

*Under Section 36 (2) of Act 111/1998 Sb. on Higher Education and on Changes in and Amendments to some other acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Constitution of Charles University in Prague under Ref. No. 16 753/99-30 on April 26, 1999.*

*The changes in Appendix No. 5 to the Constitution of Charles University in Prague were registered by the Ministry of Education, Youth and Sports under Section 36 (2) and (5) of the Higher Education Act on April 14, 2000, under Ref. No. 17576/2000-30 and on April 28, 2006, under Ref. No. 12120/2006-30.*

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**SECOND CONSOLIDATED**  
**APPENDIX No. 5 TO THE CONSTITUTION OF**  
**CHARLES UNIVERSITY IN PRAGUE**  
**ADMISSION PROCEDURE CODE**  
**OF APRIL 28, 2006**

**Part I.**

**Fundamental Provisions**

**Art. 1**

**Introductory Provision**

The Admission Procedure Code herein shall regulate admission to study at the University, including the review procedure\*.

**Part II.**

**Requirements for Admission to Study**

**Art. 2**

**Fundamental Requirements for Admission to Study**

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\* Translator's note: Words importing the masculine shall include the feminine, and unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.

1. The requirement for admission to study on Bachelor's programme of study and Master's programme of study organised by the University shall be the completion of secondary or of vocational secondary education.
2. The requirement for admission to study on a Master's programme of study organised by the University which follows a Bachelor's programme of study (s. 46 (2) of the Higher Education Act) shall usually be the proper completion of study on a Bachelor's programme of study in the same or similar area of study.
3. The requirement for admission to study on a Doctoral programme of study organised by the University shall be the proper completion of study on a Master's programme of study.

### **Art. 3**

#### **Other Requirements for Admission to Study**

1. The Faculty may set other requirements for admission to study on the given study programme organised by it, namely:
  - a. specific knowledge, abilities, aptitudes, sport performance, or
  - b. results achieved at a secondary grammar school, professional college or a higher education institution, or
  - c. in case of admission to a Master's programme of study following a Bachelor's programme of study, requirements regarding the relation of programmes of study or branches of study, or the number of credits acquired in chosen types of subjects, or possibly study results achieved in these subjects.

In programmes of study organised under Art. 22 (3) (c) of the Constitution the relevant Faculty shall be the Faculty where the students of the programme of study have been enrolled. If the programme of study is subdivided into more than one branch of study, other requirements may apply to individual branches of study.

2. Requirements under paragraph (1) (a) shall ordinarily be checked in an entrance examination; the Faculty may decide to waive the entrance examination or a part thereof in the case of applicants who are able to prove the fulfilment of requirements under paragraph (1) (a) or (b), if such requirements have been set.
3. The Faculty may determine the highest number of students to be admitted to study on a programme of study (branch of study); if more applicants fulfil the requirements for admission, the order of best applicants, determined by the results achieved in the entrance examination including bonus points granted according to the level of fulfilment of

additional requirements set in paragraph (4), if any, shall decide who may be admitted. If the number of applicants who have achieved the desired results is lower than the number of those to be admitted, further applicants who did not achieve the desired results shall be admitted in the order of best results and all those who achieved the same result shall be issued the same decision on admission or on non-admission, that is, all applicants who have achieved the same results must be issued a decision containing the same holding on admission.

