

**Conditions for admission to study
at the Faculty of Arts, University of Ostrava
in the degree programme *English Philology*
for the academic year 2020/2021**

In accordance with Sections 48 and 49 of Act no. 111/1998 Sb. on higher education and on amendments and additions to other acts (the Higher Education Act), as amended, and in accordance with Article 31, Paragraph 4 of the Statute of the University of Ostrava, and in accordance with Article 26, Paragraph 2 of the Statute of the Faculty of Arts of the University of Ostrava, the Dean of the Faculty of Arts of the University of Ostrava announces the conditions for admission to study in the Bachelor's, consecutive (follow-on) Master's and doctoral degree programme ***English Philology*** for the academic year 2020/2021:

Article 1

Degree programmes on offer

1. Within the admissions procedures for the academic year 2020/2021, the Faculty of Arts of the University of Ostrava offers degree programmes accredited in a foreign language (the English language):

Type of degree programme	Programme name	Form of studies	Standard duration of studies
Bachelor's	<i>English Philology</i>	full-time	3 years
consecutive (follow-on) Master's	<i>English Philology</i>	full-time	2 years
doctoral	<i>English Philology</i>	full-time, part-time	4 years

2. Students studying in a degree programme accredited in a foreign language pay a tuition fee of 2 000 EUR (two thousand Euros) per academic year.

Article 2

Applications to study

1. Applications to study may only be submitted in electronic form (as e-applications).
2. The deadline for submission of applications to study is **15 February 2020**.
3. The administrative fee for the admissions procedure is **560 CZK** (five hundred and sixty Czech crowns). This fee must be paid to bank account no. 931761/0710, payment reference number (i.e. "variabilní symbol") 251011, payment type number (i.e. "specifický symbol") = the code number identifying the degree subject (i.e. "oborové číslo"; this code number is generated for the applicant when submitting the e-application). IBAN: CZ65 0710 0000 0000 0093 1761, SWIFT: CNBACZPP. We recommend payment by bank card.
4. The admissions procedure commences once the e-application has been submitted via the University of Ostrava Portal. An e-application may be submitted up to the deadline given in Paragraph 2.

5. The administrative fee for the admissions procedure is paid once for each application submitted. The fee is payable no later than the deadline set for the submission of applications. If an applicant fails to pay the administrative fee by the set deadline and in the stipulated form, an e-mail will be sent to the applicant at the e-mail contact address given in the application, and the applicant will be instructed to pay the fee; a reasonable period of time will be given before the final deadline for payment. If the applicant fails to pay the fee by this final deadline, the admissions procedure will be suspended.
6. The process for submitting the e-application is as follows:
 - a) the application is submitted electronically via the “Electronic Application” internet app at <https://portal.osu.cz/wps/portal/eprihlaska?lang=en>;
 - b) the applicant enters their personal details and selects the studies for which they are applying;
 - c) the applicant pays the set administrative fee (560 CZK) in the stipulated manner.
7. Each applicant **must check the “Electronic Application” internet app** to ensure that their administrative fee has been credited to the University’s bank account. Any problems with the submission of the e-application can only be addressed up to the seventh working day after the final deadline for the submission of applications. Problems raised at a later date will not be addressed.

Article 3

Conditions for admission – previous education

1. The conditions for admission with regard to previous education are stipulated by Section 48 of the Higher Education Act.
2. Conditions for admission include:
 - a) for a Bachelor’s degree programme, completion of secondary education with a secondary school leaving examination;
 - b) for a consecutive (follow-on) Master’s degree programme, full completion of studies in at least a Bachelor’s degree programme;
 - c) for a doctoral degree programme, full completion of studies in a Master’s degree programme.
3. The completion of secondary education with a secondary school leaving examination is proved by an original or certified copy of a secondary school leaving certificate. The full completion of studies in a higher education degree programme is proved by an original or certified copy of a higher education diploma.
4. Applicants must submit the original or certified copy as per Paragraph 3 to the Study Department at the Faculty of Arts **by 15 February 2020**.
5. If an applicant completed their secondary or higher education in a foreign country (i.e. a country outside the Czech Republic), the applicant must submit (by the date stated in Paragraph 4) the following documents:
 - a) a document issued in compliance with the Education Act or former legal regulations, certifying the general recognition in the Czech Republic of the equivalence or validity of a foreign certificate of completion of secondary education; or a document certifying the general recognition in the Czech Republic of foreign higher education;

