



DEAN'S DECREE

on the Admission Conditions for PhD Programmes Accredited in the English Language at the Faculty of Arts, University of South Bohemia in České Budějovice in the Academic Year 2023/2024

Ref: DFF/14/22

Subject to Sections 48 to 50 of Act No. 111/1998 Coll. the conditions for admission to the following PhD programmes accredited in the English language at the Faculty of Arts, University of South Bohemia in České Budějovice (FA USB), are set thus:

Programme of Study	Code of the Programme	Mode of Study	Number of PhD places available
Archaeology	P0222D120029	full-time/part-time	3
Theory and History of Modern Czech Literature	P0232D090015	full-time/part-time	3

1. The standard length of study is four years. The maximum duration of study is six years.
2. Full-time PhD students who study in the „Student Mode“, as approved by the Czech Ministry of Education, Youth and Sports, are eligible for a scholarship pursuant to the provisions of the Decree by the Ministry of Education, Youth and Sports and Scholarship and Bursary Regulations of the University of South Bohemia in České Budějovice.
3. Applicants may be admitted to PhD programmes subject to the satisfactory submission of their application to the Dean's Office, FA USB, **by April 30, 2023**. Applicants must satisfy one of the following eligibility criteria:
 - a. be a graduate who has completed a master's degree in the Czech Republic or Slovakia and, at the same time, meets the conditions specified in the present decree below (Clauses 4 to 14); or
 - b. be a graduate who has completed a master's degree elsewhere; this is subject to Section 48, letter 3 of the Act on Universities. A graduate must provide a certified copy of their diploma, awarded on successful completion of their master's degree in compliance with the legal provisions of the foreign country. The original copy of the diploma must be accompanied by an officially certified translation into the Czech language.

FA USB reserves the right to request applicants to submit a certificate of Recognition of Foreign Education and Qualifications in the Czech Republic, awarded in compliance with Sections 89 and 90 or prior legal provisions.

Applications shall be sent to: Dean's Office, Faculty of Arts, University of South Bohemia in České Budějovice, Branišovská 31a, 370 05 České Budějovice (please mark the envelope "Admission Procedure").



- Pursuant to Clause 3, applicants for the PhD programme **Archaeology** may be admitted on the understanding that they have completed their master's degree in archaeology or related field **by September 29, 2023**, at the latest and meet all of the other requirements as set out in this decree.

Pursuant to Clause 3, applicants for the PhD programme **Theory and History of Modern Czech Literature** may be admitted on the understanding that they have completed their master's degree in Czech literature or related field **by September 29, 2023**, at the latest and meet all of the other requirements as set out in this decree.

- Admission interviews are undertaken by an admission commission as proposed by the appropriate PhD Study Board and appointed by the Dean of the Faculty of Arts. The **interview shall test the applicant's factual and methodological knowledge in their respective field of study, explore their understanding of what it means to study at this level of scholarship as well as the applicant's motivation, resilience and ability to work independently**. In addition, the admission commission shall take the opportunity to discuss the PhD proposal included by the applicant as part of their application (applicants shall submit a proposition of their PhD thesis and bibliography). Applicants shall present achievements of their professional practice, such as diploma thesis and publication record to date. The admission interviews will be assessed on the basis of the applicant's scholarship abilities and the readiness of their PhD project proposal.
- The admission interviews will take place **from June 5 to June 16, 2023**. The exact date and other instructions will be sent to applicants electronically to the email address provided in the application by May 19, 2023 at the latest.
- Applicants who have been unable to attend the admission interview due to serious medical or personal reasons and who present either a medical certificate providing detail of their medical incapacity or submit a letter stating the reasons for their absence will be considered. Any such application must be received at the Dean's office no later than five working days after that set for the admission interview. Successful applicants shall be invited for a re-arranged interview in September. The date shall be determined by the Dean of the FA USB.
- The admission commission shall, based on the documents submitted by the applicant and on the interview undertaken, recommend the applicant be admitted or not admitted.
- Based on the recommendations of the admissions commission and ratification by the Programme Director, the Dean shall have the final authority in deciding whether the applicant will be rejected or accepted. All applicants will be informed in writing of the outcome within seven days of the admission procedure.
- Applicants who have not been offered a place have the **right to appeal**. The appeal shall be submitted to the Dean within 30 days from the notification of the original decision. If the appeal is not upheld by the Dean, it shall be referred to the Rector of the University of South Bohemia in České Budějovice for final review. There is no appeal against the rector's verdict. Applicants considering an appeal have the right to review their file which served as the basis of the Dean's decision. They cannot, however, review the files of other applicants. The access to the files shall be granted to applicants at the Study Department FA USB on July 10 to July 14, 2023, from 8 a.m. to 10 a.m.
- The applicant's supervisors are nominated by the admission committee and approved by the appropriate PhD Study Board; the publication record of the nominated supervisors shall meet the requirements for the degree of Assistant Professor.



12. Applicants shall complete and submit their **application** electronically at <https://wstag.jcu.cz/portal/uchazec/eprihlaska.jsp>. Receipt of the application is confirmed by an automatically generated e-mail sent to the applicant's registered e-mail address. Applicants shall then print out a copy of their electronic application and add the required attachments. **The application shall be accompanied by a detailed curriculum vitae, information on the applicant's professional experience and a list of publications.** In addition, the application shall include **a proposition of the PhD project and a bibliography of source materials to be drawn on in the research pursued.** Applicants who have completed their master's degree and hold a certified copy of their diploma shall enclose this with their paper-based application. Applicants who are in the process of completing their master's degree or are awaiting the receipt of their diploma shall submit a copy to the Study Department, FA USB, by September 29, 2023 at the latest.

It is important to note that the paper-based application and all appropriate attachments shall be sent to the Dean's Office, Faculty of Arts, University of South Bohemia in České Budějovice, Branišovská 31a, 370 05 České Budějovice (please mark the envelope "Admission Procedure"). **The deadline for submission is April 30, 2023.**

13. **An administrative charge** of CZK 500 must be paid by the applicant by April 30, 2023. Cashless payments are preferred, made either by payment cards or by bank transfer to the bank account at CSOB České Budějovice, account number 104725778/0300, the variable symbol 6020111, constant symbol 0008, with the specific symbol being the number generated by the system. For payments from abroad: account no. IBAN CZ 200300000000104725778, SWIFT: CEKOCZPP, Bank: Československa obchodní banka, for the variable and specific symbols see above (in payments from abroad please enter your first and last name into the note field + admission procedure FA USB). FA USB provides for cash payments in the central USB cash office at Branišovská 31a, 3rd floor, office no. RF 03 006). **A receipt of payment is not required.**

14. Admitted applicants shall **enrol** on October 6, 2023, at 9.30 a.m. in the meeting room Z1, FA USB, Branišovská 31a, České Budějovice.

15. Pursuant to the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, Section 58, paragraph 4, **a study fee** of CZK 500 is set for studying in a foreign language for every commenced 12 months of study.

16. These conditions for admission were approved as submitted by the Academic Senate, FA USB, on November 24, 2022.

In České Budějovice, on November 29, 2022.

prof. Ondřej Pešek, Ph.D., v. r.
Dean