4. Additional requirements for granting bonus points shall be mainly participation in national or international competitions, practical training, teaching practice, language examinations and results achieved at secondary grammar school, professional college or a higher education institution, or the attaining of an academic degree under s. 46 (5) of the Higher Education Act or a similar degree under earlier regulations. Stating in the application form the specification of the content of study, including the training unit, the topic of Doctoral dissertation and the subject of the State Doctoral Examination shall be considered as additional requirements for granting bonus points for admission to a Doctoral programme of study.
5. The Faculty may decide that in case of a small number of applicants it shall waive the checking by means of an entrance examination of the requirements under paragraph (1) (a), and that all applicants fulfilling the requirements under paragraph (1) (b), if they have been set, shall be admitted.
6. The Faculty may determine different requirements for the admission of applicants who have studied on or graduated from a study programme or its part at a higher education institution in the Czech Republic or abroad; in such case the Faculty shall determine the form and content-area of the special entrance examination and pre-conditions for the waiver of such examination. Different requirements may not disadvantage the applicant. In cases falling under Art. 2 (2), the form and content-area of the entrance examination may be adjusted with respect to the completed Bachelor's programme of study.
7. Other requirements for admission to study on a programme of study (paragraphs (1) to (6)) in the given academic year, or their more detailed specification in the case that a part thereof has been determined by an internal regulation of the Faculty, shall be approved by the Academic Senate of the Faculty upon the Dean's proposal; in the case of a study programme implemented under Art. 22 (3) (c) of the Constitution, the Dean shall submit such proposal upon agreement with the Deans of the participating Faculties or with the director of the higher education institute.

8. The requirements for admission and the manner of checking the fulfilment of admission requirements shall apply to decision-making during the whole course of the admission procedure in the given academic year, including review procedure, and may not be altered during its course.

#### **Art. 4**

##### **Deadline for Applications and Dates of Entrance Examinations**

1. Taking into account s. 49 and 50 of the Higher Education Act, the dates of secondary school-leaving examinations and the beginning of the academic year, and upon consideration at the meeting of the Deans, the Rector shall determine
  - a. the deadline for the submission of application forms for study at the University,
  - b. the period for checking the requirements for admission.
2. The alternative date or alternative dates of entrance examinations (Art. 7 (2)) shall be determined so that they are organised not earlier than seven days and not later than twenty one days after the last day of the period under paragraph (1) (b).

#### **Art. 5**

##### **Procedure before Publication and Publication of Decisions of the Bodies of Faculties**

1. The Dean shall in sufficient advance, but not later than five months before the expiry of the deadline under Art. 4 (1) (a), notify the Rector in writing of the elements of appendices to applications for study at the Faculty under Art. 8 (3), requirements for admission to study in the implemented programme (branch) of study under Art. 2 and 3, the date and manner of checking their fulfilment, and, if the checking includes an entrance examination, also the form and general content-area of the examination and the criteria for its assessment, possibly also the maximum number of students to be admitted to study on the programme (branch) of study.
2. Should the Rector find that a decision of a Faculty body under paragraph (1) is in violation of legislation or internal regulations of the University or Faculty, he shall declare within fourteen days after receipt of the notification under paragraph (1) that the decision or its part is invalid, and he shall, without delay, notify the Dean of the Faculty of his decision.

3. Should the Rector find that a decision of a body of a Faculty fails to include elements required by law or by internal regulations of the University or Faculty, he shall immediately notify the Dean of the Faculty of this fact and call on him to remedy the situation without delay.
4. Not later than four months before the expiry of the deadline under Art. 4 (1) (a), the Faculty shall publish information mentioned in paragraph (1), after procedure has been taken under paragraph (1), and possibly together with elements determined by the Rector under paragraph (3), on the official notice board and publish it in an appropriate form in non-periodical publications issued by the University or by the Ministry of Education, Youth and Sports, as well as on the Internet, and it shall pass this information on for publication to the Czech Press Agency (Česká tisková kancelář).
5. In case of the announcement of the admission procedure to a study programme which was accredited in such time that does not enable the enrolment of students at least thirty days before the beginning of the academic year, the Rector may upon proposal of the Dean of the relevant Faculty shorten the periods provided in paragraphs (1) and (4) and in Art. 8 (6); however, the period specified in paragraph (4) may not be shorter than thirty days and the period specified in Art. 8 (6) may not be shorter than fourteen days.

#### **Art. 6**

#### **Checking Requirements Provable through Documents**

The fulfilment of fundamental and other requirements for admission shall be checked through the submission of valid documents by the applicant in a manner and on dates determined by the Dean; these dates must be during the period specified under Art. 4 (1) (b). A record of the checks shall be included in the admission procedure file.