- b) a document certifying the recognition of foreign education for the purposes of the admissions procedure (under Order no. 69/2019 issued by the Rector, on the assessment of foreign secondary school education and foreign higher education for purposes of admissions procedures – see <https://www.osu.eu/foreign-transcripts/>).
6. If the University of Ostrava does not grant recognition of the applicant's foreign education as per Paragraph 5 b), the applicant must proceed according to Paragraph 5 a).
 7. The provisions of Paragraph 5 do not apply in the case of a European Baccalaureate or if the Czech Republic, in accordance with its international commitments, considers a foreign document certifying the completion of foreign secondary or higher education to be automatically equivalent without the necessity for any further official procedures. In such cases, the applicant merely submits the original or a certified copy of the document.

Article 4

Further conditions for admission

1. Further conditions for admission are stipulated by the Faculty of Arts according to the provisions of Section 49 of the Higher Education Act.
2. A further condition for admission to the Bachelor's degree programme is the submission of an *IELTS Academic* or *ToEFL iBT* certificate confirming that the applicant's proficiency in the English language reaches at least level B2 as per the minimum points scores given in the table below:

Points scores for IELTS and ToEFL			
CEFR	score	IELTS Academic	ToEFL iBT
B2	total:	min. 6.0	min. 80
	each part:	min. 5.5	min. 18

3. Further conditions for admission to the Master's degree programme are the submission of:
 - a) an *IELTS Academic* or *ToEFL iBT* certificate confirming that the applicant's proficiency in the English language reaches at least level C1 as per the minimum points scores given in the table below:

Points scores for IELTS and ToEFL			
CEFR	score	IELTS Academic	ToEFL iBT
C1	total:	min. 6.5	min. 90
	each part:	min. 6.0	min. 20

- b) a structured letter of motivation as per Appendix no. 2;
 - c) a structured summary of the applicant's Bachelor thesis as per Appendix no. 2.
4. Applicants must send the required certificate of language proficiency directly to the testing centre at the e-mail address englishphilology20@osu.cz, or they must submit an officially certified copy of the certificate to the Study Department of the Faculty by 15 February 2020.
5. The issue date of the language certificate must not be before 1 May 2019.

6. Further conditions for admission to the doctoral degree programme are the submission of a doctoral dissertation research proposal and the successful completion of the entrance examination.
7. Applicants for the doctoral degree programme must include in their application the required documents as per Appendix 3 (see “Information on the required documents and their structure”).
8. Applicants must submit the documents as per Paragraphs 2, 3, 4 and 6 by **15 February 2020** by sending them to the e-mail address englishphilology20@osu.cz.
9. The evaluation of the admissions procedure systematically applies a points-based approach. The maximum possible points score is 100.
10. The minimum score for possible admission is 60 points.
11. The highest possible number of applicants that can be admitted after meeting the requirements for admission (i.e. the maximum capacity of the degree programme) is:
 - a) for the Bachelor’s degree programme, 20 applicants;
 - b) for the consecutive (follow-on) Master’s degree programme, 20 applicants;
 - c) for the doctoral degree programme, 6 applicants.
12. If the conditions stipulated by the Faculty are met by a higher number of applicants than the maximum capacity of the degree programme, the highest-scoring applicants are admitted in descending order of scores achieved.
13. Detailed conditions for individual degree programmes are given in Appendices 1 to 3.

Approved by the Academic Senate of the Faculty of Arts, University of Ostrava on 11 October 2019.

