
Admissions procedure for Ph.D. study

Basic information

The Hussite Theological Faculty of Charles University is going to open two newly accredited doctoral study programs since the academic year 2021/22: Hussite Theology and Jewish studies in Czech and English, in full-time and part-time study.

In the admissions procedure for the 2021-22 academic year, the faculties will assess compliance with the requirement of successful completion of study in a bachelor's or master's programme of study under section 48 (5) of the Higher Education Act in the case of applicants who obtained foreign higher education by completing a higher education programme at a foreign higher education institution.

Send the documents listed below in hard copy form by post (the documents cannot be sent by email) to the following address of the faculty no later than on **30. 4. 2021**.

Address of the faculty:

Husitská teologická fakulta, Univerzita Karlova
Pacovská 350/4
140 21 Prague 4
Czech Republic

Contact person in case of questions:

Bc. Jan Dráček

Ph.D. studies

E-mail: jan.drazek@htf.cuni.cz

Office hours: Tuesday 10:00-12:00, Wednesday 12:00-14:00

Phone: +420 222 539 209

Office: H108

Terms of admission procedure

Deadline for submission of applications: April 30, 2021

Regular date of entrance exams: June 8, 2021

Alternative date of entrance exams: 12. 6. 2021 - 10. 7. 2021

Note: The Dean may allow the examination in a substitute period to the candidate, who will request it in writing within 5 days from the date of the examination in due time, if the candidate could not participate in the examination in due time for serious and documented reasons, especially medical.

Opened programs (fields) in the academic year 2021/2022

Study program field	Form of study	Kind of study	Language instruction	of	Standard study time
P0221D100020 Hussite Theology Maximum number of accepted students: 6 Length of studies: 4 Possibility of exemption from entrance examination: No Application type: Paper, Online <u>Characteristic of Study</u>	full-time study	doctoral	czech		4 years

<p><u>Description of the entrance examination, assessment criteria and conditions for admission</u></p>				
<p>P0221D100021 Hussite Theology Maximum number of accepted students: 1 Length of studies: 4 Possibility of exemption from entrance examination: No Application type: Paper, Online</p> <p><u>Characteristic of Study</u></p> <p><u>Description of the entrance examination, assessment criteria and conditions for admission</u></p>	full-time study	doctoral	english	4 years
<p>P0221D100020 Hussite Theology Maximum number of accepted students: 1 Length of studies: 4 Possibility of exemption from entrance examination: No Application type: Paper, Online</p> <p><u>Characteristic of Study</u></p> <p><u>Description of the entrance examination, assessment criteria and conditions for admission</u></p>	part-time study	doctoral	czech	4 years
<p>P0221D100021 Hussite Theology Maximum number of accepted students: 1 Length of studies: 4 Possibility of exemption from entrance examination: No Application type: Paper, Online</p> <p><u>Characteristic of Study</u></p>	part-time study	doctoral	english	4 years

<p><u>Description of the entrance examination, assessment criteria and conditions for admission</u></p>				
<p>P0221D100023 Jewish Studies Maximum number of accepted students: 2 Length of studies: 4 Possibility of exemption from entrance examination: No Application type: Paper, Online</p> <p><u>Characteristic of Study</u></p> <p><u>Description of the entrance examination, assessment criteria and conditions for admission</u></p>	full-time study	doctoral	czech	4 years
<p>P0221D100022 Jewish Studies Maximum number of accepted students: 1 Length of studies: 4 Possibility of exemption from entrance examination: No Application type: Paper, Online</p> <p><u>Characteristic of Study</u></p> <p><u>Description of the entrance examination, assessment criteria and conditions for admission</u></p>	full-time study	doctoral	english	4 years
<p>P0221D100023 Jewish Studies Maximum number of accepted students: 1 Length of studies: 4 Possibility of exemption from entrance examination: No Application type: Paper, Online</p> <p><u>Characteristic of Study</u></p>	part-time study	doctoral	czech	4 years

<u>Description of the entrance examination, assessment criteria and conditions for admission</u>				
P0221D100022 Jewish Studies Maximum number of accepted students: 1 Length of studies: 4 Possibility of exemption from entrance examination: No Application type: Paper, Online <u>Characteristic of Study</u> <u>Description of the entrance examination, assessment criteria and conditions for admission</u>	part-time study	doctoral	english	4 years

Rules for submitting an application

1) Electronic application

Creating an application [on the web](#) .

