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# Rector's Directive No. 11/2022

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Title:	<b>Schedule of the admissions procedure for the academic year 2023/2024</b>
To implement:	Article 4 (2) and Article 5 (1) of the Code of Admissions Procedure of Charles University
Lead Office:	Study Affairs Department
Effect:	<b>1 March 2022</b>

## Schedule of the admissions procedure for the academic year 2023/2024

- The information stipulated in section 49 (5) of the Higher Education Act (Act No. 111/1998 Sb., as amended) is to be published as follows:
  - by 30 September 2022, with respect to bachelor's and master's programmes of study and post-bachelor's programmes of study ("master's programmes of study");
  - by 30 November 2022, with respect to doctoral programmes of study to commence on 1 October 2023 ("doctoral programmes of study I");
  - by 31 July 2023, with respect to doctoral programmes of study to commence on 1 March 2024 ("doctoral programmes of study II").
- The Faculties of the University are obliged to upload their consolidated version of the draft under Article 3 (1) of the Code of Admissions Procedure of Charles University ("CAPCU") to the module called "Requirements for the Admissions Procedure" of the Study Information System of the University ("SIS"), as follows:
  - Between 1 April 2022 and 31 August 2022 with respect to bachelor's and master's programmes of study;
  - Between 1 April 2022 and 31 October 2022 with respect to doctoral programmes of study I;
  - Between 1 January 2023 and 30 April 2023 with respect to doctoral programmes of study II.The draft must be uploaded at least six weeks before the anticipated date of the meeting of a respective Faculty's academic senate to approve the draft of their respective Requirements for Admissions Procedure. Faculties are to fill in the date of their expected academic senate meeting in the relevant box in the SIS along with the requirements.
- Should the Rector find out that respective requirements for admissions procedure uploaded by a Faculty to the SIS module fail to contain elements stipulated by the Higher Education Act or internal regulations of the University, or the requirements are non-compliant therewith, the Rector is to notify the Faculty of this fact via SIS not later than three weeks before the relevant meeting of its academic senate. The Faculty is to ensure that the deficiencies indicated by the Rector be removed directly from the SIS module; the Faculty's academic senate may approve only the corrected version of the requirements. In case the Faculty fails to remove the indicated deficiencies the Rector will notify the Faculty that all risks resulting from such failure are to be borne by the Faculty. Requirements for admissions procedure must be approved and published by the deadlines stipulated in paragraph 1 above.
- The deadline for submitting applications for admission to study is part of the requirements for admission to study. Each Faculty is to choose its deadline for submitting applications from the following options. Uniform deadlines are to be stipulated for identical types of programmes of study with Czech as the language of instruction, and those conducted in a foreign language respectively; deadlines for submitting an application for admission to study conducted in Czech and in a foreign language may differ. Each Faculty chooses one of the following deadlines for submitting applications for admission to study:
  - 28 February or 31 March 2023, with respect to bachelor's and master's programmes of study with the Czech language as the language of instruction;
  - 28 February, 31 March, 30 April, 31 May, 30 June or 31 July 2023, with respect to bachelor's and master's programmes of study with a foreign language as the language of instruction;
  - 31 March, 30 April, 31 May, 30 June or 31 July 2023, with respect to doctoral programmes of study I;
  - 30 November, 15 December or 31 December 2023, with respect to doctoral programmes of study II;

- e. 4 September 2023, with respect to admission in accordance with different requirements under section 49 (3) of the Higher Education Act where the Faculty verifies the applicant's fulfilment of the requirements by means other than an entrance examination.
5. The time and mode of verifying the fulfilment of requirements by means of an entrance examination are part of the published requirements for admission to study. Periods of time are as follows:
  - a. Between 6 May 2023 and 30 June 2023, with respect to bachelor's and master's programmes of study with the Czech language as the language of instruction; between 6 and 31 May 2023 an entrance examination may be scheduled only on Saturdays and/or Sundays. Should the entrance examination be organized on Saturday and/or Sunday and the secondary school-leaving examination of an applicant be held in that or the following calendar week, such fact justifies an affirmative decision regarding an applicant's request for a substitute term of the entrance examination.
  - b. Between 1 April 2023 and 31 August 2023, with respect to bachelor's and master's programmes of study with a foreign language as the language of instruction.
  - c. Between 1 June 2023 and 31 August 2023, with respect to doctoral programmes of study I;
  - d. Between 1 January 2024 and 10 February 2024, with respect to doctoral programmes of study II.
6. If the fulfilment of requirements for admission to study are verified by means of an entrance examination proving the applicant's talent such examination may be held in justified cases on dates other than those determined in paragraph 5.
7. The deadline for verifying the fulfilment of requirements for admission to study and for proving the award of a secondary education certificate under section 48 of the Higher Education Act, is 30 September 2023 with respect to bachelor's and master's programmes and doctoral programmes of study I; and 29 February 2024 with respect to doctoral programmes of study II.
8. The deadline of 22 October 2023 applies to the verification of fulfilment of requirements for admission (including the verification upon documents, such as a university diploma or a secondary school-leaving examination certificate) regarding applicants (a) who will have passed their secondary school leaving examination after summer vacations, or (b) whose application for recognition of their foreign education will not have been decided by 30 September 2023, or (c) who are to prove their full secondary education under section 48 (4) of the Higher Education Act, or (d) who are to prove their regular completion of any type of programme of study or of master's programme under section 48 (5) of the Higher Education Act. The same deadline applies to applicants for admission to post-bachelor's programme of study and to the doctoral programme of study I who will have completed their bachelor's or master's programme respectively between 1 and 30 September 2023, so that they can prove the required level of education under section 48 (1), third clause, or subsection (3) of the Higher Education Act.
9. Should there be a programme of study conducted in a foreign language deadlines and time-limits may be set, upon prior agreement of the Rector, for the filing applications for admission to study and for holding entrance examinations other than those determined in paragraph 4 and 5 respectively.
10. If the deadlines and time-limits set forth in paragraphs 1, 2, 4 and 5 above cannot be met due to ongoing consideration by the Internal Evaluation Board of an accreditation application regarding the respective programme of study, other deadlines and time-limits may be exceptionally set upon prior agreement of the Rector.
11. This schedule does not apply to admission to study relating to a possibility to continue study under Article 14b of the Code of Study and Examination.
12. The Directive herein is to repeal Rector's Directive N. 9/2020.
13. The Directive becomes effective on 1 March 2022.

Prague, 23 February 2022

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	<b>Rector</b>

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