

## Conditions of the admission procedure for doctoral study programmes at the Faculty of Science, Charles University, for the academic year 2019/2020

The admission procedure is initiated by a completely and correctly filled application and by a payment of the admission fee. Both things must be done by 30<sup>th</sup> April, 2019.

### Conditions for admission

- The applicants must finish their master studies and provide a confirmation of such no later than on 30<sup>th</sup> September, 2019. The applicants who take the final state exam in the autumn term and the applicants who are still waiting for recognition of their foreigner diploma on 30<sup>th</sup> September 2019 will provide the confirmation by 22<sup>nd</sup> October, 2019.

The applicants with a diploma from Czech universities will provide an authenticated copy of their diploma or an original confirmation of completion of a master study programme. This is not required from applicants who have completed their studies at Charles University.

The applicants from foreigner universities will provide an authenticated copy of one of the following documents:

- Their university diploma and its amendment from Slovakia, Poland, Hungary and Slovenia as they are valid in Czechia due to international agreements without any further steps needed (exceptions to this are listed on the faculty website).
- Confirmation of recognition of their foreigner diploma in Czechia, acquired according to the paragraph 89 and 90 of the Higher Education Act (“nostrifikace” in Czech)
- Foreigner document proving their university studies that will be evaluated by the faculty

Detailed information about ways of proving that you have completed your bachelor or master studies abroad is on the faculty website: <https://www.natur.cuni.cz/fakulta/uchazeci/nostrifikace/nostrifikace-pro-uchazece-do-magisterskeho-a-doktorskeho-studia>

- Successful passing of the entrance exam (unless waived).
- All the applicants who obtain at least 50 points (out of 100) at the exam will be accepted.

### Application for a doctoral study programme and the 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 programmes, separate applications must be submitted for each programme.

The application is submitted electronically 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 on 30<sup>th</sup> April, 2019.

### Application appendices:

- Curriculum vitae (obligatory)
- Transcript of current master’s study courses or addendum to master’s diploma (obligatory)
- Brief summary of a planned doctoral project (not obligatory, but it gains the applicant extra points)

- List of applicant's published and unpublished work (or expert assessments of this work) and other documentation worth consideration (e.g. documentation of specialized courses completed, language examinations). (voluntary)

The **admission fee** is paid for each submitted application and it must be paid no later than on 30<sup>th</sup> April 2019.

The fee for the electronic submission of an application is 540 CZK; the fee for applications submitted in paper form is 590 CZK.

Payment information:

Account name: 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: ID number generated by the information system after filling out the application (only in case of electronic submission of the application).

In the note for the recipient provide the name of the candidate and the study programme (area of study) he/she is applying for.

If paying from abroad, you need to **pay all fees** related to the transfer.

When submitting an application using a pre-printed SEVT form, no specific symbol is listed when making the payment. The receipt of payment of the admission fee (e.g. 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 recipient must include the applicant's name and the study programme (area of study). The rest of the payment instructions are identical to the payment instructions for electronic applications.

If the application does not meet all the requirements or the admission has not been paid, the faculty will ask the candidate to correct these issues and provide him/her with an adequate time to do so. If the applicant fails to correct the issues, the application will not be processed. Fees are non-refundable.

**Entrance exam**

Regular date: 17. 6. – 21. 6. 2019

Alternative date: 8. 7. – 12. 7. 2019

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

Entrance exam on an alternative date may be permitted by the dean to candidates who submit a written request **within three days** after the regular exam date. Only serious reasons are grounds

for granting an alternative date, particularly health reasons. The request must be sufficiently justified in writing and the circumstances stated in the request must be documented. A second alternative date is not permitted. The request for an alternative day is submitted and approved via the electronic information system.

A candidate may, for reasons of physical handicap, including specific learning disorders, request adaptation of the entrance exam. In such case, a written request must be submitted by 30<sup>th</sup> April 2019. The request must state specific adaptation requirements for the entrance exam and it must be accompanied 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 (e.g. during appeal) cannot be taken into account.

