Information on the Admission Procedure

To start the admission procedure you need to submit an application. In this application you choose a study programme and branch, state an expected doctoral thesis topic (from those offered by the branch of study), and choose an advisor. We recommend discussing these at the department concerned before submitting your application. To apply for one of our doctoral study programmes you must hold or be working towards a master's diploma and have the necessary abilities for research. The latter consists mainly of the knowledge of the chosen field, English language, and the ability of independent creative work as well as teamwork. The assessment of these abilities is based on the documents submitted with your application and on the entrance examination, if the latter is not waived (see below). The entrance examination has two parts – examination in the expertise in the field and examination in the English language.

Subject entrance examination

The subject entrance examination takes the form of a discussion about the chosen study programme and the intended doctoral thesis topic. The committee judges the applicant’s interest in the field, motivation, expertise, and overall readiness for doctoral studies. The level of knowledge expected is that required for passing the state final examination of the corresponding master's study programme and branch at Charles University. The applicant must demonstrate his/her insight into the basic areas of science relevant to the chosen thesis topic. The committee also takes into account documents submitted with the application, namely the statement by the proposed advisor, by the head of the proposed training department, recommendation letters, CV, and the letter of motivation.

Waiver of subject entrance examination

You do not need to take the entrance examination when you are given an opinion in favour of acceptance by your proposed advisor, by the head of the proposed training department, and by the chairman of the corresponding Council for Doctoral Study Branch (RDSO), and when you satisfy at least one of the following conditions:

1. your work has been recognized in the SVOČ competition in computer science, mathematics, or teaching of mathematics (for study programmes Computer Science and Mathematics);
2. your work has been recognized at the Czech-Slovak Student Conference on Physics (for study programme Physics);
3. your original scientific work on a relevant topic has been published, or has been accepted for publication, in a reviewed medium indexed by MathSciNet, SCOPUS or ISI Web of Knowledge databases;
4. you have finished a master's study programme in Physics, Computer Science, or Mathematics in the academic year 2015/2016, and your grade in each part of the state final examination is „excellent“ or „very good“ (for study programmes Physics, Computer Science, and Mathematics);
5. you have gained at least 120 credits in the master's study programme Physics, Computer Science, or Mathematics in academic years 2014/15 and 2015/16, and your average grade is at most 1.5, where 1=„excellent“, 2=„very good“, and 3=„satisfactory“ (for study programmes Physics, Computer Science, and Mathematics);
6. you have achieved other remarkable results testifying to your ability for doctoral studies.

You need to apply for the waiver and prove that you satisfy some of the above conditions, by no later than May 31, 2017 in case of points 1, 2, 3, 5 and 6, and by June 20 in case of point 4. In mid May all applicants without a waiver receive an invitation to take the entrance examination from the
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Faculty of Mathematics and Physics. If the Faculty approves the waiver, the invitation ceases to apply.

**Language entrance examination**

The language entrance examination verifies that you have an adequate command of the English language, i.e. at least at level B2 of the Common European Framework of Reference for Languages (CEFR).

**Conditions for a language examination waiver**

You do not need to take the entrance examination in English if you have completed at least two years of your previous education at secondary or university level with English as the sole language of instruction in one of the following countries: Australia, Canada, Ireland, New Zealand, UK, USA. You also do not need to take the entrance examination in English if you have already passed one of the following exams (in some cases we recognize the exam only with a minimum score or level):

- General State Language Examination in English in the Czech Republic
- examination in English at Charles University, Faculty of Mathematics and Physics
- TOEFL (paper) – 550 points
- TOEFL (computer) – 213 points
- TOEFL (internet) – 80 points
- IELTS – 6.5 points
- Cambridge ESOL CPE
- Cambridge ESOL CAE
- Cambridge ESOL FCE – (Grade A, B, C)
- City & Guilds International ESOL IESOL and ISESOL, expert level
- TELC (The European Language Certificates) – TELC English level C1
- UNIcert – level C1
- Melab – 77 points
- Examination for the Certificate of Proficiency in English (ECPE)
- Test of English for International Communication (TOEIC) – 605 points
- International ESOL and Spoken ESOL – Expert LanguageCert and Mastery LanguageCert

You need to demonstrate your English language proficiency by April 30, 2017, in exceptional cases by September 30, 2017.

**Admission for studies**

You will be admitted for studies if you have completed a Master degree programme, successfully pass (or get a waiver of) the subject and language entrance examination, and if an advisor in the required study programme is available.

**Application Form Requisites**

The admission procedure commences with the submission of an application. In the application you choose a study programme and branch, and you state an expected doctoral thesis topic (from those offered by the branch of study), and choose an advisor. We recommend discussing these at the department concerned before submitting your application. Applications are to be submitted electronically via the Student Information System of Charles University at https://is.cuni.cz/studium/eng/prihlaska/ . You need to fill in the application form, confirm it, and submit it in the system. Electronically submitted applications do not need to be sent in paper form.
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After the completion and submission of an electronic application, the information system generates a 6-digit ID number for each applicant; this ID should be given in any subsequent correspondence about the application with the Department of Student Affairs.

An application fee must be paid for each application. The fee is to be paid by the application submission deadline to the bank account below with the 6-digit ID applicant number as a `specific symbol'. The fee can either be paid in EUR or in CZK. The application fee is non-refundable. You can pay the fee by postal order or by bank transfer; the faculty cannot accept payments in cash. When paying by bank transfer, please be aware that you are obliged to pay any additional fees charged by the banks (esp. when paying from abroad).

Bank details for the application fee:
Bank: Komercni banka
Account number: 21210277/0100
IBAN: CZ49 0100 0000 0000 2121 0277
SWIFT: KOMB CZ PP
Variable symbol: 1
Constant symbol: bank transfer 0308, postal order 0179
Specific symbol: generated by the Student Information System

A certified copy of your master’s diploma (or a certificate of completing a university education) needs to be delivered as soon as possible after the application submission, and in any case no later than September 30, 2017. This is not required from students and graduates of the Charles University, Faculty of Mathematics and Physics. If the application is not completed and confirmed, or the application fee is not fully paid in due time, and the deficiencies are not corrected in the additional time permitted, the application is considered unsubmitted.

Attachments to the application

• a document proving the completion of a master's study programme;
• a statement by the proposed advisor (http://mff.cuni.cz/studium/formulare/form57.pdf), by the head of the proposed training department, and by the chairman of the corresponding Council for Doctoral Study Branch (RDSO);
• two letters of recommendation (recommended);
• a brief CV and a letter of motivation (recommended);
• other above-mentioned documents if you apply for a waiver of the subject or language entrance examination.