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**Announcement of the admission procedure for Bachelor and Master studies taught in English for the academic year 2023/2024 at the Faculty of Agrobiolgy, Food and Natural Resources of CZU**

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**Part A**

**Announcement of the admission procedure for bachelor studies taught in English for the academic year 2023/2024 at the Faculty of Agrobiolgy, Food and Natural Resources**

Article 1

**Introductory Provisions**

- (1) In accordance with the Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education) as amended and in accordance with other subsequent internal regulations, the Faculty of Agrobiolgy, Food and Natural Resources of the CZU in Prague (hereinafter "FAFNR") announces the terms of the admission procedure to Bachelor's Study Programmes taught in English for the academic year 2021/2022. The general conditions for acceptance to study at the CZU and the requirements of admission procedure are set in paragraphs 48 – 50 of the Act on Higher Education, as amended and in accordance with Article 22 and 24 of the Statute of the CZU in Prague.

Article 2

**Publication of information on the admission procedure for bachelor's study programmes in English**

- (1) Information on the admission procedure at FAFNR for individual accredited bachelor's study programmes taught in English is published on the website of FAFNR at <https://www.af.czu.cz/en/r-9372-study>.

Article 3

**Submission of application to study**

- (1) **Applications for study in the academic year 2023/2024 are accepted by the FAFNR between**  
**15 October 2022 and 31 January 2023.**

- (2) **Admission is conditional on a duly submitted application, attainment of secondary education with a secondary school leaving examination and successful completion of the entrance examination.**
- (3) The application for study is submitted by the applicant only in the form of an electronic application via the university information system of CZU. The form is available at <https://is.czu.cz/prihlaska>. In case of interest in more than one study programme, the application form for each programme is submitted separately.
- (4) **A fully completed application form must be submitted in the university information system no later than 31 January 2023.**
- (5) **Through the address <https://is.czu.cz/prihlaska>, the applicant receives all communications regarding the admission procedure** (e.g. notification of the result or fulfilment of the conditions of the admission procedure; invitation to enrol).
- (6) **The fee for the admission procedure is CZK 750 and is payable by 31 January 2023 at the latest.** This fee must be paid separately for each application submitted and cannot be paid in one single payment. Instructions for payment will be displayed after the application form has been created at <https://is.czu.cz/prihlaska>. The status of the fee payment can also be monitored at the same address. The fee is non-refundable at any stage of the admission procedure (except as provided in Article 9, paragraph (2)).

#### Article 4

#### **Conditions of admission to bachelor's study programmes in English**

- (1) The main conditions that must be met for admission to study are as follows:
  - a) **Submission of a duly completed application form and payment of the admission fee no later than 31 January 2023.**
  - b) **Completion of secondary education with a secondary school leaving examination evidenced by an officially certified copy of the secondary school leaving certificate/diploma** (or an officially certified copy of a document certifying the equivalence of foreign secondary education, or an evaluation of the foreign education of applicants for study as part of the admission procedure on the basis of Rector's Directive No.2/2021 - see <https://www.czu.cz/en/r-9190-international-relations/r-9285-general-information/r-14705-foreign-education-evaluation/foreign-education-evaluation.html>) **no later than on the day of enrolment.**
  - c) **Successful completion of the entrance examination in biology and chemistry held in English.**