The application ID = Variable symbol for the payment of the administrative fee is generated

Administrative fee: 720 CZK (fee is non-refundable).

Bank account: 66661389/0800 **IBAN:** CZ62 0800 0000 0000 6666 1389

SWIFT: GIBA CZ PX Variable symbol: Application ID Constant symbol for payment by postal code: 0333

Constant payment transfer symbol: 0379 Gmail postal payment: 140 21 **Special symbol:** 111

The application is **not printed**, it is confirmed by electronic sending.

We recommend submitting electronic applications.

2) Paper application

Creating an application [on the web](#) .

An application ID is generated = Variable symbol for the payment of an administrative fee

Administrative fee: 770 CZK (fee is non-refundable)

Bank account: 66661389/0800 **IBAN:** CZ62 0800 0000 0000 6666 1389

SWIFT: GIBA CZ PX Variable symbol: Application ID Constant symbol for payment by postal code: 0333

Constant payment transfer symbol: 0379 Gmail postal payment: 140 21 **Special symbol:** 111

Submit a paper application only in exceptional cases. For a paper application, it is necessary to create an application on the website due to the generation of an ID, ie a variable symbol.

This application is not sent electronically. It is necessary to personally fill in a paper form at the [Department of Science, Doctoral Studies and International Relations](#) and document the application ID, ie the variable symbol from the website.

[Paper application for download](#) (.pdf)

How to apply?

Those interested in applying for a doctoral programme taught in **English** should address their queries to international@htf.cuni.cz

Application deadline: 30. 4. 2021

Entry interview: June 2021, the exact date will be announced

Alternative term of interview: June-July 2021, the exact date will be announced

Both degrees are available in internal and external form and are taught in Czech language. Studying in **English language** is possible for a fee of 2 000 CZK (approx. 80 EUR).

Specialised courses of the Czech language for prospective students are available at the **Institute for Language and Preparatory Studies** of Charles University in Prague: <http://ujop.cuni.cz/en> .

Online application on: <https://is.cuni.cz/studium/eng/prijimacky/index.php>



For applicants to post-bachelor and doctoral programmes of study

If you completed the previous higher education at a foreign higher education institution, submit one of the following documents: a document obtained in accordance with sections 89 and 90 of the Higher Education Act proving general recognition of a foreign higher education in the Czech Republic (so-called “nostrification”); a foreign document concerning a foreign higher education if it is deemed automatically equivalent in the Czech Republic in accordance with its international agreements without any further administrative procedures (a higher education diploma and diploma supplement from Slovakia, Poland, Hungary, or Slovenia); or a foreign document concerning a foreign higher education to be assessed by the Faculty (for a fee of CZK 650). Detailed information about the manner of proving fulfilment of the requirement of completion of a bachelor’s or master’s programme of study for graduates of foreign higher education institutions is available [here](#) .

Information about the admission procedure

Under Art. 4 (5) of the Admissions Procedure Code of Charles University, the faculty is to send to an applicant the invitation to an entrance examination. The faculty will send an invitation to the exam via University Electronic Information System not later than 30 days before the date of the examination. Should the faculty send an invitation for an alternative date of the entrance examination this period may be shortened accordingly. A password to log into the electronic information system is obtained by an applicant after the applicant has submitted the application to study. The applicant submits an application for a full-time or combined form of study.

The applicant who has completed previous university studies at a foreign higher education institution shall submit one of the following documents in order to prove his/her prior education: a document certifying the general recognition of foreign higher education in the Czech Republic, obtained under § 89 and 90 of the Higher Education Act (so-called nostrification); foreign evidence of foreign higher education, which is equivalent in the Czech Republic in accordance with its international obligations without further formalities (university diploma and additions from Slovakia, Poland, Hungary, Slovenia, exceptions see web pages) or foreign document on foreign higher education, which will be assessed by the faculty (fee CZK 810) Detailed information on how to prove that you have completed a full-time studies in a Bachelor’s or Master’s degree program for graduates of foreign universities can be found on the Faculty’s website.