Ostrava, 11 October 2019
Ref. no.: OU-93817/25-2019

doc. Mgr. Robert Antonín, Ph.D.
Dean

3 appendices

Information on the Bachelor's degree programme *English Philology*

The admissions procedure does not include an entrance examination. Applicants will be evaluated on the basis of their submitted certificate of language proficiency. Applicants must submit an IELTS Academic or ToEFL iBT language proficiency certificate proving that their proficiency in the English language reaches at least level B2 (in the CEFR – Common European Framework of Reference for Languages).

Criteria for evaluation:

The IELTS Academic or ToEFL iBT language proficiency certificate proving proficiency to at least level B2 must include a points score as per the following table:

Points scores for IELTS and ToEFL		
CEFR	IELTS Academic	ToEFL iBT
B2	at least 6.0 at least 5.5 in each part	at least 80 at least 18 in each part

The certificate of the IELTS test (Test Report Form – TRF) or the ToEFL score report must be sent directly to the testing centre at the e-mail address englishphilology20@osu.cz, or the applicant must send an officially certified copy of the certificate to the address:

Faculty of Arts – Study Department
University of Ostrava
Reální 5
701 03 Ostrava
Czech Republic

The test must have been taken at a certified testing centre.

Validity of results: the test results (scores) must not have been achieved before 1 May 2019.

Further information:

The applicant must send the language proficiency certificate by the deadline for the e-application, i.e. the certificate must be received no later than 15 February 2020.

Evaluation of applications submitted: 16 March 2020.

Notification of the result of the application: 31 March 2020.

Information on the consecutive (follow-on) Master's degree programme *English Philology*

The admissions procedure does not include an entrance examination. Applicants will be evaluated on the basis of:

1. their submitted certificate of language proficiency. Applicants must submit an IELTS Academic or ToEFL iBT language proficiency certificate proving that their proficiency in the English language reaches at least level C1 (in the CEFR – Common European Framework of Reference for Languages);
2. a portfolio which will include:
 - a. a structured letter of motivation, in English (2 500 characters including spaces); in the letter, applicants must describe their relevant interests and experience beyond their Bachelor studies;
 - b. a structured summary of the applicant's Bachelor thesis, in English (2 500 characters including spaces). If the elaboration and defence of a Bachelor thesis was not a requirement for the completion of the applicant's previous studies, the applicant must submit a paper (an essay of 2 500 characters) on a specialist topic from the applicant's previous studies.

Criteria for evaluation:

1. The IELTS Academic or ToEFL iBT language proficiency certificate proving proficiency to at least level C1 must include a points score as per the following table. The applicant is automatically awarded 60 points for this part:

Points scores for IELTS and ToEFL		
CEFR	IELTS Academic	ToEFL iBT
C1	at least 6.5 at least 6.0 in each part	at least 90 at least 20 in each part

The certificate of the IELTS test (Test Report Form – TRF) or the ToEFL score report must be sent directly to the testing centre at the e-mail address englishphilology20@osu.cz, or the applicant must send an officially certified copy of the certificate to the address:

Faculty of Arts – Study Department
University of Ostrava
Reální 5
701 03 Ostrava
Czech Republic

The test must have been taken at a certified testing centre.

Validity of results: the test results (scores) must not have been achieved before 1 May 2019.

2. Evaluation of the applicant's portfolio – a maximum 40 points may be awarded for this part:
 1. A structured letter of motivation in English; the length of the letter of motivation must not exceed 2 500 characters (including spaces). Any text exceeding this limit will not be included in the evaluation. A maximum 20 points may be awarded for the letter depending on how well the applicant has addressed the following aspects:

- a) What do you expect from your studies in the consecutive (follow-on) Master's programme? (0 – 5 points)
 - b) Which of your previous interests and experiences (both as part of your Bachelor studies and beyond your studies) are relevant to studying in this consecutive (follow-on) Master's programme? Describe their relevance. (0 – 5 points)
 - c) State how studying in this consecutive (follow-on) Master's programme is relevant to your future profession or career. (0 – 5 points).
 - d) State what interests you the most about your chosen degree programme/what aspect of the programme has attracted your attention the most, and describe the proposed topic of your Master's thesis (0 – 5 points).
- II. Summary of the applicant's Bachelor thesis, in English: the length of the summary must not exceed 2 500 characters (including spaces). Any text exceeding this limit will not be included in the evaluation. A maximum 20 points may be awarded for the summary depending on how well the applicant has addressed the following aspects, which must be included in the summary:
- a) the topic of the applicant's Bachelor thesis, its place within the context of the discipline (0 – 3 points);
 - b) the research aims (0 – 3 points);
 - c) the research methodology used, including references and connection with the theoretical framework of the thesis (0 – 4 points);
 - d) the corpus/material investigated (0 – 3 points);
 - e) the research results (findings), their interpretation and explanation (0 – 4 points);
 - f) outlook/recommendations for future research (0 – 3 points).
- III. If the elaboration and defence of a Bachelor thesis was not a requirement for the completion of the applicant's previous studies, the applicant must submit a paper (an essay of 2 500 characters, including spaces) on a specialist topic from the applicant's previous studies. A maximum 20 points may be awarded for the paper depending on how well the applicant has addressed the following aspects, which must be included in the paper:
- a) the topic of the paper, its place within the context of the discipline (0 – 3 points);
 - b) the research aims (0 – 3 points);
 - c) the research methodology used, including references and connection with the theoretical framework of the paper (0 – 4 points);
 - d) the corpus/material investigated (0 – 3 points);
 - e) the research results (findings), their interpretation and explanation (0 – 4 points);
 - f) outlook/recommendations for future research (0 – 3 points).

Further information:

The applicant must send the language proficiency certificate by the deadline for the e-application, i.e. the certificate must be received no later than 15 February 2020.

Evaluation of applications submitted: 16 March 2020.

Notification of the result of the application: 31 March 2020.

Information on the doctoral degree programme *English Philology*

Form of entrance examination: Oral interview

Content of the entrance examination: The entrance examination interview takes the form of a discussion of the applicant's dissertation research proposal (project), which the applicant must submit as an appendix to the application. In this document, the applicant must define the topic and goals of the proposed dissertation and demonstrate an adequate theoretical and methodological grounding for studying in a doctoral degree programme as well as displaying a good knowledge of relevant secondary literature for the proposed topic. The applicant must also describe how the proposed research will make a unique contribution to the development of knowledge within the field, as well as outlining the structure of the dissertation. The research proposal should include a bibliography listing sources that the applicant has studied and that are of relevance to the topic of the proposed research.

During the entrance examination interview, the applicant's aptitude for scholarly work, knowledge of the discipline, knowledge of the relevant literature and capacity for independent scholarly thought are verified and evaluated.

Criteria for the evaluation of the entrance examination: The entrance examination is evaluated on a points-based principle. The maximum possible points score is 100. The minimum score for admission is 60 points.

Possible grounds for exemption from the entrance examination: No exemptions are granted.

Recommended literature:

Literary focus:

Carter, Ronald and John McRae. *The Penguin guide to literature in English: Britain and Ireland*. London: Penguin Books, 2016.

Penguin English guides.

Klages, Mary. *Literary theory: the complete guide*. London: Bloomsbury Academic, an imprint of Bloomsbury Publishing, 2017.

Poplawski, Paul, Valerie Allen, Andrew Hiscock, Lee Morrissey, Peter J Kitson, Maria H Frawley and John Brannigan. *English literature in context*. Second edition. Cambridge: Cambridge University Press, 2017.

Ruland, Richard and Malcolm Bradbury. *From Puritanism to Postmodernism: A History of American Literature*. New York: Penguin Books, 1992.

Linguistic focus:

Mair, Christian. *English Linguistics*. Tübingen: Narr Francke Attempto Verlag, 2015.

Svoboda, A. Hrehovčík, T. *An ABC of Theoretical and Applied Linguistics*. Opava: Slezská univerzita, 2006.

Štekauer, P. (ed.). *Rudiments of English Linguistics*. Prešov: Slovacontact, 2000.