Article 5  
**Entrance examination**

- (1) Set date: **15 February 2023**.
- (2) Alternative date: **22 February 2023** (for inclusion in the alternative date, an application must be submitted).
- (3) Form and content of the entrance examination: **a written test in biology and chemistry in English - held in person at FAFNR**.
- (4) The form and content of the entrance examination may be modified by the Dean of FAFNR in case of force majeure (vis maior).
- (5) Applicants will receive an invitation to the entrance examination with information about the exact venue in the week of 6 February 2023 via the university information system at <https://is.czu.cz/prihlaska>.
- (6) An applicant may request an alternative date for the entrance examination if he/she is unable to attend the entrance examination on the set date for serious reasons, in particular health reasons. The request for an alternative date may be submitted either in person at the International Relations Office of FAFNR or by e-mail to the following address: [iro@af.czu.cz](mailto:iro@af.czu.cz) no later than on the day of the set date of the entrance examination. Requests for an alternative date submitted later will not be considered. Candidates may request an adaptation of the entrance examination due to their disabilities, including specific learning difficulties. In such a case, a written request must be submitted by 31 January 2023 at the latest (in person at the International Relations Office of FAFNR or in writing: International Relations Office of Faculty of Agrobiolgy, Food and Natural Resources, Czech University of Life Sciences, Kamýcká 129, 165 00, Prague-Suchdol). The application must state the specific requirements for the adaptation of the entrance examination, which must be supported by a medical report or a statement from the relevant professional department. The dean decides on the application. If a medical handicap is claimed subsequently, for example in the context of a review procedure, it cannot be considered in the decision.
- (7) Conduct and evaluation of the entrance examination
  - a) On the day of the entrance examination, the applicant must present a valid official identity card (ID card, passport). In addition, the applicant must present an officially certified copy of his/her secondary school leaving certificate/diploma or an officially certified copy of a document certifying the equivalence of foreign secondary education (or **documents for the evaluation of foreign education** of applicants for admission to the study on the basis of Rector's Directive No. 2/2021 - see <https://www.czu.cz/en/r-9190-international-relations/r-9285-general-information/r-14705-foreign-education-evaluation/foreign-education-evaluation.html>), if the secondary school leaving certificate/diploma is issued abroad and unless an international treaty stipulates otherwise. An exception is made for graduates of Slovak secondary schools who submit only an officially certified copy of their school leaving certificate.

- b) Written tests in biology and chemistry. The tests are in English. Each test consists of 50 questions. For each question there are 4 possible options to answer marked with letters a, b, c, d. The duration of each test is 50 minutes. 2 points are awarded for each question answered correctly. The maximum total number of points obtained is 100 for each test. For each question, one and only one answer is correct. Only the marking of this single correct answer is considered as the correct answer. Any other option (marking the wrong option, marking more than one option including the correct option, not marking any option) is considered an incorrect answer. No points will be deducted for an incorrect answer. Only the answer form is used to evaluate the written test; it is computer scanned and processed anonymously electronically. The answer form is identified by an assigned identification number (application number), which is given to the candidate when the application is submitted. The success criterion for the written test is the number of points obtained based on the answers.
- (8) The result of the entrance examination will be notified to the candidate within three working days from the date of the examination via the university information system of CZU at <https://is.czu.cz/prihlaska>.

#### Article 6

#### Criteria for evaluating applicants

- (1) The number of admitted applicants is limited by the capacity of individual study programmes.
- (2) The maximum number of applicants who may be admitted to study in the study programme:
- Sustainable Use of Natural Resources is: 20;
  - Agriculture and Food is: 25.
- (3) The maximum number of points obtained in the entrance examination is 100 in each test (written test in biology and chemistry). Only applicants who obtain a minimum of 40 points in each test may be admitted to study. Students are admitted in order of the number of points obtained until the maximum number of applicants is reached.

#### Article 7

#### Announcement of the results of the admission procedure

- (1) Date of the meeting of the Main Admissions Committee: **24 February 2023**.
- (2) Deadline for issuing the decision: 28 February 2023 at the latest.
- (3) Closing date: 30 September 2023.
- (4) The result of the admission procedure (decision on admission or non-admission to study the programme) will be delivered to the applicant no later than 17 March 2023 via the university information system of the CZU in accordance with Article 69a(1) of the Higher Education Act at <https://is.czu.cz/prihlaska>. The issued decision will be stored in the

student's document storage in the university information system of the CZU and will be deemed to have been delivered.

- (5) In the case of a decision on admission, the applicant is entitled to enrol in studies if he/she provides an officially certified copy of his/her secondary school leaving certificate/diploma or an officially certified copy of a document certifying the equivalence of foreign secondary education (or an evaluation of the foreign education of applicants for studies in the admissions procedure on the basis of Rector's Directive No.2/2021 - see <https://www.czu.cz/en/r-9190-international-relations/r-9285-general-information/r-14705-foreign-education-evaluation/foreign-education-evaluation.html>), if the secondary school leaving certificate/diploma is issued abroad and unless an international treaty provides otherwise. An exception is made for graduates of Slovak secondary schools who submit only an officially certified copy of their school leaving certificate.