The papers must be physically sent to the address of the faculty: Husitská teologická fakulta Charles University, Pacovská 350/4, P.O.BOX 56, 140 21 Praha 4 no later than 30 April 2021. The applicant will pay the fee at the same time the payment for the application or the moment when he / foreign education within the admission procedure.

Application form requisites

Supplementary documents that are integral to your application are:

- Officially certified copy of your master’s degree certificate and Czech State final examination certificate or addendum to the degree certificate (candidates who, at the time of making their application, have not fully completed their master’s degree must present an official document proving that they are in their last year of their master’s or follow-on master’s degree).
- A certificate proving knowledge of the Greek or Latin or Hebrew language at a level of a final university examination or a classification credit for Hussite Theology.
- A certificate proving knowledge of the Greek or Latin or Hebrew language at a level of a final university examination or a classification credit for Judaic Studies.
- A signed structured curriculum vitae, including a summary of the candidate’s hither to activities in the field (list of studied specialised literature that would demonstrate (concretise) the candidate’s interest in the chosen subject – this list is not identical to the list of literature submitted by the candidate as a part of his/her doctoral study project; professional placements, conference attendance etc.)
- Motivation letter, which documents (specifies) the interest of the candidate in the chosen field.
- A research proposal for the prepared dissertation following the prescribed formal structure, signed by the candidate. Formal structure of the dissertation proposal: to be submitted with a length of 4 – 6 standardised pages and

must contain – a brief introduction to the topic of research (description of topic), its scope, aim and basic working hypothesis; it must convincingly demonstrate that the project problem has not yet been answered, or not answered satisfactorily and that work on the topic advances hitherto research, i.e. brings new empirical and theoretical findings or original methodological procedures etc. as yet not applied elsewhere; fundamental methodological approaches, planned research structure; brief analysis of main sources and literature. The subject area board or subject guarantors may announce doctoral study topics preferred for entrance examinations.

- The application (electronic, hard copy) must be accompanied by a receipt of payment of the administration fee (original postal order stub, bank transfer confirmation, receipt from the HTF cashier). The fee is non-returnable at any stage of the admissions procedure. Admissions procedure administration fee – payments to the Faculty bank account must be sent by 30 April 2021 (Act No. 111/98 Coll., fee is non-returnable).

Note: The Hussite Theological Faculty does not require confirmation from a doctor of fitness for study.

If the application form is not properly completed or it does not contain all required information/documentation, the Faculty shall call on the candidate to provide any missing information/documentation within a reasonable deadline.

If the material defects of the application are not remedied within this period, the faculty terminates the admission procedure by a resolution. The candidate will be informed of this effect.

If documents demonstrating completion of university studies were issued by a university based outside the Czech Republic or Slovak Republic, such documents must be submitted with an officially certified translation into Czech and a request must be made for recognition of such foreign university education.

If studies are to be conducted in Czech language, the candidate must submit a structured curriculum vitae and research proposal for the dissertation in Czech.

If studies are to be conducted in English language, the candidate must submit a structured curriculum vitae and research proposal for the dissertation in English.

The following documents may be used to prove compliance with the requirement of successful completion of study in a bachelor's or master's programme of study at a foreign higher education institution:

a) a document proving general recognition of foreign higher education in the Czech Republic (so-called general "nostrification")

- The applicant must submit:
 - Completed form (.docx)
 - An authenticated copy (see FORMS OF AUTHENTICATION below) of a document obtained in accordance with sections 89 and 90 of the Higher Education Act or in accordance with prior legal regulations proving general recognition of a foreign higher education in the Czech Republic.
- It is issued by the public higher education institutions, the Ministry of Education, Youth and Sports, the Ministry of the Interior, or the Ministry of Defence.
- For more information on the procedure for recognising foreign higher education at Charles University see: <https://www.cuni.cz/UK-6452.html>
- **Free of charge** (a fee of CZK 3,000 is paid to the public higher education institution or the Ministry of Education, Youth and Sports which performs the assessment in the procedure to recognise foreign higher education).

b) a document concerning a foreign higher education which is automatically equivalent in the Czech Republic without any further administrative procedures

