

Conditions for admission to study at the Faculty of Arts, University of Ostrava for the academic year 2019/2020

The Dean of the Faculty of Arts, University of Ostrava, under Sections 48 and 49, Act no. 111/1998 Coll., On Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Act on Higher Education), as subsequently amended; and under Article 31, Paragraph 4 of the Statute of the University of Ostrava; and under Article 26, Paragraph 2 of the Statute of the Faculty of Arts, University of Ostrava; hereby announces the conditions governing admission to study in Bachelor's, follow-up Master's and doctoral study programmes for the academic year 2019/2020:

Article 1 Applications to study

1. A list of all study programmes offered, including the study plans (specializations), the forms of study, the means of verification of requirements for admission, and the minimum points required for admission, is given in the Appendix.
2. Deadline for submission of applications to study:
 - a) **15 March 2019** for Bachelor's and follow-up Master's study programmes;
 - b) **15 August 2019** for doctoral study programmes.
3. Applications may only be submitted in electronic form (e-applications).
4. The application fee is **560 CZK**. Account No. 931761/0710, payment reference number ("variabilní symbol") 251011, specific payment code ("specifický symbol") = branch of study number (this number is generated uniquely for each applicant when submitting the e-application).
5. The admissions procedure commences when the electronic application is received via the University of Ostrava's web portal system ("Portál OU"). Electronic applications may be submitted no later than the deadline stipulated in Paragraph 2.
6. The application fee is paid for each application submitted; the fee must be paid no later than the deadline for the submission of applications. Applicants who fail to pay the fee by the stated deadline and in the designated form will be contacted by e-mail at the e-mail address given in their application and will be given an adequate date by which the fee must be paid. If the fee is still not paid by this date, the admissions procedure for the applicant will be stopped.
7. To submit an e-application, applicants follow the following procedure:
 - a) go to the link "E-přihláška ke studiu na OU" on the homepage of the University of Ostrava <http://www.osu.cz/>;
 - b) applicants enter their personal details and choose a study programme and a study plan (or a combination of study programmes in case of double-subject studies), **including the form of study** (full-time studies = "prezenční"; part-distance studies = "kombinované");

- c) the system generates a specific payment code (“specifický symbol”) for each applicant; this code must be entered when paying the application fee of 560 CZK;
 - d) **the application is only considered valid once the applicant has paid the above-mentioned fee and stated** – besides the correct bank account and the payment reference number (“variabilní symbol”) – **his specific payment code** (“specifický symbol”);
 - e) applicants who pay the application fee from abroad must send proof of payment to the Faculty Study Office (“studijní oddělení”).
8. All applicants **must use the e-application system on the internet to check** that the application fee has been credited to the University’s bank account. If an applicant requests the reimbursement of a payment made in error, the University of Ostrava charges a cancellation fee of 100 CZK. Any issues related to the submission of applications must be resolved no later than the seventh working day after the deadline for submission of applications. Requests for rectification received after this date will not be actioned!
9. If the application is correctly submitted and the application fee correctly paid, applicants will receive an invitation to take the entrance examination (if the admissions procedure for the study programme in question involves an entrance examination).
10. If an applicant applies for more than one study programme or double-subject studies (i.e. combination of two programmes), the applicant must complete a separate application for each of them; each application must include all necessary particulars, and the application fee must be paid. (N.B.: The application fee must be paid once for each application.) If the applicant fails to attend the entrance examination, the application fee will not be reimbursed. Applicants who submit more than one application accept the risk of a potential clash of entrance examination dates.
11. N.B.: Applicants are not allowed to transfer an application to a different study programme and its versions (study plans) or forms (full-time studies = “prezenční” vs. part-time studies = “kombinované”).

Article 2

Conditions for admission – previous education

1. Conditions for admission pertaining to previous education are stipulated by Section 48 of the Act on Higher Education.
2. A condition for admission to a Bachelor’s study programme is the completion of a full secondary education including the school-leaving examination (“maturitní zkouška”).
3. Completion of a full secondary education is demonstrated by the submission of a certified copy of the school-leaving certificate (“maturitní vysvědčení”). Applicants must submit this document to the Faculty Study Office **between 18 and 21 June 2019**. Successful applicants will be informed of the precise date for each study programme by post, after the completion of the entrance examinations.
4. Applicants who completed their secondary education outside the Czech Republic must submit (by the dates given in Paragraph 3) a certificate proving the general recognition of their school-leaving certificate or proving that the certificate is considered equivalent

to a school-leaving certificate (“maturitní vysvědčení”) issued in the Czech Republic (issued either under the Education Act or under previously valid legal regulations).