#### Article 8

#### **Enrolment in the bachelor's study programme taught in English**

- (1) Enrolment of newly admitted students in the first year of bachelor's programmes in English shall take place on 21 September 2023.
- (2) Applicants will receive an invitation to enrol in studies via the university information system of the CZU at <https://is.czu.cz/prihlaska> no later than 31 July 2023. The enrolment date indicated on the invitation is binding for the students.
- (3) For enrolment, candidates shall bring:
- **An identity card or passport,**
  - **an officially certified copy of his/her secondary school leaving certificate/diploma** or an officially certified copy of a document certifying the equivalence of foreign secondary education (or an evaluation of the foreign education of applicants for studies in the admissions procedure on the basis of Rector's Directive No.2/2021), if the secondary school leaving certificate/diploma is issued abroad and unless an international treaty provides otherwise. An exception is made for graduates of Slovak secondary schools who submit only an officially certified copy of their school leaving certificate.
- (4) At the time of enrolment, the fulfilment of the conditions of admission to study referred to in Section 48(1) of Act No.111/1998 Coll., on universities and on Amendments and Additions to Other Acts (the Universities Act), which is the attainment of secondary education with the secondary school leaving examination, shall be checked.

If an applicant cannot evidence his/her secondary school leaving certificate/diploma by the deadline for enrolment in the study, and if a graduate of a foreign secondary school (with the exception of Slovakia) cannot prove that his/her education has been nostrified (or that the foreign education of applicants for study has been evaluated as part of the admissions procedure on the basis of Rector's Directive No.2/2021), he/she cannot be enrolled in the study. In such a case, he/she may submit a written request for an **alternative enrolment date**. We recommend that the request be accompanied by a confirmation from

the secondary school stating the reason for the failure to pass the secondary school leaving examination and the date on which it is scheduled to take place. A graduate of a foreign secondary school must submit a confirmation from the Department of Education, Youth and Sports of the relevant Regional Office (or the Prague City Hall) about the ongoing negotiations on the recognition of the equivalence of the document of education obtained abroad with similar education that can be achieved at secondary schools in the Czech Republic, or a confirmation from the Rector's Office about the request for evaluation of foreign education of applicants for study in the admission procedure on the basis of Rector's Directive No. 2/2021 within the framework of the CZU in Prague.

- (5) If the applicant fails to appear for enrolment or fails to excuse himself/herself in writing for serious and acceptable reasons within 5 working days, his/her right to enrol in the study shall expire. The Dean shall decide on the acceptability of the reasons.
- (6) A written request for an alternative date of enrolment may be submitted **no later than 5 working days after the date of enrolment to which the applicant has been invited.**

The applicant may submit the application either by e-mail to [iro@af.czu.cz](mailto:iro@af.czu.cz), by mailbox (CZU mailbox ID: 3hdj9cb), or by registered post to:

International Relations Office  
Faculty of Agrobiolgy, Food and Natural Resources  
Czech University of Life Sciences Prague  
Kamýcká 129  
165 00–Praha Suchdol  
Czech Republic

Later requests for an alternative date will not be considered.

- (7) The alternative date of enrolment in the study will be communicated to the applicant via the university information system of CZU at <https://is.czu.cz/prihlaska/?lang=en>.

## Article 9 Tuition fee

- (1) The **following amount is charged** for the study of bachelor's programmes in English:
  - a) Study programme: Sustainable Use of Natural Resources: CZK 42 000,
  - b) Study programme: Agriculture and Food: CZK 57 000
- (2) The fee is stated per academic year and is payable prior to the commencement of studies, **but no later than 30 June 2023.**
- (3) **Refund of the English-taught study fee after enrolment:** If an applicant has paid the English-taught study tuition fee, but his/her application for a visa/permit for long-term stay has been rejected and he/she has already enrolled for studies, the tuition fee may be refunded to the applicant upon his/her request, but only in the amount of the amount credited to the CZU account under the following conditions:
  - a) the application for a visa/permit for long-term stay is rejected in September 2023 = the entire tuition fee credited to the account of CZU is refundable,

- b) the application for a visa/permit for long-term stay is rejected in October 2023 = 2/3 of the tuition fee credited to the account of CZU is refundable,
- c) the application for a visa/permit for long-term stay is rejected in November 2023 = 1/3 of the tuition fee credited to the account of CZU is refundable,
- d) the application for a visa/permit for long-term stay is rejected in December 2023 or later = the tuition fee is non-refundable,

For the tuition fee to be refunded, the applicant must send a scanned copy of the decision not to grant the visa/permit for long-term residence and his/her bank details to the International Relations Office of FAFNR. The study fee credited to the CZU account will be refunded to the applicant's bank account. The payment of bank charges associated with the refund of the study fee will be split between the payer (CZU) and the recipient (applicant), with each paying the charges to their own bank.

