



## DECISION OF THE DEAN

### ***on Conditions of Admission to Study in Master's Degree Programmes at the Faculty of Arts at the South Bohemia University in České Budějovice for the Academic Year 2018/2019***

Ref.: DFF/11/17

#### **I. Basic Provisions**

1. On the basis of Sections 48 to 50 of Act No. 111/1998 Coll. I hereby stipulate rules for the admission procedure and conditions for admission to studies in the following degree programmes (1<sup>st</sup> column):

<b>1.1. Consecutive Master's Single Specialisation Programmes:</b>					
<b>Specialisation</b>	<b>Code of the Specialisation</b>	<b>Degree Programme</b>	<b>Code of the Study Programme</b>	<b>Mode of Study</b>	<b>Number of Admitted Students</b>
Archaeology	7105T001	Archaeology	N 7109	on-site	10
Archival Studies	7105T005	Historical Sciences	N 7105	on-site	10
Czech Studies	7310T239	Philology	N 7310	on-site	10
Czech – German Area Studies	7310T346	Philology	N 7310	on-site	10
French Language	7310T318	Philology	N 7310	on-site	10
History	7105T021	Historical Sciences	N 7105	on-site	10
Italian Language	7310T071	Philology	N 7310	on-site	10
Cultural Studies	6107T030	Humanities	N 6107	on-site	10
Spanish Language	7310T319	Philology	N 7310	on-site	10
					90
<b>1.2. Consecutive Master's Dual Specialisation Programmes (only possible to study in combinations - i.e. as a dual specialisations, see point 3):</b>					
<b>Specialisation</b>	<b>Code of the Specialisation</b>	<b>Degree Programme</b>	<b>Code of the Study Programme</b>	<b>Mode of Study</b>	<b>Number of Admitted Students</b>
English and American literature	7310T003	Philology	N 7310	on-site	*
Czech Studies	7310T239	Philology	N 7310	on-site	*
Czech – German Area Studies	7310T346	Philology	N 7310	on-site	*
French Language a literature	7310T318	Philology	N 7310	on-site	*
History	7105T021	Historical Sciences	N 7105	on-site	*
Italian Language and Literature	7310T071	Philology	N 7310	on-site	*
Spanish Language and Literature	7310T319	Philology	N 7310	on-site	*

\* total in all combinations = 30



<b>1.3. Consecutive Master's Dual Specialisation in Translation Studies (only possible to study in the below listed combinations):</b>					
<b>Specialisation</b>	<b>Code of the Specialisation</b>	<b>Degree Programme</b>	<b>Code of the Study Programme</b>	<b>Mode of Study</b>	<b>Number of Admitted Students</b>
English Language Translation Studies – French Language Translation Studies	7310T293 7310T294	Philology	N 7310	on-site	5
English Language Translation Studies – Spanish Language Translation Studies	7310T293 7310T349	Philology	N 7310	on-site	5
<b>1.4. Consecutive Master's Dual Specialisation Programmes for Secondary School Teaching (only possible to study in combinations – i.e. as a dual specialisation, see point 3):</b>					
<b>Specialisation</b>	<b>Code of the Specialisation</b>	<b>Degree Programme</b>	<b>Code of the Study Programme</b>	<b>Mode of Study</b>	<b>Number of Admitted Students</b>
Teaching English for Secondary Schools	7504T023	Secondary School Teaching	N 7504	on-site	*
Czech Language and Literature for Secondary School Teachers	7504T039	Secondary School Teaching	N 7504	on-site	*
Teaching History for Secondary Schools	7504T042	Secondary School Teaching	N 7504	on-site	*
Teaching French for Secondary Schools	7504T052	Secondary School Teaching	N 7504	on-site	*
Teaching Italian for Secondary Schools	7504T314	Secondary School Teaching	N 7504	on-site	*
Teaching Spanish for Secondary Schools	7504T125	Secondary School Teaching	N 7504	on-site	*
*total in all combinations = 30					

- The Consecutive Master's specialisations can be studied at the FA USB only in the **on-site mode of study** and in the Czech language.
- The **dual specialisations** of the Consecutive Master's degree programme accredited at the Faculty of Arts of the University of South Bohemia (hereinafter referred to as the FA USB) can be studied **only in a combination of the individual specialisations**; a combination of a dual specialisation is created by selecting two specialisations within the offer in part 1.2 or 1.4 (see paragraph 1 above).
- To studies in above listed specialisations can be admitted:
  - graduates from a secondary school in the Czech Republic or Slovakia who have at the same time fulfilled the conditions set forth in this Decision,
  - an applicant who has not completed their secondary education in the Czech Republic or Slovakia must, in addition to these conditions, comply with special regulations for studies of foreign nationals at higher education institutions in the Czech Republic (the nostrification process)
- The **application for studies** shall be submitted by **electronic means** through the web interface <https://wstag.jcu.cz/portal/uchazec/eprihlaska.jsp>. The electronic application must be completed and submitted to the admissions portal **by 10<sup>th</sup> April 2018 at the latest** (further information is available at the Faculty's website [www.ff.jcu.cz](http://www.ff.jcu.cz) in the section For Applicants - Admissions Procedure).



