
Rector's Directive No. 7/2018

Calendar of Admissions for the 2019-2020 Academic Year

To implement: Article 4 (2) and Article 5 (1) of the Code of Admissions Procedure of Charles University

Effective as of: 15 February 2018

Schedule of Admissions for the 2019-2020 Academic Year

1. The information stipulated in section 49 (5) of the act to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended, will be published as follows:
 - No later than on 30 September 2018, relating to bachelor's and long-cycle master's and post-bachelor programmes of study ("master's programmes");
 - No later than on 30 November 2018, relating to doctoral programmes of study where study commences on 1 October 2019 ("doctoral programmes of study I");
 - No later than 31 July 2019, relating to doctoral programmes of study where study commences on 1 March 2020 ("doctoral programmes of study II").
2. The faculties must upload, in the Student Information System of Charles University ("SIS") in the section called "Admission requirements", a full wording of the draft document under Article 3 (1) of the Code of Admissions Procedure of Charles University ("Code of Admissions") ("admission requirements") within the following periods:
 - a. from 1 May 2018 to 31 August 2018 for bachelor's and master's programmes of study;
 - b. from 1 May 2018 to 31 October 2018 for doctoral programmes of study I;
 - c. from 1 January 2019 to 30 April 2019 for doctoral programmes of study II;but always no later than six weeks before the planned date of meeting of the academic senate of a faculty to approve the proposed admission requirements.
3. If the Rector finds that the admission requirements uploaded by a faculty in SIS do not include elements required by the Higher Education Act or by an internal regulation of the university, or are contrary to the Act or internal regulations, the Rector notifies the faculty thereof via a comment made directly in the SIS application no later than two weeks before the holding of the meeting of the academic senate of the faculty. The faculty corrects the defects it was notified of in the individual comments from the Rector directly in the SIS application; the academic senate of the faculty may approve only the corrected version. If the faculty fails to correct the defects it was notified of, it will be warned that such defects may have serious consequences during appeal proceedings, including the admission of applicants for study. The Rector approves the admission requirements for publication only if the faculty corrects the defects it was notified of. The admission requirements must be approved and published within the deadlines stated in point 1.
4. The published admission requirements include the deadline for filing an application for study. A faculty sets the deadline for filing applications on one of the below stated dates, so that there is a uniform deadline for the same types of programmes of study in the Czech language and a uniform deadline for the same types of programmes in a foreign language; the deadline for programmes of study in the Czech language and in foreign languages may differ. The deadline for filing applications is set by a faculty between the date of publishing of the admission requirements and:
 - a. 28 February or 31 March 2019, in the case of bachelor's and master's programmes of study offered in the Czech language;
 - b. 28 February, 31 March, 30 April, 31 May, 30 June, or 31 July 2019, in the case of bachelor's and master's programmes of study offered in a foreign language;
 - c. 31 March, 30 April, 31 May, 30 June, or 31 July 2019, in the case of doctoral programmes of study I;
 - d. 31 December 2019, in the case of doctoral programmes of study II.
5. The published admission requirements include the date of the entrance examination and the mode of verification of the fulfilment of admission requirements. The dates are set as follows:
 - a. from 11 May 2019 to 30 June 2019, in the case of bachelor's and master's programmes of study; in the period from 11 to 31 May 2019 it is possible to organise entrance examinations only on Saturdays or on Sundays. If the date of the entrance examination is set for a Saturday or Sunday and the "maturita" school-leaving examination is being held within the same or subsequent calendar week, it is a reason for approving the application for allocation of an alternative entrance examination date;
 - b. from 1 June 2019 to 31 August 2019, in the case of doctoral programmes of study I,
 - c. from 1 to 31 January 2020, in the case of doctoral programmes of study II.

6. If the fulfilment of admission requirements is verified by an examination proving the applicant's talent, it is also possible, in justified cases, to hold the talent entrance examination outside the dates stated in point 5.
7. The period for verification of the fulfilment of admission requirements including verification of completion of the required education under section 48 of the Higher Education Act is set for bachelor's, master's, and doctoral programmes of study I up to 30 September 2019 and for doctoral programmes of study II up to 29 February 2020.
8. For applicants who passed the "maturita" school-leaving examination in the autumn, for applicants for which a decision was not issued by 30 September 2019 on their application filed for recognition of foreign education, and for applicants who prove the fulfilment of the requirement of secondary education completed with a "maturita" examination under section 48 (4) of the Higher Education Act, or who prove the fulfilment of the requirement of completion of study in any type of programme of study or in a master's programme of study under section 48 (5) of the Higher Education Act, the period for verification of the fulfilment of admission requirements (i.e., including the requirements verified based on documents such as "maturita" certificate, university diploma) must end by 22 October 2019. The same period for verification of the fulfilment of admission requirements is also set for applicants for admission to post-bachelor programmes of study and for applicants for admission to doctoral programmes of study I who completed study in a bachelor's or master's programme of study in the period from 1 to 30 September 2019, for the case of substantiating the required education under section 48 (1) third sentence or (3) of the Higher Education Act.
9. This schedule does not apply to the admission to study related to ensuring the possibility of continuation of study under Article 14b of the Code of Admissions.
10. The Rector's Directive No. 15/2017 is hereby repealed effective as of 31 October 2018.

In Prague on 12 February 2018

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