#### Article 10

#### **Transitional and final provisions**

- (1) If the number of applications submitted is lower than the capacity limit of a study programme, the faculty may change the deadline set in the admission procedure announcement for the submission of applications to that study programme to a later date before its expiry. In such a case, the information will be published on the faculty's website <https://www.af.czu.cz/en/r-9372-study> in the form of an addendum to the admission announcement.
- (2) If, after enrolment, it is found that the capacity limit of the programme/specialisation has not been filled, the study may be offered to other applicants who have met the point criteria for admission but have not been admitted for capacity reasons, according to the rank achieved in the entrance examination, regardless of whether or not the applicant has submitted a request for a review of the Dean's decision. However, the Dean of the Faculty is not obliged to fill the vacant places with additional candidates.
- (3) Any new decision on admission will be notified to the applicant via the University information system at <https://is.czu.cz/prihlaska> no earlier than 20 April and no later than 30 April 2023.
- (4) Each bachelor's study programme will be open if 5 or more students enrol in it by the set enrolment deadline. In the event of fewer students enrolled, the Dean will decide whether or not to open the programme.
- (5) If a study programme is not opened due to capacity reasons, applicants enrolled in that programme or students already enrolled will be offered to study a related programme. Affected applicants or newly enrolled students will receive the information via their account in the University information system and will also be notified by sending the information to their e-mail address provided in the application form.
- (6) For the academic year 2023/2024, the Dean of FAFNR may also announce a **second round of admissions to bachelor's study programmes in English**. In this case, the information

will be published on the faculty's website at <https://www.af.czu.cz/en/r-9372-study> no later than 31 July 2023.

- (7) This Regulation comes into force and effect on the date of approval by the Academic Senate of FAFNR.

Approved by the Academic Senate of FAFNR in Prague on 5 October 2022.

prof. Ing. Josef Soukup, CSc.  
Dean FAFNR CZU  
v. r. 14. 10. 2022



## Part B

### **Announcement of the admission procedure for Master studies taught in English for the academic year 2023/2024 at the Faculty of Agrobiolgy, Food and Natural Resources**

#### Article 1

##### **Introductory Provisions**

- (1) In accordance with the Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education) as amended and in accordance with other subsequent internal regulations, the Faculty of Agrobiolgy, Food and Natural Resources of the CZU in Prague (hereinafter "FAFNR") announces the terms of the admission procedure to master's study programmes taught in English for the academic year 2021/2022. The general conditions for acceptance to study at the CZU and the requirements of admission procedure are set in paragraphs 48 – 50 of the Act on Higher Education, as amended and in accordance with Article 22 and 24 of the Statute of the CZU in Prague.

#### Article 2

##### **Publication of information on the admission procedure for master's study programmes in English**

- (1) Information on the admission procedure at FAFNR for individual accredited master's study programmes taught in English is published on the website of FAFNR at <https://www.af.czu.cz/en/r-9372-study>.

#### Article 3

##### **Submission of application to study**

- (1) **Applications for study in the academic year 2023/2024 are accepted by the FAFNR between 15 October 2022 and 31 January 2023.**
- (2) **Admission is conditional on a duly submitted application, attainment of bachelor's degree and successful completion of the entrance examination.**
- (3) The application for study is submitted by the applicant only in the form of an electronic application via the university information system of CZU. The form is available at <https://is.czu.cz/prihlaska>. In case of interest in more than one study programme, the application form for each programme is submitted separately.
- (4) **A fully completed application form must be submitted in the university information system no later than 31 January 2023.**

- (5) Through the address <https://is.czu.cz/prihlaska>, the applicant receives all communications regarding the admission procedure (e.g. notification of the result or fulfilment of the conditions of the admission procedure; invitation to enrol).
- (6) The fee for the admission procedure is CZK 750 and is payable by 31 January 2023 at the latest. This fee must be paid separately for each application submitted and cannot be paid in one single payment. Instructions for payment will be displayed after the application form has been created at <https://is.czu.cz/prihlaska>. The status of the fee payment can also be monitored at the same address. The fee is non-refundable at any stage of the admission procedure (except as provided in Article 9, paragraph (2)).