- A foreign document concerning a foreign higher education which is automatically equivalent in the Czech Republic in accordance with its international agreements without any further administration procedures – these include documents certifying completion of a programme of study in Slovakia (with the exception of diplomas issued by foreign branches of Slovak higher education institutions after 28 March 2015 to which the procedure under letter (c) is applicable), in **Poland, Hungary, or Slovenia** (only master's diplomas, the procedure under letter (c) is applicable to bachelor's diplomas from Slovenia).
- The applicant must submit:
 - Completed form (.docx)
 - An authenticated copy (see FORMS OF AUTHENTICATION below) of diploma, certificate, or similar document (for example a certificate of completion of study) issued by a foreign higher education institution;
 - An original or authenticated copy (see FORMS OF AUTHENTICATION below) of the diploma supplement or a transcript of examinations passed;
 - In the case of a certificate of higher education issued by a Slovak higher education institution after 28 March 2015, also a statement issued by a foreign higher education institution in the state in which the programme of study completed by the applicant was offered.
- **Free of charge**

c) foreign document concerning a foreign higher education

- The applicant must submit:

- Completed form (.docx)
- An authenticated copy (see FORMS OF AUTHENTICATION below) of the diploma, certificate, or similar document (for example a certificate of completion of study) issued by a foreign higher education institution;
- An original or an authenticated copy (see FORMS OF AUTHENTICATION below) of the Diploma Supplement of the transcript of examinations passed.
- If needed the faculty will request the applicant to submit also the following documents:
 - Additional information on the content and scope of foreign higher education;
 - A statement issued by the relevant foreign body confirming that the given higher education institution is authorised to offer higher education in the given foreign state (a statement on accreditation).
 - In the case of a certificate of higher education issued by a Slovak higher education institution after 28 March 2015, also a statement issued by a foreign higher education institution in the state in which the programme of study completed by the applicant was offered.
- Applies to documents to which the procedure under letter (b) cannot be applied.
- **THE DOCUMENT IS ASSESSED – in the case of a positive assessment the document is accepted; in the case of a negative assessment the applicant is required to submit a document under letter (a) (a general “nostrification”)**
- **The assessment is valid only for the admissions procedure at one faculty**
- **A FEE OF CZK 810 APPLIES**

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SWIFT: GIBA CZ PX Variable symbol: Application ID Constant symbol for payment by postal code: 0333

Constant payment transfer symbol: 0379 Gmail postal payment: 140 21 **Special symbol:** 111

Payment in person at the faculty:

Magdalena Vaničková

Office: H103

Tel.: +420 222 539 204

E-mail: magdalena.vanickova@htf.cuni.cz

Office hours: Po-Pá: 10:00 - 12:00

Translations

Documents which are not originally issued in the Czech, English, or Slovak languages must be officially translated into the Czech or English languages.

Other documents

If the situation of the applicant calls for it, the applicant also submits the following documents:

- a. A power of attorney, if the applicant is represented by an attorney for the purposes of proving compliance with the requirement for admission under section 48 (4) and (5) of the Higher Education Act;
- b. If the applicant's name changes, an authenticated copy of a document proving such change (e.g., a marriage certificate);
- c. An authenticated copy of the decision to award international protection, if the assessment is requested by a person listed in section 90 (4) of the Higher Education Act and if this person wishes to use the possibility of substituting a document with an affirmation.

Forms of Authentication

All documents submitted by the applicant to the faculty must be duly authenticated in accordance with the relevant international agreements (a list valid as of 1 May 2018):

[An alphabetical list of states](#) (.docx)

a. States which have entered into a legal aid agreement with the Czech Republic – original documents are valid in the contracting states without any further authentication. If the applicant submits copies of such documents they must be authenticated copies made by a Czech or foreign notary, at a Czech embassy abroad or made by means of Czech Point service.

List of states which have entered into a legal aid agreement with the Czech Republic: Afghanistan, Albania, Algeria, Austria, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Montenegro, France, Georgia, Yemen, Croatia, People's Republic of Korea, Cuba, Cyprus, Kyrgyzstan, Hungary, Macedonia/FYROM, Moldova, Mongolia, Poland, Romania, the Russian Federation, Greece, Slovakia, Slovenia, Serbia, Syria, Spain, Switzerland, Ukraine, Uzbekistan, Vietnam.

b) States which are signatories of a multilateral convention to simplify the authentication of foreign official documents – Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (The Hague, 5 October 1961, published under no. 45/1999 Sb.m.s. (the Collection of International Agreements)), “The Hague Convention”.