5. A condition for admission to a Master’s study programme is the completion of studies in at least a Bachelor’s study programme.
6. Completion of at least a Bachelor’s study programme is demonstrated by the submission of a certified copy of the university diploma. Applicants must submit this document on the day of enrolment; the enrolment will take place in September 2019. Successful applicants will be informed of the precise date of enrolment after the completion of the entrance examinations.
7. Applicants who completed at least a Bachelor’s study programme outside the Czech Republic must submit (on the date given in Paragraph 6) a certificate of the general recognition of their university education by the Czech Republic.
8. A condition for admission to a doctoral study programme is the completion of studies in a Master’s study programme.
9. Completion of a Master’s study programme is demonstrated by the submission of a certified copy of the university diploma. Applicants must submit this copy until the end of September 2019. Successful applicants will enrol for their studies on 1 October 2019.
10. Applicants who completed the Master’s study programme outside the Czech Republic must submit (on the date given in Paragraph 9) a certificate of the general recognition of their university education by the Czech Republic.
11. The provisions of Paragraph 4 do not apply in the case of the European Baccalaureate or if the Czech Republic, on the basis of its international obligations, acknowledges a certificate of secondary education (including the school-leaving examination) issued by another state as automatically equivalent to a certificate of secondary education (including the school-leaving examination) issued by the Czech Republic without the necessity of further official procedures. The provisions of Paragraphs 7 and 10 do not apply if the Czech Republic, on the basis of its international obligations, acknowledges a certificate of university education issued by another state as automatically equivalent to a certificate of university education issued by the Czech Republic without the necessity of further official procedures. In such cases, applicants are only required to submit a certified copy of the document.

Article 3

Other provisions for admission to Bachelor's and follow-up Master's study programmes

1. Other provisions for admission are stipulated by the Faculty in accordance with Section 49 of the Act on Higher Education.
2. Further verification of requirements takes place as follows:
 - a) if admission to the selected study programme requires applicants to take an entrance examination, applicants must pass this entrance examination,
 - b) via proof of the required grades from the applicant’s secondary school studies in accordance with Paragraph 3,

- c) via the assessment of accompanying documentation sent – only in the case of the follow-up Master's study programme *Czech for Foreigners* ("Čeština pro cizince").
3. In the case of the below-stated Bachelor's study programmes, applicants are required to send verified copies of the certificates from the end of the penultimate and final year, or the half-year certificate statement from the last year of the secondary school (see the Appendix, explanation of note No. 1). Applicants must send the documents requested together with the signed and printed short application form no later than 15 March 2019:
 - a) *Art History* ("Dějiny umění"),
 - b) *Philosophy* ("Filozofie"),
 - c) *Basics of Social Sciences* ("Základy společenských věd"),
 - d) *Sociology* ("Sociologie").
4. Specific means of verification how the additional requirements are met are given in the Appendix.
5. In the case of applications to study in Master's study programmes for which entrance examinations are not required or accompanying documentation is not assessed, the condition of similarity of the previous study programme is stipulated. If the applicant failed to complete these previous studies or is not yet in the final year of studies of the degree programme/branch of study that is similar to the follow-up Master's study programme for which the application is submitted, this requirement for admission is not fulfilled. (The examination board at the relevant Department shall rule on the (dis)similarity).
6. The entrance procedures are based on a points total.
7. The maximum score attainable by an applicant is 100 points per study programme. If an applicant applies for double-subject studies (i.e. the combination of two study programmes), the maximum score attainable by this applicant is 200 points.
8. In the case of Bachelor's programmes for which no entrance examination is stipulated and no additional conditions are stipulated by the Faculty in accordance with paragraphs 2—4, applicants receive 100 points for the given study programme.
9. In the case of Master's programmes for which no entrance examination is stipulated and no additional conditions are stipulated by the Faculty in accordance with paragraphs 2—4, and at the same time the requirement for the similarity of the programme/branch of study is fulfilled in accordance with Paragraph 5, applicants receive 100 points. If the requirement for the similarity of the programme/branch of study is not fulfilled, applicants receive 0 points.
10. The condition for admission to one study programme is the successful fulfillment of the conditions stipulated by the Faculty in accordance with Paragraphs 2—5.
11. The condition for admission to double-subject studies is the successful fulfillment of the conditions stipulated by the Faculty in accordance with Paragraphs 2—5 in both programmes.
12. If the number of applicants meeting the conditions is higher than the capacity of the given study programme, the highest-ranking applicants shall be admitted.
13. Date of the entrance examinations: **27 May – 31 May 2019**.