#### **Art. 7**

#### **Entrance Examination**

1. Entrance examinations may consist of one or more parts and may be taken in one or more rounds. The entrance examination or its part may be written, oral, aptitude, practical or combined. All parts of the entrance examination may be taken on one day or may be taken on more than one day.

2. The Dean shall determine at least one regular and one alternative date for entrance examinations; these dates shall be during the period specified in Art. 4.
3. The Dean may grant the opportunity to sit an examination on an alternative date to an applicant who has so applied not later than on the date of the regular examination in the case that the applicant is not able to take part in the regular examination for serious and proven reasons, mainly health reasons. In exceptional and properly justified cases the Dean may waive the time limit. The applicant's participation in another entrance examination shall not be a reason for granting an alternative date. Regular study abroad as a preparation for study at a higher education institution shall always be a reason for granting an alternative date. A further alternative date shall not be permissible.
4. The Dean may announce special dates for entrance examination for applicants specified in Art. 3 (6) or for applicants who have graduated from secondary schools or higher education institutions abroad.
5. The Dean shall, in his measure, determine rules which must be observed by applicants in the course of the entrance examination.
6. Members of the Examination Board shall be appointed by the Dean; the Board shall consist of at least three members.
7. Applicants shall prove their identity and confirm their presence by their signature before the beginning of the entrance examination. A record of the course of the entrance examination shall be included in the admission procedure file and it shall contain mainly:
  - a. the form of entrance examination, or the list of parts of entrance examination together with their form,
  - b. a record of the written examination (if this has been held):
    - i. examination subjects, results,
    - ii. date of the examination,
    - iii. signature of a member of the Examination Board,
  - c. a record of the oral examination (if this has been held):
    - i. questions set for the applicant, results,
    - ii. date of the examination,
    - iii. signatures of members of the Examination Board,
  - d. a record of the aptitude or practical examination (if this has been held):
    - i. individual tasks set for the applicant, results,
    - ii. date of the examination,
    - iii. signatures of members of the Examination Board,

e. results of parts of the entrance examination and the result of the entrance examination.

At least two members of the Examination Board must be present during the course of the entrance examination or its part. The assessor of the written examination may not know the identity of the applicant assessed.

8. If the expected number of applicants to participate in the entrance exam set on the regular date is not reached, the Dean may acknowledge an applicant's passing of an entrance examination which was held at another Faculty or higher education institution to a study programme in an equal or similar area of study in the course of six months prior to application.
9. A designated member of the academic staff shall interrupt the entrance examination or its part if an applicant asks him to do so due to a sudden indisposition occurring during the course of the examination and if it is obvious that the applicant is not able to continue in the examination; he shall also interrupt the examination if a serious indisposition makes it obviously impossible for the applicant to ask for an interruption. A report on the interruption shall be made. Results of an interrupted examination shall not be assessed; the applicant shall be considered as not having participated in the examination. The Dean may permit an examination on an alternative date if the applicant applies for it within five days of the date of the interrupted examination and gives his reasons for such application; the provision of paragraph (3), second sentence shall apply accordingly. The Dean shall decide on the application without delay; he shall notify the Rector of the fact that he has satisfied the application. A plea of indisposition in the course of examination may not be raised after the completion of an entrance examination or its part.
10. The Dean or a designated Vice-Dean shall interrupt the entrance examination or its part in the case of an applicant whose behaviour in the course of the examination has breached the rules under paragraph (5). The results of such interrupted examination shall not be assessed; an alternative date shall not be permitted.
11. The Dean or a designated Vice-Dean shall interrupt the entrance examination or its part if circumstances arise or are disclosed which hinder the continuation of the exam or potentially interfere with the equality of applicants within the admission procedure. The results of the interrupted examination shall not be assessed. The Dean shall immediately invite all applicants involved to the alternative date, or, if such circumstances occurred on the alternative date, to another date which he shall determine upon agreement with the Rector and which shall not be later than seven days after the alternative date.

