

English Language Exams KAL/91ADA
CJV – Language Centre at the Faculty of Arts

Information for PhD students

TUTORIAL (about 90 minutes)

- Tutorials will be held at the beginning of winter and summer semesters. Tutorial dates will be announced through Stag before the beginning of each semester. Look for *timetable dates* and sign up for one date.
- You will obtain all the necessary information about the written test (credit) and the oral exam. You will also try the Use of English part and get tips on how to best prepare for this part of the written test.
- Once registered in Stag, you will get access to the material on Moodle (**moodle.upol.cz**), where all the information is available for you: sample tests and other study materials that can be downloaded or printed.

RECOMMENDATION: It is advisable for you to attend the tutorial in the winter semester - exam can be taken in winter or summer semester, depending on how much time you need for preparation. Feel free to contact me if you need any help or advice.

STAG

- The Stag provides you with the basic information about the written test and oral exam + tutorial listed dates and dates of the written and oral exams.
- When you sign up for the exam, you have to take it in the same academic year. If you do not show up for the test or fail it three times, you will get 'Nesplnil' in Stag and are obliged to register for the exam in the next academic year. The exam may not be registered for more than twice during your study. You have three attempts to pass the exam during one academic year – first attempt and two retakes.

CREDITS TESTS AND EXAM DATES

- The dates of credit tests and oral exams will be spread throughout the whole academic year for you to be able to choose the most appropriate ones. All dates will be marked in Stag as "everyone", with no difference made between first attempt, first retake or second retake. All dates will be open to all students whether it will be your first attempt or retake. This means that the 'course' can be completed during the teaching period of the semester.

TIP: It is advisable to register for earlier dates announced in Stag and not to leave your first attempt for May or June. If you register for one of the last dates and fail, there will not be any additional dates for your retakes.

TIP: If you own an International B2 certificate, have studied English Philology or a related subject, you will be exempted from taking the written test. A copy of the certificate must be submitted. However, this certificate can be recognized only if it is less than five years old. Granting credit will be recorded in the electronic study system Stag. If your certificate is recognized, you are required to take only the oral exam.

- Dates of the written exam (credit test) will be announced in Stag at the beginning of each semester (probably after the tutorial, when it is obvious how many students have registered for the exam). The test takes 60 minutes.
- The dates of the oral exams will be announced in Stag successively according to the number of students who have passed the written test. Three students can register for the oral exam per hour.
- External PhD students, particularly those commuting from other cities, are given the opportunity to take the oral exam on the day of the written exam on condition they passed the credit test and had submitted the required material (at least 10 days prior to the oral exam).

MOODLE

Please log on **moodle.upol.cz** - the same password you use for accessing Stag.

Here you will find all the information and material you need for the exam:

- **Credit test and oral exam: description and requirements** - information about the format of the exam.
- **Evaluation criteria of the oral exam** - pay attention not only to the language, but also your presentation skills (see *Most frequent errors ...*).
- **The most frequent errors in students' presentations** - an overview of errors made by doctoral students including a list of words very often mispronounced by students.
- **Sample Test_1 and Sample Test_2** including **keys** for self-study. You should achieve at least 60% to pass the test. Each correct answer carries one point (40 points altogether).
- **Reading Glossary** – you are not allowed to use a dictionary during the written test. This glossary will help with some of the more difficult words that you might come across in the reading texts. This glossary is meant for home preparation only.
- **IPA** - International Phonetic Alphabet
- **Dictionary links** where you can find pronunciation and transcription of the words you need for your list of specialist vocabulary.
- **Three examples of PPT presentations** with mistakes you should avoid.

OPTIONAL

- **FCE_Self-Study Material** – B2 material for self-study – you can choose only those parts that are tested in the PhD language exam.
- **Phrasal verbs** - an overview of the most common phrasal verbs on level B2
- **Prepositions** – self-study material including key

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KAA FF UP – Křížkovského 10 (my office is on the 3rd floor in the rear building)
CJV FF UP – Vodární 6