

Charles University  
Faculty of Science  
Albertov 6  
128 00 Praha 2

**DEAN'S MEASURE no. 05/2025**  
**Organisational and administrative rules for viewing applicants' files during the admission  
procedure for the academic year 2025/2026**

**Art. 1**  
**Subject of the measure**

According to § 50 par. 5 law no. 111/1998 on higher education, applicants have right to view own file. This measure sets rules for such viewing during the admission procedure.

**Art. 2**  
**Possibility to view a file**

1. Applicants who have applied for studies in the academic year 2025/2026 at the Faculty of Science, Charles University, will have the possibility to view their files on following days:  
15. 7. 2025 from 10:00 to 11:30,  
17. 7. 2025 from 13:00 to 14:30,  
22. 7. 2025 from 10:00 to 11:30 and  
24. 7. 2025 from 10:00 to 11:30.
2. Applicants who have applied for doctoral studies in the academic year 2025/2026 at the Faculty of Science, Charles University with start of studies on 1. 4. 2026 will be able to view their files during individually arranged appointment.
3. Viewing of the files will be provided at the student register of the Faculty of Science, Charles University and by the employees of the register. The address is Na Slupi 16, Praha 2. The applicants for bachelor and master studies shall go to the first floor, the applicants for doctoral studies to the second floor.

**Art. 3**  
**Concluding remarks**

1. This measure cancels the Dean's Measure no. 4/2024.
2. This measure comes into force on the day of publication.
3. The person responsible for the realisation of this measure and its control is the Head of the Student Affairs Division.

In Prague 28. 3. 2025

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doc. RNDr. Ing. Vladimír Krylov, Ph.D.  
dean