For these states a uniform authentication of documents is stipulated, the so-called Apostille, issued by a competent authority of the state in which the diploma was issued (the so-called Apostille authorities). The list of Apostille authorities

is available from the website of the Hague Conference at hcch.e-vision.nl (direct link: [Authorities, per Convention, Convention No. 12](#)).

Documents from the following states must be authenticated in the form of Apostille: Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, the Bahamas, Bahrain, Barbados, Belize, Bolivia, Botswana, Brazil, Brunei Darussalam, Burundi, Cook Islands, Chile, China – only Hong Kong and Macao (legalisation is required in the case of other territories of China), Denmark, Democratic Republic of São Tomé and Príncipe (from 15 July 2008), Dominica, Dominican Republic (authentication by Apostille clause from 30 August 2009), Ecuador, Estonia, Fiji, Finland, French territories (i.e., French Polynesia, the French Territory of the Afars and the Issas, Guadeloupe, Guyana, Komodo Islands, Martinique, New Caledonia, Réunion, Saint Pierre and Miquelon, Wallis and Futuna), Grenada (from 7 April 2002 – up to this date it was covered under Great Britain), Guatemala, Honduras, India, Ireland, Iceland, Italy, Israel, Japan, Republic of South Africa, Kazakhstan, Colombia, Republic of Korea (South Korea), Kosovo, Costa Rica, Lesotho, Liberia, Liechtenstein, Lithuania, Latvia, Luxembourg, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Monaco, Namibia, Germany, Niue, the Netherlands and its territories (i.e., the Netherlands Antilles, Aruba), Norway, New Zealand, Oman, Panama, Paraguay, Peru, Portugal, Salvador, Samoa, San Marino, the Seychelles, Suriname, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Swaziland, Sweden, Tajikistan, Tonga, Trinidad and Tobago, Turkey, Uruguay, the United States of America and its territories (i.e., American Samoa, Guam, Northern Mariana Islands, Puerto Rico, Virgin Islands of the United States), Great Britain and its territories (i.e., Jersey, the Bailiwick of Guernsey, the Isle of Man, Anguilla, Bermudas, British Antarctic Territory, British Virgins Islands, British Solomon Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena, South Georgia and South Sandwich Islands, Turks and Caicos Islands), Vanuatu, and Venezuela.

In the case of documents from the member states of the European Union, Norway, the United States of America, Canada, Australia, and New Zealand **it is possible to replace the Apostille (in the case of Canada with superlegalisation) with an authenticated copy of the documents** (similarly to option (a)), providing that at the same time at least one of the following conditions is met:

- The foreign secondary school or higher education institution, based on a request sent by the applicant, confirms by e-mail to the faculty that the applicant is a graduate of this foreign secondary school or higher education institution;
- The foreign higher education institution sends the faculty a transcript or diploma supplement of the applicant in a sealed envelope, or the applicant submits a transcript in a sealed envelope as part of the documents; or
- The official website of the foreign secondary school or higher education institution enables verification as to whether the applicant is one of its graduates (e.g., the possibility to download, after entering a password, the transcript of the applicant from the official website of the foreign higher education institution).

c) Other states – documents on the completion of study must be superlegalised. In the case of superlegalisation, the authenticity of signatures and stamps on the original documents is verified:

- By the Ministry of Foreign Affairs of the state where the secondary school or higher education institution which issued the document has a registered address, or by the relevant foreign body;
- And also by the relevant embassy of the Czech Republic.

The requirements for the submission of duly authenticated documents are also considered fulfilled if the applicant submits authenticated copies of documents that were previously authenticated by the method listed above that applies to the documents submitted by him (e.g., in the case of a diploma from Kenya, the applicant submits an authenticated copy of the superlegalised documents).

Additional Information on Translations

Documents which are not originally issued in the **Czech, English, or Slovak languages** must be officially translated into the Czech or English languages.

If the official translation is made by other than a Czech certified translator, the sheets with translations must be attached to the authenticated copies of the documents they relate to in such a way that makes it impossible to subsequently change or replace the sheets containing the translation. Translations attached to unauthenticated copies of documents shall not be accepted.