12. The Dean shall declare a completed entrance examination or its part to be invalid if it has been proved that an act occurred which interfered with the equality of applicants. This provision shall not apply to applicants who receive a decision on admission before or on the same day as such declaration of invalidity is made. The Dean shall immediately invite all affected applicants to the alternative date, or, if such circumstances occurred on the alternative date, to another date which he shall determine upon agreement with the Rector and which shall not be later than seven days after the alternative date.

### **Part III.**

#### **Admission Procedure at the Faculty**

##### **Art. 8**

##### **Application for Study**

1. Admission procedure shall be commenced by an applicant's delivery of an application for study to the Faculty mentioned in Art. 3 (1).
2. If a programme of study organised by the Faculty is not subdivided into several branches of study, only one application for study on the programme of study at the Faculty in the given academic year may be filed. If a programme of study organised by the Faculty is subdivided into several branches of study, an individual application for study on each branch of study within the programme of study at the Faculty in the given academic year may be filed, unless an internal regulation of the Faculty provides that only an application for study on the programme of study as a whole may be filed, or individual applications made for several branches of study within the programme of study. Other limitations of the possibility to file an application shall not be permissible.
3. The written application shall be filed on a prescribed application form complemented with appendices whose content, form and other elements shall be determined by the Dean. The application form and its appendices shall be an integral whole which shall be included in the admission procedure file. The application for study may also be filed in electronic form; the details shall be specified in the Rector's measure.
4. The application must be filed within the time limit under Art. 4 (1) (a); the fee under Art. 1 (1) of the Appendix No. 6 to the Constitution, which is non-returnable, shall be due on the same date. In exceptional and properly justified cases the Dean may accept an



application from an applicant specified in Art. 3 (6) regardless of the time limit under Art. 4 (1) (a).

5. If the application form is not properly filled in or if it is not complemented with the required appendices or a valid document evidencing the payment of the fee under paragraph (4), the Faculty shall call on the applicant to remedy such deficiencies and it shall set a reasonable time limit for that purpose. Should the deficiencies not be remedied within such time limit, the application shall be considered not to have been filed.
6. The Faculty shall notify the applicant of information under Art. 5 (1). If checking includes an entrance examination, the Faculty shall send an invitation letter together with this information and a notification of rules under Art. 7 (5) by registered mail not later than twenty-eight days before the entrance examination or its part.

## **Art. 9**

### **Decision on Admission to Study**

1. General legislation applicable to administrative procedure shall not apply to decisions made on the admission of applicants to study.
2. An internal regulation of a Faculty may provide that it is possible to deny admission to study on a programme of study (branch of study within the programme of study) in the given form of study to an applicant who has already been studying at the same Faculty on the same programme of study (branch of study within the programme of study) in the same form, or who was studying there on the date of filing the application form.
3. Decisions on the admission of applicants to study shall be made by the Dean.
4. A decision on admission shall be issued in writing within thirty days of the checking of the requirements for admission to study under Art. 3 (2) and Art. 6 and it shall be delivered to the applicant's own hands.
5. The decision must include the following elements:
  - a. the reference number of the decision under which the decision is kept in files at the Faculty,
  - b. the date of issuance,
  - c. the first name, surname and address of the applicant,
  - d. a holding of admission or non-admission of the applicant, including the name of the Faculty, academic year, the programme of study or branch of study within the

- programme of study, the form of study and the legislation under which the decision was issued,
- e. the reasoning,
  - f. notification of the right to apply for a review of the decision and the elements necessary for such application,
  - g. notification of the right to inspect materials (Art. 10),
  - h. the name and position of the person in charge of issuing a correct copy,
  - i. the signature of the Dean or the Vice-Dean in charge.
6. The decision must bear the official stamp of the Faculty.
  7. A copy of the decision shall be included in the admission procedure file.

