

Charles University in Prague, Faculty of Social  
Sciences, Institute of Political Studies

**Notice of the Director no. 12/2021  
(substitutes Notice of the Director no. 6/2013)**

Title:

**Establishment of Rules for the Administrative Procedure of the Entrance Examination for  
Doctoral Studies at IPS FSV UK**

In effect from: 22.12.2021

In Prague on 21. 12. 2021

PhDr. Petr Jüptner, Ph.D.  
Director of the Institute

The Notice was approved on the basis of a discussion at a meeting of the management of IPS FSV UK on  
14 December 2021.

---

**Entrance Examinations for Doctoral Studies at IPS FSV  
UK, Administrative Procedure**

**General division of competences**

Student Services Office

- Communicates with applicants regarding the requirements for applying for doctoral studies and all administrative and organizational aspects of doctoral studies.
- Collects applications, maintains applicant's records, and resolves any discrepancies with applicants regarding application requirements.
- Sends out the decision on the result of the entrance examination to the applicants and handles any appeals.

Guarantor of the study field

- Proposes the members of the entrance examination committee and, subsequently, sends a proposal to the dean for the admission of applicants to study.

CDS

- The Center for Doctoral Studies (CDS) communicates with applicants about the recommended format of the project of the dissertation thesis and - when necessary - mediates contact to potential supervisors (academic consultants).
- CDS collects project proposals at the institute.
- CDS compiles a schedule of entrance examinations for individual study fields and is in charge of organizational aspects of entrance examinations at the institute (communication with members of the admissions committee, room reservation, provision of record-taker, responsibility for delivering all underlying materials to the committee, provision of refreshments through the secretariat, etc.).

**Rules for Admission Procedure**

<https://cuni.cz/UK-8919.html> (Rules for Admission Procedure Rules of 8 February 2018)

**Applicants**

D = Date of entrance examination

|           |   |
|-----------|---|
| By 30. 4. | Applicants submit their applications for a doctoral study through the student services office, including all the requisites (structured curriculum vitae, the certified copy of the university diploma, proof of payment of the application, etc.). The application is submitted in electronic or printed form.   |
| By 13. 5. | Applicants submit to the institute, specifically to CDS, a structured curriculum vitae and the project of their dissertation thesis only electronically to the following address: cds-ips@fsv.cuni.cz.<br><br>Applicants for the study field of political science also submit a list of studied scholarly literature (the list must contain at least 30 academic titles related to the study field profile of the applicant). |

**Institute:**

|           |  |
|-----------|--|
| By 1. 2.  | The guarantor of the study field will list and publish the priority topics of the dissertation theses on the website.                                  |
| By 25. 5. | The CDS compiles a schedule of entrance examinations and sends it.   |
| D-30 days | The guarantor of the study field will send a letter to the dean via the student services office with a proposal for the admission procedure committee. |

|               |   |
|---------------|---|
| D-7 days      | The CDS finalizes all the materials for the entrance examinations (applications, projects, and additional documents from the applicants) and forwards them to the chairperson of the committee for the entrance examinations.   |
| D+max. 7 days | The guarantor of the study field will send a proposal to the dean on the admission of applicants to the study.  |
| D+max. 7 days | CDS will send back to the student services office all materials for the entrance examinations for filing purposes (protocols with the completed course of admission procedure, proposal of the committee for admission or non-admission, signatures of the chairperson of the admission committee, projects, and any additional documents from applicants). |

**Student services office:**

|                 |  |
|-----------------|--|
| max. D-4 months | will publish the conditions of the admission procedure in the SIS.   |
| By 15.5.        | will send to the institute a list of applicants enrolled in the study, whose application meets all the requirements.           |
| D-max. 30 days  | will send official invitations to the entrance examination to individual applicants on the basis of a schedule drafted by CDS. |
| D-14 days       | will send the applications and additional documents of the applicants to the institute.  |
| D+max. 30 days  | will send to the applicants a notification of the result of the entrance examination.  |