
Application Procedures

Application

Applications can only be submitted online, the entry to the application is here: <https://tarantula.ruk.cuni.cz/FHSDSEN-45.html>.

Application fee

The fee for actions related to the admission procedure is **780 CZK** (i.e., approx. 34 EUR). This fee is payable by the application deadline. The applicants will indicate, as a **specific symbol**, the number that the study information system will generate for them after the electronic submission of the application. In case of delayed payment, starting the application process is impossible. The fee is always non-refundable.

Bank transfer

Account number: **27-1842600277/0100**

Bank name: **Komerční Banka (KB)**

Bank address: Komerční Banka, Na Příkopě 33, Praha 1, 11407

IBAN: CZ86 0100 0000 2718 4260 0277

SWIFT code: KOMB CZ PP

Mandatory attachments of application:

- **The research project** - about 3-4 standard pages (1800 characters per page). There is no specific form to be filled. Every applicant should send a research project that reflects methodological and theoretical knowledge of their field.
- Professional **CV**.
- **The reference list** that contains relevant literature you researched for your project.
- **The list of your publication activity**, in case you have already published or in case it is required.
- **Other certificates**, in case they are required.
- **Choose and contact a person you want to be your supervisor**. The supervisor has to be chosen from the approved list of supervisors that can be found on the page of your chosen doctoral programme of study.
- All of the above must be done by midnight of **April 30**.

What does the entrance examination consist of?

The entrance examination of all doctoral programmes usually consists of a discussion on the topic of your dissertation project.

Some programmes also require an assessment of your language skills, your knowledge of methodology or other prerequisites for study. These requirements are mentioned in the application for study in the part "*Description of verification and evaluation criteria*".

How to choose a supervisor?

An applicant must choose a supervisor from the approved list of supervisors, which can be found on the page of the chosen doctoral study program. This **must be done during the application process**. If you don't know whom to address, **it is best to ask for help from the guarantor of the study program**. Supplying your dissertation project to a guarantor is essential to help you choose the best supervisor for your topic.

Contact for the guarantor or supervisor can be found in the section APPLICANTS_ [Study programs](#) _ [More about the program](#).

If you have already chosen your supervisor, **it is necessary to ask them for supervision**. The supervisor needs to confirm their role (email confirmation suffices). In this case, the applicant can consult the project before the application and possibly change it to make it more defensible.

Recognition of Foreign Diplomas and Degrees

Below you can find information concerning the official recognition/nostrification process which is a mandatory part of the Faculty's admission process. Without having finished the nostrification/recognition process, you cannot be enrolled

in your studies if you have a foreign education certificate. You can start the process once you receive confirmation that you have been accepted to your chosen programme. During this process, please, take into consideration the approximate length of each individual procedure.

To begin, you will need your MA diploma (together with the attachments you received, e.g. diploma transcript). You will not be using the original documents but verified copies of the original. Those copies should be certified either through an apostille (in case you are from one of the states that signed the Apostille convention) or super-legalization. Please, bear in mind that only copies in English or Czech language will be accepted for this process.

There are several ways how to get your diploma recognised:

- Recognition by the Faculty

This process is intended for single use only and can be used for one admission process. The process takes up to 30 days and costs 930 CZK (approx. 38 EUR/40 USD).

- Automatic Equivalency

If you are a holder of a degree from Slovakia, Poland, Hungary, or Slovenia, your diploma is deemed automatically equivalent and does not have to undergo the process of recognition.

- Nostrification

Nostrification documents have life-long validity and can be used for any admission process. However, the process can take up to 3 months.

Nostrification of high school diplomas costs 1,000 CZK (approx. 39 EUR/43 USD) while nostrification of higher education certificates costs 3,000 CZK (approx. 117 EUR/130 USD).