## **Art. 10**

### **Applicant's Right to Inspect His Materials**

1. The applicant shall have the right to apply for inspection of all his materials relevant for the decision on his admission to study within one month after the date of delivery of the Dean's decision under Art. 9; this time limit shall not run from the date of filing an application for a review of the Dean's decision to the tenth day following the date of delivery of the decision in a review procedure. The Faculty shall enable such inspection not later than two months after the date of applying for inspection. If, however, the applicant applies for inspection within seven days of the date of delivery of the Dean's decision under Art. 9, the Faculty shall enable him to inspect not later than twenty-eight days after the date of delivery of this decision.
2. The term
  - a. "to inspect" shall be defined as to read the materials and make extracts from them,
  - b. "materials" shall be defined as all materials included in the application, as well as texts of all tests written by the applicant including assignments, written evaluation of the applicant by examiners or their formalised notes, if kept by the Faculty, including the assessment of all forms of the examination, record of the entrance examination, order of applicants, and other documents required according to the Faculty regulations.
3. Only the applicant shall have the right to inspect materials, he may do so only on the premises of the Faculty designated for that purpose and in the presence of a person

designated by the Dean. Organisational and administrative requirements shall be determined by a measure of the Dean.

4. Convenient conditions must be created and a reasonable time limit, not shorter than forty five minutes, must be set for the inspection of materials under paragraph (1).
5. In the place of procedure under paragraphs (2) to (4) the applicants may be provided with copies of the required materials on the condition that these are mentioned in paragraph (2) (b); the Faculty shall always provide copies if it cannot observe the time limits set in paragraph (1).
6. Organisational and administrative requirements shall be determined by a measure of the Dean which shall be published on the official notice board.

#### **Part IV.**

#### **Review Procedure of Admission to Study**

##### **Art. 11**

##### **Introductory provisions**

1. An application to review the Dean's decision on admission to study (hereinafter referred to as "application") shall be decided by the Rector.
2. In a review procedure the Rector shall review whether the Dean's decision is in conformity with the Higher Education Act, the University Constitution, internal regulations of the University and the relevant Faculty, as well as with other requirements for the admission of students set by the Faculty under Art. 3 and also with the rules of their checking.

##### **Art. 12**

##### **Application**

1. The applicant may apply to the Rector for a review of a decision either himself or through his legal representative or chosen representative to whom he has granted a written power of attorney.

2. Such application may be filed within thirty days of the delivery of the Dean's decision. The time shall start to run on the day following the date of delivery of the Dean's decision to the student.
3. The application shall be filed with the Dean who issued the decision.
4. The Rector may disregard a time default in filing the application if caused by serious reasons and if he is asked to do so by the applicant through the Dean in writing not later than fifteen days after the lapse of the original time limit within which the application should have been filed.
5. The application must include the following elements:
  - a. the first name, surname and address of the applicant to which the decision on the application is to be delivered,
  - b. identification of the decision whose review the applicant seeks (the Faculty, reference number and the date of the decision, the programme of study or branch of study within the programme of study, the form of study),
  - c. what is to be reviewed, possibly with reasons for disagreement with the original decision,
  - d. the signature of the applicant or the representative who has filed the application on the applicant's behalf.

If the applicant is represented in the procedure by an elected representative, the application must be supplemented with a power of attorney with an authenticated signature of the applicant.

### **Art. 13**

#### **Dean's Decision**

The Dean may decide in the affirmative with regard to the application, and change his original decision and admit the applicant in the case that the original decision breached regulations, requirements or rules under Art. 11 (2) and if such breach influenced the correctness of the holding in the original decision. This decision shall be issued in writing and delivered to the applicant's own hands.

### **Art. 14**

#### **Preparation of Materials at the Faculty**

1. If the Dean does not decide under Art. 13, he shall attach the admission procedure file to the application and submit the application to the Rector without delay.
2. Upon the Rector's request the Dean shall submit other documentary materials and statements.