#### Article 4

#### Conditions of admission to master's study programmes in English

- (1) The main conditions that must be met for admission to study are as follows:
  - a) **Submission of a duly completed application form and payment of the admission fee no later than 31 January 2023.**
  - b) **Completion of a bachelor's degree evidenced by an officially certified copy of the bachelor's certificate/diploma** (or an officially certified copy of a document certifying the equivalence of foreign secondary education, or an evaluation of the foreign education of applicants for study as part of the admissions procedure on the basis of Rector's Directive No.2/2021 - see <https://www.czu.cz/en/r-9190-international-relations/r-9285-general-information/r-14705-foreign-education-evaluation/foreign-education-evaluation.html>) **no later than on the day of enrolment.**
  - c) **Successful completion of the entrance examination in biology and chemistry held in English.**

#### Article 5

#### Entrance examination

- (1) Set date: **22-23 February 2023.**
- (2) Alternative date: **1 March 2023** (for inclusion in the alternative date, an application must be submitted).
- (3) Form and content of the entrance examination: **an interview in English** to test the level of English language, motivation to study and knowledge required for the study of the programme. The interview can be held **online or in person at the FAFNR.**
- (4) The form and content of the entrance examination may be modified by the Dean of FAFNR in case of force majeure (vis maior).
- (5) Applicants will receive an invitation to the entrance examination with information about the exact venue in the week of 6 February 2023 via the university information system at <https://is.czu.cz/prihlaska>.

- (6) A candidate may request an alternative date for the entrance examination if he/she is unable to attend the entrance examination on the set date for serious reasons, in particular health reasons. The request for an alternative date may be submitted either in person at the International Relations Office of FAFNR or by e-mail to the following address: [iro@af.czu.cz](mailto:iro@af.czu.cz) no later than on the day of the set date of the entrance examination. Requests for an alternative date submitted later will not be considered. Candidates may request an adaptation of the entrance examination due to their disabilities, including specific learning difficulties. In such a case, a written request must be submitted by 31 January 2023 at the latest (in person at the International Relations Office of FAFNR or in writing: International Relations Office of Faculty of Agrobiolgy, Food and Natural Resources, Czech University of Life Sciences, Kamýcká 129, 165 00, Prague-Suchdol). The application must state the specific requirements for the adaptation of the entrance examination, which must be supported by a medical report or a statement from the relevant professional department. The dean decides on the application. If a medical handicap is claimed subsequently, for example in the context of a review procedure, it cannot be considered in the decision.
- (7) Conduct and evaluation of the entrance examination
- a) On the day of the entrance examination, the applicant must present a valid official identity card (ID card, passport). In addition, the applicant must present an officially certified copy of his/her bachelor's certificate/diploma or an officially certified copy of a document certifying the equivalence of foreign secondary education (or **documents for the evaluation of foreign education** of applicants for admission to the study on the basis of Rector's Directive No. 2/2021 - see <https://www.czu.cz/en/r-9190-international-relations/r-9285-general-information/r-14705-foreign-education-evaluation/foreign-education-evaluation.html>), if the secondary school leaving certificate/diploma is issued abroad and unless an international treaty stipulates otherwise. An exception is made for graduates of Slovak secondary schools who submit only an officially certified copy of their school leaving certificate. In case of online interviews, an applicant must post the above mentioned documents to the Office of International Relations no later than the date of entrance examination.
  - b) The duration of the entrance examination is 20-30 minutes.
  - c) The scores of the entrance examination will be as follows: knowledge of the English language (maximum 30 points), motivation to study (maximum 20 points), knowledge and prerequisites for the study of the programme (50 points).
- (8) The result of the entrance examination will be notified to the candidate within three working days from the date of the examination via the University information system of CZU at <https://is.czu.cz/prihlaska>.