Receipt of the e-application is confirmed by an automatically generated IS / STAG e-mail sent to the e-mail address of the applicant.

6. There is an **administrative fee** for the application for studies of **CZK 500 due by 30<sup>th</sup> April 2018**. Payments can **only** be made **by electronic transfer** to the account held at ČSOB České Budějovice **104725778/0300**, variable symbol **6020111**, constant symbol **0008**, the **specific symbol is a number generated by the university system**. Details for payments from abroad: Account No. IBAN: CZ 200300000000104725778, SWIFT: CEKOCZPP, Bank: Československá obchodní banka, for variable symbol and specific symbol see above (for foreign payments please state your surname and first name + admission procedure FA USB in the payment note). **Evidence of payment to the FA USB is not required**. The applicant's fee payment and its successful pairing with the payment order is confirmed by an automatically generated IS / STAG e-mail sent to the e-mail address of the applicant to their email address provided in the application.
7. Each candidate may submit **an unlimited number of applications for studies**. Each separate application is for one specialisation or dual specialization programme (a combination of the offered specialisations in section 1.2 and 1.4 of Paragraph 1 of this Decision above). If the applicant is interested in more specialisations, they shall submit one application for each and pay the administrative fee of **CZK 500, - for each application**. By filing the application, the applicant gives consent to handling their personal data in the extent necessary for registration of the application. After registration of the application by the Study Department of the FA USB, it is not possible to make any additional changes in the application (e.g. change of specialisation). In the applicant decides not to attend the admission procedure at the FA USB or withdraws the application (which must be done in writing), the Faculty shall not reimburse the application administrative fee or transfer it to another higher education or professional school.
8. **The application is considered to be filed and registered only after the payment of the administrative fee has been paired with the application payment order**. Receipt of the application is confirmed by an automatically generated IS / STAG e-mail sent to the e-mail address of the applicant.
9. An applicant with specific needs (with a disability or chronic illness) is entitled to use support services provided by the university for the entrance examination and during their studies upon admission. If they wish to take advantage of this provision, they must check the "Special needs provision" option in the electronic application form. After completing the application, they will be contacted by the Centre for Support for Students with Special Needs and informed about the next steps. Further information can be obtained from the Centre's website <http://centrumssp.jcu.cz/>, via e-mail ( [centrum-ssp@jcu.cz](mailto:centrum-ssp@jcu.cz) ) or phone (389 036 026). It is also possible to consult with the Centre about the suitability of the considered specialisation before filing application for admission to study.
10. The Open Day at the FA USB is held on Friday, **12<sup>th</sup> January 2018**.

## II. Admission Conditions

1. Only graduates of Bachelor's degree programmes in the following specialisations or a related specialisations as listed Part I of this Decision who, by 14<sup>th</sup> September 2018 at the latest, successfully complete their Bachelor's degree studies at a higher education institution in the Czech Republic or comparable foreign higher education institution and shall also comply with the requirements set out in Part III of this Decision, may be admitted to study in the follow-up Master's degree programmes.



<b>Consecutive Master's degree specialisation</b>	<b>Completed Bachelor's Programme</b>
<b>English and American Literature</b>	English Language or a related specialisation
<b>Archaeology</b>	Archaeology or a related specialisation
<b>Archival Studies</b>	Archival Studies or a related specialisation
<b>Czech Studies</b>	Czech Studies or a related specialisation
<b>Czech - German Area Studies</b>	Czech - German Area Studies, European Area Studies, German Language and Literature or a related specialisation
<b>History</b>	History or a related specialisation
<b>French Language</b>	French Language or a related specialisation
<b>French Language and Literature</b>	French Language or a related specialisation
<b>Italian Language</b>	Italian Language or a related specialisation
<b>Italian Language and Literature</b>	Italian Language or a related specialisation
<b>Cultural Studies</b>	Cultural or Media Studies, History, Czech Studies, Aesthetics and related specialisations
<b>English Language Translation Studies</b>	English Philology or other related specialisation while demonstrating command of English
<b>French Language Translation Studies</b>	French Language or a related specialisation
<b>Spanish Language Translation Studies</b>	Spanish Language or a related specialisation
<b>Spanish Language</b>	Spanish Language or a related specialisation
<b>Spanish Language and Literature</b>	Spanish Language or a related specialisation
<b>Teaching English for Secondary Schools</b>	English Language or a related specialisation
<b>Teaching Czech Language and Literature for Secondary Schools</b>	Czech Studies or a related specialisation
<b>Teaching History for Secondary Schools</b>	History or a related specialisation
<b>Teaching French for Secondary Schools</b>	French Language or a related specialisation
<b>Teaching Italian for Secondary Schools</b>	Italian Language or a related specialisation
<b>Teaching Spanish for Secondary Schools</b>	Spanish Language or a related specialisation