#### **Art. 15**

#### **Working Commission**

The Rector may establish a Working Commission to prepare materials for decisions on applications filed.

#### **Art. 16**

#### **Rector's Decision**

1. The Rector shall dismiss an application if it was filed late or by an unauthorised person, or if it does not include the elements provided in Art. 12 (5).
2. The Rector shall dismiss the application and confirm the Dean's decision if the decision did not breach regulations, requirements or rules under Art. 11 (2) or if their breach did not influence the correctness of the holding in the decision. In all other cases the Rector shall change the decision and admit the applicant to study.
3. The Rector's decision on the application shall contain the holding of the decision, the reasoning, and advice that the decision is final.
4. The decision shall be issued in writing and delivered to the applicant's own hands.

#### **Part V.**

#### **Special, Common and Final Provisions**

#### **Art. 17**

#### **Special Provisions on Complementary Admission**

1. If some students who were admitted to study on a given programme of study at the Faculty do not enrol in study, the Dean of the Faculty may decide to organise complementary admission procedure.
2. The Dean shall notify the Rector of the announcement of complementary admission and the Faculty must post the announcement on the official notice board of the Faculty.
3. In the complementary admission procedure the Dean shall decide on admitting to study on the given programme of study those students who were not admitted in the regular admission procedure due to the determined number of admitted applicants; he shall decide according to the order of their results. The provision of Art. 3 (3), second sentence, shall apply accordingly.
4. A condition for the admission of an applicant under paragraph (3) shall be his statement that he insists on his application for study which must be submitted within eight days of the delivery of the Faculty's letter requesting such confirmation.
5. The provisions of Art. 9 and Part IV. shall apply accordingly to deciding on admission to study and to review procedure in complementary admission procedure. Decisions made in the course of admission procedure shall not be taken into account in complementary admission procedure.

### **Art. 18**

#### **Common and Final Provisions**

1. The rules of admission and review procedure shall be applied accordingly to related decisions, such as the dismissal of an application for an alternative date of entrance examination or a decision that materials are not relevant for the decision on admission to study.
2. Provisions of Art. 35 (2) and (3) of the Constitution shall be applied accordingly to the term 'delivery to one's own hands' under the Code herein. Compliance with time limits applicable to the filing of documents by applicants shall be assessed as follows: the time limit has been complied with if the document was handed in to the Faculty, or posted by mail not later than on the last day of the set period; if the end of the time limit falls on a Saturday, Sunday or a state holiday, the last day of the time limit shall be the first working day that follows.

3. The Code herein shall apply to the admission to study of foreigners under Art. 26 (1) (a) of the Constitution, unless otherwise provided in the Higher Education Act (s. 49 (2) of the Higher Education Act).

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Changes in the Constitution of Charles University in Prague, changes in all its Appendices and the consolidated versions resulting from these changes are kept in separately numbered series.

The change in Appendix No. 5 to the Constitution of Charles University in Prague (the first change) was approved by the Academic Senate of Charles University in Prague on January 28, 2000; other changes performed in the course of registration were approved on March 24, 2000. This change came into force on the day of registration by the Ministry of Education, Youth and Sports; the registration was performed on April 14, 2000, and it became effective on the fifth day after the date of legal force, with the exception of Art. 1 (4), (6), (22) and (25) which became effective on September 1, 2000.

The change in Appendix No. 5 to the Constitution of Charles University in Prague (the second change) was approved by the Academic Senate of Charles University in Prague on April 21, 2006. This change came into force on the day of registration by the Ministry of Education, Youth and Sports, the registration was performed on April 28, 2006, and it became effective on the first day of the academic year 2006 / 2007.

To witness that the Second Consolidated text is correct:

JUDr. Ing. Josef Staša, CSc.  
Chairman of the Legislative Commission of AS CU  
(Academic Senate of Charles University in Prague)

RNDr. Tomáš Jelínek  
Head of the Rector's Office