## Article 6

### Criteria for evaluating applicants

- (1) The number of admitted applicants is limited by the capacity of individual study programmes.

- (2) The maximum number of applicants who may be admitted to study in the study programme:
  - a) Natural Resources and Environment is: 20;
  - b) Natural Resources Management and Ecological Engineering is: 22;
  - c) Sustainable Agriculture and Food Security is: 25.
- (3) The maximum number of points obtained in the entrance examination is 100. Only applicants who obtain a minimum of 40 points may be admitted to study. Students are admitted in order of the number of points obtained until the maximum number of applicants is reached.

#### Article 7

##### **Announcement of the results of the admission procedure**

- (1) Date of the meeting of the Main Admissions Committee: **3 March 2023**.
- (2) Deadline for issuing the decision: 10 March 2023 at the latest.
- (3) Closing date: 30 September 2023.
- (4) The result of the admission procedure (decision on admission or non-admission to study the programme) will be delivered to the applicant no later than 24 March 2023 via the university information system of the CZU in accordance with Article 69a(1) of the Higher Education Act at <https://is.czu.cz/prihlaska>.
- (5) In the event of a decision on admission, the applicant is entitled to enrol in the study if he/she provides an officially certified copy of the bachelor's certificate/diploma or an officially certified copy of a document certifying the equivalence of foreign higher education (or an evaluation of the foreign education of applicants for study in the admissions procedure on the basis of Rector's Directive No.2/2021 - see <https://www.czu.cz/en/r-9190-international-relations/r-9285-general-information/r-14705-foreign-education-evaluation/foreign-education-evaluation.html>), if the bachelor's diploma is issued abroad and unless an international treaty provides otherwise. An exception is made for graduates of Slovak universities who submit only an officially certified copy of their bachelor's degree.

#### Article 8

##### **Enrolment in the master's study programme taught in English**

- (1) Enrolment of newly admitted students in the first year of master's programmes in English shall take place on 21 September 2023.
- (2) Applicants will receive an invitation to enrol in studies via the university information system of the CZU at <https://is.czu.cz/prihlaska> no later than 31 July 2023. The enrolment date indicated on the invitation is binding for the students.

(3) For enrolment, candidates shall bring:

- **An identity card or passport,**
- **an officially certified copy of his/her bachelor's certificate/diploma** or an officially certified copy of a document certifying the equivalence of foreign higher education (or an evaluation of the foreign education of applicants for studies in the admissions procedure on the basis of Rector's Directive No.2/2021), if the bachelor's certificate/diploma is issued abroad and unless an international treaty provides otherwise. An exception is made for graduates of Slovak Universities who submit only an officially certified copy of their Bachelor's diploma.

(4) At the time of enrolment, the fulfilment of the condition of admission to study referred to in Section 48(1) of Act No.111/1998 Coll., on universities and on Amendments and Additions to Other Acts (the Universities Act), which is the attainment of bachelor's degree, shall be checked.

If an applicant cannot prove his/her bachelor's degree by the deadline for enrolment in the study, and if a graduate of a foreign university (except Slovakia) cannot prove his/her education nostrification (or the evaluation of the foreign education of applicants for study in the admission procedure on the basis of Rector's Directive No.2/2021), he/she cannot be enrolled in the study. In such a case, he/she may submit a written request for an **alternative enrolment date**. The request must be accompanied by a certificate issued by the university's study department stating the reason why proof of successful completion of the bachelor's degree has not yet been issued, or a certificate stating the date on which the state final examination is scheduled to take place. A graduate of a foreign university must submit a confirmation from one of the universities accredited by the Ministry of Education, Youth and Sports of the Czech Republic on the ongoing negotiations on the recognition of the equivalence of the document of education obtained abroad with a similar education that can be obtained at universities in the Czech Republic, or a confirmation from the Rector's Department on the request for evaluation of foreign education of applicants for study within the admission procedure on the basis of Rector's Directive No. 2/2021 within the CZU in Prague.

(5) If the applicant fails to appear for enrolment or fails to excuse himself/herself in writing for serious and acceptable reasons within 5 working days, his/her right to enrol in the study shall expire. The Dean shall decide on the acceptability of the reasons.

