



# JAN AMOS KOMENSKÝ UNIVERSITY PRAGUE

Roháčova 63, 130 00 Prague 3, Czech Republic, tel.: +420 267 199 001,  
fax: +420 267 199 040

## Vice-Chancellor's Ruling no. 5/2016

### Criteria for acceptance of candidates for bachelor's study for fields of study with tuition in a foreign language for the academic year 2016/2017

In accordance with the Act on Higher Education Institutions and Amendments and Supplement to Some Other Acts, (the Higher Education Act) as amended, no. 111/1998 collections, I am issuing the following ruling, which contains the criteria for acceptance of candidates into the bachelor's program of fields of study with tuition in a foreign language (hereafter "courses") implemented by the Jan Amos Komenský University Prague Ltd. (hereafter JAKU):

1. Courses in question are only opened with a minimum of 12 enrolled students.
2. The basic criterion of acceptance for study is the completion and graduation from a secondary or secondary technical school.
3. All candidates for the courses must pass an oral exam, which includes the following areas with the following maximum possible number of attainable points:
  - assessment of pronunciation and speaking abilities in English (with recognition of a certificate obtained for passing an internationally recognised test of English language or the state language exam as the case may be) - max. 20 points,
  - presentation of reasons for studying presented to the selected department – max. 20 points.

The minimum cut-off to be accepted for study is 11 points for the assessment of pronunciation and speaking ability in English and 9 points for the presentation to the selected department. Candidate ranking will be determined according to the highest total points achieved. In cases where candidates achieve an equal number of points, the candidate ranking will be based on the order in which candidates enrol.

4. Participation in the entrance exam is based on the submission of the completed study enrolment form at the university with the attachment or attachments. The study enrolment form is available on the university's webpage: [www.ujak.cz](http://www.ujak.cz)
5. The fee for the entrance exam is 500 CZK, which must be paid into JAKU's bank account with the bank Česká spořitelna, account number 1943622379/0800. When making the payment, the date of birth of the candidate is to be used as the variable symbol in the form DDMMYY. The entrance exam fee is non-refundable.
6. The attached documents for study enrolment are:
  - a) school leaving certificate in an officially verified copy,

- b) proof of payment of entrance exam fee,
- c) two passport photos.

For candidates, who have completed secondary or secondary technical education abroad (except in Slovakia) the following are also required:

- d) an official translation of the school leaving certificate into Czech in an officially verified copy,
- e) validation of foreign studies, including the decision in an officially verified copy.

7. Completed and signed printed enrolment form with attachments must be submitted to this address:

Jan Amos Komenský University Prague I.t.d.  
Study department  
Roháčova 63  
130 00 Praha 3  
Czech Republic

8. The time period for submission of study enrolment forms ends four months from the day this ruling comes into effect, that day being 10. 06. 2016. The absolute latest which an enrolment form can be submitted to JAKU is by the end of office hours of the aforementioned day.
9. An invitation in writing to the oral entrance exam will be sent to candidates by 17. 06. 2016.
10. The oral entrance exam will take place from 27. 06. – 30. 06. 2016 without the possibility for study candidates to select a specific time.
11. The decision regarding a candidate's acceptance or not will be made by JAKU by 15. 07. 2016. The candidates will be informed of the decision in writing.
12. Following the notification of acceptance for study it is necessary without delay for the candidate to pay the tuition fee (variable symbol for payment and account number are provided in the money order, which is included in the attachment of the posted notification of acceptance for study) for the winter semester of the academic year 2016/2017 no later than 19. 08. 2016. At the same time, the payment must be entered into the school's account by the stated day and subsequently the registration completed no later than 31. 08. 2016, otherwise the candidate's entitlement to admission for study is nullified and the candidate will not become a student of JAKU.
13. JAKU reserves the right to schedule another time for the entrance exam, and this fact will be published on the official notice board of JAKU [www.ujak.cz](http://www.ujak.cz)
14. This ruling comes into effect on 10. 02. 2016.

In Prague on 10<sup>th</sup> February

  
doc. PhDr. Luboš Chaloupka, CSc.  
Vice-Chancellor