2. If unclear, the Director of the Institute of the FA USB guaranteeing the given specialisation shall decide on whether specialisations are related.
3. An officially certified copy of the Bachelor's degree certificate, i.e. a diploma, must be submitted personally to the Dean's Office of the FA USB or sent by registered mail to the address of the Dean's Office of the FA USB (Branišovská 31a, 370 05 České Budějovice) no later than 14th September 2018.
4. If the applicant for studies does not hold a diploma by 14th September 2018, the original of the Study Department's certificate confirming completion of a Bachelor's degree programme and the date of graduation at which the applicant will receive the diploma and DS shall be submitted. An officially certified copy of the diploma shall then be submitted by the admitted applicant no later than 7 calendar days after the date of the graduation to the Study Department of the FA USB.
5. If the candidate for studies is a graduate of a Bachelor's degree at the Faculty of Arts of the USB who successfully completed their studies in the autumn date for the SFE, they do not need to provide the SFE certificate as it will be automatically issued by the Study Department of the FA USB and filed in the candidate admission procedure file. An officially certified copy of the diploma shall then be



submitted in November or December, based on the loan of the diploma from the Study Department before the graduation itself.

6. **The enrolment for all admitted applicants** for the Consecutive Master's programmes will be held at the FA USB **on one date on Thursday 20<sup>th</sup> September 2018.**

### III. Admission Interviews

1. The admission interview is held before the Admissions Board appointed by the Dean of the FA USB.
2. The entrance examination consists of an **interview** during which the candidate demonstrates their knowledge of the chosen specialisation, i.e.:

<b>Consecutive (Master's) Specialisation</b>	<b>Content of the interview</b>
<b>English and American Literature</b>	practical knowledge of English, overview of English and American literature
<b>Archaeology</b>	knowledge of the field of Archaeology
<b>Archival Studies</b>	knowledge of archival studies and auxiliary historical sciences
<b>Czech Studies</b>	knowledge of linguistics, Czech literature and literary sciences
<b>Czech – German Area Studies</b>	knowledge of the German language at level B2 plus to C1 SERR and basic theoretical knowledge corresponding to the standards of Bachelor Czech and German Philology.
<b>History</b>	the ability to interpret history
<b>French Language</b>	practical and theoretical knowledge of the French language
<b>French Language a Literature</b>	practical and theoretical knowledge of French Language and Literature
<b>Italian Language</b>	practical and theoretical knowledge of the Italian language
<b>Italian Language and Literature</b>	practical and theoretical knowledge of Italian Language and Literature
<b>Cultural Studies</b>	knowledge of basic cultural history and works and the basics of the history of civilization
<b>English Language Translation Studies</b>	practical and theoretical knowledge of English
<b>French Language Translation Studies</b>	understanding of field, practical knowledge of the French language and the ability of refined expression in the Czech language
<b>Spanish Language Translation Studies</b>	understanding of the field, practical knowledge of the Spanish language and the ability of refined expression in the Czech language
<b>Spanish Language</b>	practical and theoretical knowledge of Spanish language
<b>Spanish Language and Literature</b>	practical and theoretical knowledge of Spanish Language and Literature



<b>Teaching English for Secondary Schools</b>	knowledge of English and American literature and practical and theoretical knowledge of English
<b>Teaching Czech for Secondary Schools</b>	knowledge of linguistics, Czech literature and literary sciences
<b>Teaching History for Secondary Schools</b>	the ability to interpret history
<b>Teaching French for Secondary Schools</b>	knowledge of French literature and practical and theoretical knowledge of French language
<b>Teaching Italian for Secondary Schools</b>	knowledge of Italian literature and practical and theoretical knowledge of Italian language
<b>Teaching Spanish for Secondary Schools</b>	knowledge of Spanish literature and practical and theoretical knowledge of Spanish language

3. The result of the oral interview in the single-specialisation consecutive Master's specialisation will be scored in the **range of 0-100 points**.  
For studies in the above-mentioned single-specialisation Master's programmes may be admitted only a candidate who **gains at least 30 points**.
4. **The result of an oral interview in a dual Consecutive Master's degree programme will be evaluated in the scale of 0-100 points** for each branch of this combination. A candidate who **obtains at least 30 points in each interview** can be admitted to study in these specialisations.
5. **The admission procedures in the specialisations listed in Part I of this Decision will take place from 11 to 22 June 2018 in two equivalent dates**. The exact dates and further instructions will be communicated to applicants in the interview invitation received by post no later than **23<sup>rd</sup> May 2018** (these dates and instructions will also be published on the Faculty website [www.ff.jcu.cz](http://www.ff.jcu.cz) section **Applicants for Studies - Admissions** at the same time).

#### IV. Final Provisions

1. During the admission procedure, no information shall be given on partial results and applicant's ranking.
2. The Dean of the FA USB decides on the admission or non-admission of an applicant and notify them in a registered letter delivered by post to the addressee in return for an acknowledgement of receipt to the contact address provided in the application within 21 days from the end of the admission interviews.
3. These conditions for admission to studies were discussed and approved by the Academic Senate of the FA USB on 9<sup>th</sup> November 2017.

In České Budějovice on 10th November 2017

Prof. PaedDr. Vladimír Papoušek, CSc.  
Dean