(6) A written request for an alternative date of enrolment may be submitted **no later than 5 working days after the date of enrolment to which the applicant has been invited**.

The applicant may submit the application either by e-mail to [iro@af.czu.cz](mailto:iro@af.czu.cz), by mailbox (CZU mailbox ID: 3hdj9cb), or by registered post to:

International Relations Office  
Faculty of Agrobiolgy, Food and Natural Resources  
Czech University of Life Sciences Prague  
Kamýcká 129  
165 00–Praha Suchdol  
Czech Republic

Later requests for an alternative date will not be considered.

- (7) The alternative date of enrolment in the study will be communicated to the applicant via the university information system of CZU at <https://is.czu.cz/prihlaska/?lang=en>.

## Article 9 Tuition fee

- (1) The **following amount is charged** for the study of master's programmes in English:
- Study programme: Natural Resources and Environment is: CZK 84 000,
  - Study programme: Natural Resources Management and Ecological Engineering is: CZK 114 000
  - Study programme: Sustainable Agriculture and Food Security is: CZK 114 000

The fee is stated per academic year and is payable prior to the commencement of studies, **but no later than 30 June 2023**.

- (2) **Refund of the English-taught study fee after enrolment:** If an applicant has paid the English-taught study tuition fee, but his/her application for a visa/permit for long-term stay has been rejected and he/she has already enrolled for studies, the tuition fee may be refunded to the applicant upon his/her request, but only in the amount of the amount credited to the CZU account under the following conditions:
- the application for a visa/permit for long-term stay is rejected in September 2023 = the entire tuition fee credited to the account of CZU is refundable,
  - the application for a visa/permit for long-term stay is rejected in October 2023 = 2/3 of the tuition fee credited to the account of CZU is refundable,
  - the application for a visa/permit for long-term stay is rejected in November 2023 = 1/3 of the tuition fee credited to the account of CZU is refundable,
  - the application for a visa/permit for long-term stay is rejected in December 2023 or later = the tuition fee is non-refundable,

For the tuition fee to be refunded, the applicant must send a scanned copy of the decision not to grant the visa/permit for long-term residence and his/her bank details to the International Relations Office of FAFNR. The study fee credited to the CZU account will be refunded to the applicant's bank account. The payment of bank charges associated with the refund of the study fee will be split between the payer (CZU) and the recipient (applicant), with each paying the charges to their own bank.

## Article 10 Transitional and final provisions

- (1) If the number of applications submitted is lower than the capacity limit of a study programme, the faculty may change the deadline set in the admission procedure announcement for the submission of applications to that study programme to a later date before its expiry. In such a case, the information will be published on the faculty's website

<https://www.af.czu.cz/en/r-9372-study> in the form of an addendum to the admission announcement.

- (2) If, after enrolment, it is found that the capacity limit of the programme has not been filled, the study may be offered to other applicants who have met the point criteria for admission but have not been admitted for capacity reasons, according to the rank achieved in the entrance examination, regardless of whether or not the applicant has submitted a request for a review of the Dean's decision. However, the Dean of the Faculty is not obliged to fill the vacant places with additional candidates.
- (3) Any new decision on admission will be notified to the applicant via the university information system at <https://is.czu.cz/prihlaska> no earlier than 20 April and no later than 30 April 2023.
- (4) Each master's study programme will be open if 5 or more students enrol in it by the set enrolment deadline. In the event of fewer students enrolled, the Dean will decide whether or not to open the programme.
- (5) If a study programme is not opened due to capacity reasons, applicants enrolled in that programme or students already enrolled will be offered to study a related programme. Affected applicants or newly enrolled students will receive the information via their account in the university information system and will also be notified by sending the information to their e-mail address provided in the application form.
- (6) For the academic year 2023/2024, the Dean of FAFNR may also announce a **second round of admissions to master's study programmes in English**. In this case, the information will be published on the faculty's website at <https://www.af.czu.cz/en/r-9372-study> no later than 31 July 2023.
- (7) This Regulation comes into force and effect on the date of approval by the Academic Senate of FAFNR.

Approved by the Academic Senate of FAFNR in Prague on 5 October 2022.

prof. Ing. Josef Soukup, CSc.  
Dean FAFNR CZU  
v. r. 14. 10. 2022