
Analytical Chemistry	30
Inorganic Chemistry	20
Biochemistry	20

Didactics of Chemistry	10
Physical Chemistry	30
Macromolecular Chemistry	30
Modeling of Chemical Properties of Nano- and Biostructures	10
Organic Chemistry	0
Plant Anatomy and Physiology	15
Anthropology and Human Genetics ¹⁾	30
Botany	30
Ecology	30
Animal Physiology ¹⁾	30
Immunology ^{1))}	30
Microbiology ¹⁾	30
Molecular and Cell Biology, Genetics and Virology ¹⁾	10
Parasitology	30
Developmental and Cell Biology ¹⁾	30
Theoretical and evolutionary biology	0
Zoology	30
Philosophy and History of Science	0
Environmental Science	30
Applied Geology	30
Geology	30
Demography	20
Physical Geography and Geoecology	30
Cartography, Geoinformatics and Remote Sensing ²⁾	30
General Issues in Geography	30
Regional and Political Geography	30

Social Geography and Regional Development	30
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Note: ¹⁾ Biomedicine study program

²⁾ Standard length of study is 3 years

Information about the study programs and their content is available at the individual departments.

All study programs in the 2018/2019 academic year are also offered to students in English. Students studying in English must pay the foreign language study fee set in Appendix Nr. 2 to the Constitution of Charles University.