Štekauer, P., Kavka, S. (eds.). *Rudiments of English Linguistics II*. Prešov: Prešovská univerzita, 2003.

Timofeeva, Olga et al. *New Approaches to English Linguistics*. Amsterdam/Philadelphia: John Benjamins, 2016.

Further information:

The applicant must send the complete portfolio by the deadline for the e-application, i.e. it must be received no later than 15 February 2020.
Evaluation of applications submitted: 16 March 2020.
Notification of the result of the entrance examination: 31 March 2020.

Information on the required documents and their structure

The required documents for the doctoral degree programme *English Philology* at the Faculty of Arts, University of Ostrava are listed below.

Required documents for this programme are:

1. A research proposal
2. Academic references
3. A personal statement/letter of motivation
4. An academic curriculum vitae (CV) and a portfolio including a list of publications, full text research papers, a list of courses taught and a list of talks given, and a sample of work (if applicable)
5. Academic entry requirements: a certified copy of a certificate showing that the applicant has completed a Master's-level university degree.

1. Research proposal

The primary requirement for the research proposal is to define and situate your research within an academic/disciplinary context. It should include the description of research interests and the research agenda of the intended project. You should remember that people in the academic community are the primary audience/readership for postgraduate research. This all means that you will need to identify:

- i. The research questions or problems that you intend to address;
- ii. The research context for your project/programme of work;
- iii. The methods you think you will use to pursue the key questions.

Please make sure that you follow the research proposal outline provided on the next page when writing your research proposal.

2. Two academic references

At least one referee should be familiar with the applicant's academic work. References must be written, signed and dated on official letter-headed paper from the referee's institution. They must include the referee's full contact details (i.e. postal address, telephone number and institutional e-mail address). All references must be dated within the last two years.

3. Personal statement

The personal statement should highlight your motivation for applying for the doctoral degree programme, your personal suitability for the doctoral research, and any relevant experience and/or skills. You should provide a clear and persuasive explanation as to why the programme has been chosen and your ability to engage with the nature of the programme at the University of Ostrava (approx. 500 words).

4. Academic Curriculum Vitae (CV) and portfolio

A CV might include details of other relevant qualifications or work experience to support an application. The portfolio should include a list of publications, full text published research papers that you view as seminal, a list of courses and a list of talks given. Please do not

include pre-university certificates.

Research proposal outline

To study in the doctoral degree programme *English Philology* at the University of Ostrava's Faculty of Arts, you will need to submit a research proposal. You should use the following template as guidance when completing your research proposal.

The research proposal aims to define and situate your research within an academic or disciplinary context, and describes the potential of your project. You should remember that people in the academic community are the primary audience and readership for postgraduate research. The research proposal should be approximately 1 500 words in length.

Within your research proposal you will need to identify:

1. Research questions

You should describe clearly the research questions or problems that you intend to address.

- a. What are the issues that you will be exploring in the course of your research?

2. Research context

You should describe the research context for your project.

- a. Why is it important that these questions or issues are explored?
- b. What other research is being or has been conducted in this area?
- c. What contribution will your project make to improving, enhancing, or developing creativity, insights, knowledge or understanding in your chosen area of study?
- d. To which audiences will the outcomes of your research be of particular interest?

3. Research methods

You should describe the research methods used to pursue the key questions of your work.

- a. What research methods will you be using to address the questions that you have set yourself, or to explore the matters you intend to investigate?
- b. Why have you chosen these methods and why are they the best way to answer the research questions you have set?

When describing your research methods, it is not sufficient to state, for example, that you intend to visit a particular library, or take part in a conference abroad. You must provide adequate details of sources to be consulted, and you should state briefly what kinds of material you will be consulting, why they are relevant to your research, and how you will use them.

4. Research management

- a. How will the research be managed?
- b. What will the research outcome(s) be?
- c. What is the timetable for the research, are there appropriate milestones, is it realistic?
- d. When will the outputs of the research be completed?

5. Publication and dissemination

- a. How, where and when will the research be published and disseminated, in part and/or as a whole?