14. N.B.: There is only one alternative date for the entrance examinations (12 June 2019). This will be available to applicants only if there is a clash with the applicant's school-leaving examination ("maturitní zkouška") (in the case of applicants to Bachelor's study programmes), or with the applicant's Bachelor-level state final examination (in the case of applicants to Master's study programmes). Applicants must submit a written request to take the entrance examination on this alternative date no later than 17 May 2019; the request must include a document issued by the applicant's secondary school/university proving that the school-leaving examination / Bachelor-level state final examination is scheduled to be held on the precise day for which the applicant's entrance examination is scheduled. Incomplete requests, or requests submitted after the above-stated date, will be rejected.
15. Complete information on study programmes, including the content of entrance examinations and the criteria for their evaluation, form an integral part of these Conditions and are published at <http://ff.osu.cz> (link "Uchazeč – Naše studijní programy a obory").

Article 4

Special provisions on admission to the study programme *Teaching for Secondary Schools* ("Učitelství pro střední školy")

1. The maximum number of points available to applicants applying for the follow-up Master's study programme *Teaching for Secondary Schools* ("Učitelství pro střední školy") is 300.
2. Applicants applying to study in the follow-up Master's study programme *Teaching for Secondary Schools* ("Učitelství pro střední školy") must, in addition to fulfilling the admission requirements for both fields of study, also pass the entrance examination in pedagogy and psychology in order to be admitted.
3. Applicants applying to study in the Master's study programme *Teaching for Secondary Schools* ("Učitelství pro střední školy") are not required to take the entrance examination in pedagogy and psychology (and will receive 100 points for this examination) if they submit documents proving that:
 - a) they have previously passed state final examinations in pedagogy and psychology as part of their previous university studies, or
 - b) they have successfully completed the courses making up the block known as the pedagogical-psychological basics ("pedagogicko-psychologický základ") within the Bachelor's study.

The above documentation must be submitted either no later than 15 March 2019 or on the day of the entrance examination.

Article 5

Other provisions for admission to doctoral study programmes

1. When submitting the e-application, applicants follow Article 1 adequately.

2. After submitting the e-application, applicants must send the documents listed below by e-mail to pavla.kocianova@osu.cz no later than 15 August 2019:
 - a) the generated short version of the e-application,
 - b) a curriculum vitae, including a statement of the applicant's language skills according to the CEFR,
 - c) a description of the applicant's plans for his/her doctoral thesis,
 - d) if possible, an overview of the applicant's academic activities (publications, participation in conferences, study visits abroad),
 - e) if possible, a recommendation from a university teacher or researcher,
 - f) if possible, certificates or other documentation proving the applicant's foreign language skills,
 - g) a copy of passport – in the case of applicants from abroad (the page with personal data and a photograph).
3. Entrance examinations in the individual study programmes take the form of an interview. The interview may involve verification of the applicant's foreign language skills.
4. In the case of applicants from abroad, the entrance examination can have the form of assessment of the dissertation project submitted.
5. Entrance examinations are based on a points total. The maximum score attainable by an applicant is 100 points.
6. Entrance examinations are scheduled for **9–13 September 2019**. All applicants will receive an invitation to the entrance examination stating the precise date and venue of the examination. The invitation will be sent to the applicant's e-mail address given in the application.
7. Preconditions for admission:
 - a) the completion of studies in a Master's study programme in accordance with Article 2, Paragraphs 8–11,
 - b) the successful completion of the entrance examination.
8. If the number of applicants meeting the conditions is higher than the capacity of the given study programme, the highest-ranking applicants shall be admitted.

Approved by the Academic Senate of the Faculty of Arts, University of Ostrava, 18 October 2018.

Ostrava, 31 October 2018

doc. Mgr. Robert Antonín, Ph.D.
Dean

1 appendix (only study programmes in English language)

List of available study programmes in English language for the academic year 2019/2020, including the form of verification of the additional conditions for admission, minimum number of points and maximum number of applicants admitted

Bachelor's study programmes (standard length of study 3 years)

Study programme	Form of study	Form of verification	Minimum number of points	Maximum number of applicants admitted
English Philology	full-time	written exam	60	10

Follow-up Master's study programmes (standard length of study 2 years)

Study programme	Form of study	Form of verification	Minimum number of	Maximum number of applicants admitted
English Philology	full-time	written exam	60	10

Doctoral study programmes (standard length of study 4 years)

Study programme	Form of study	Form of verification	Minimum number of	Maximum number of applicants admitted
English Philology	full-time / part time	interview*	60	2

* The interview may involve verification of the applicant's foreign language skills.