- The entrance exam is one round and it consists of one or more parts (as specified for individual study programmes).
- Based on a written request submitted electronically together with the application, but no later than by 19<sup>th</sup> May 2019, the dean may permit that the entrance exam will 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 abilities necessary for independent scientific work.
- The examination is graded with a maximum of 100 points, of which 0–30 points (as specified for individual study programmes) are awarded as a bonus for giving a more specific idea of the study content and planned dissertation in the voluntary application appendix, including the dissertation topic, a brief annotation, an anticipated supervising department and the consent of a specific supervisor to supervise such doctoral project.

### **Waiver of the entrance exam**

The entrance examination may be waived based on a **written** request from the candidate who completed the conditions for individual study programmes (stated below). Such a request, along with documentation that the conditions have been met, must be submitted (but not electronically) by 19<sup>th</sup> May 2019.

All successful applicants for the STARS project in the given year will be accepted to **all** doctoral study programmes without the entrance exam.

### **Access to own 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 Study Department**

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

For personal contact:

Study Department (Studijní oddělení), Na Slupi 16 (in the botanical garden), Prague 2

Study programmes in biology: Věra Šmídová, phone number +420 221951163, e-mail: [vera.smidova@natur.cuni.cz](mailto:vera.smidova@natur.cuni.cz)

Other study programmes: Nataša Tymichová, phone number +420 221951162, e-mail: [natasa.tymichova@natur.cuni.cz](mailto:natasa.tymichova@natur.cuni.cz)

Foreigner applicants (not Slovakia): Mgr. Valerie Havrdová, phone number +420 221951154, e-mail: [valerie.havrdova@natur.cuni.cz](mailto:valerie.havrdova@natur.cuni.cz)

Contact information is subject to change. Updated contact information is available on the website.

More information is available on the website:

<https://www.natur.cuni.cz/fakulta/studium/studijni-oddeleni>

<http://www.natur.cuni.cz/faculty/studium>

### Overview of doctoral study programmes in the academic year 2019/2020

(both full-time and part-time study, the standard length of study is 4 years, in some cases 3 years)

<b>Study program (listed as the field of study in the electronic application)</b>	<b>Information about the entrance exam</b>	<b>Possible bonus points</b>
Analytical Chemistry		30
Inorganic Chemistry		0
Biochemistry		20
Didactics of Chemistry <sup>1)</sup>		10
Physical Chemistry		30
Macromolecular Chemistry		30
Modeling of Chemical Properties of Nano- and Biostructures		0
Organic Chemistry		0
Plant Anatomy and Physiology		15
Anthropology and Human Genetics		30

Botany		30
Ecology		30
Animal Physiology <sup>2)</sup>		30
Immunology <sup>2)</sup>	The entrance exam consists of more parts in form of presentations, interviews and discussions based on written preparation (tasks given by the committee). The applicants present their results from their master studies (in English). The whole entrance exam takes place in one day.	0
Microbiology <sup>2)</sup>		30
Molecular and Cell Biology, Genetics and Virology <sup>2)</sup>		10
Parasitology		30
Developmental and Cell Biology <sup>2)</sup>	The entrance exam consists of more parts in form of presentations, interviews and discussions based on written preparation (tasks given by the committee). The applicants present their results from their master studies (in English). The whole entrance exam takes place in one day. The list of topics and supervisors who offer projects to applicants in the academic year 2019/2020 is published on the website of the Department of Cell Biology after March 1 <sup>st</sup> , 2019 ( <a href="https://www.natur.cuni.cz/biologie/bunecna-biologie/studium">https://www.natur.cuni.cz/biologie/bunecna-biologie/studium</a> ). We recommend the students to contact their supervisors in advance and discuss the possibilities and requirements of different projects offered.	0
Theoretical and Evolutionary Biology		0
Zoology		30
Philosophy and History of Science		0
Environmental Science		30

Applied Geology		30
Geology		30
Demography		10
Physical Geography and Geoecology		10
Cartography, Geoinformatics and Remote Sensing <sup>3)</sup>		10
General Issues in Geography		10
Regional and Political Geography		10
Social Geography and Regional Development		10

Note: <sup>1)</sup> Programme is without specialization.

<sup>2)</sup> Biomedicine study programme

<sup>3)</sup> Standard length of study is 3 years

Information about the study programmes and their content is available at the individual departments and at the Study department of the Faculty of Science.

All study programs in the 2019/2020 academic year are also offered to students in English. Students studying in English must pay the tuition fee for programmes in a foreign language as specified in Appendix Nr. 2 to the Constitution of Charles University.