

# **Announcement of admission procedure to Master's Study Programmes for academic year 2019/2020 at the Faculty of Agrobiography, Food and Natural Resources of the Czech University of Life Sciences in Prague (hereinafter "CULS")**

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) and in accordance with other subsequent study regulations, as amended with effect from 1<sup>st</sup> September 2016, the Faculty of Agrobiography, Food and Natural Resources of the CULS in Prague (hereinafter "FAFNR") announces the terms of the admission procedure to Master's Study Programmes for the academic year 2019/2020.

## **1. Submission of the application to studies of Master's Study Programmes**

**The applications to studies in the academic year 2019/2020 are accepted at the FAFNR in period from 23<sup>rd</sup> November 2018 to 31<sup>st</sup> March 2019.**

The application to studies is to be submitted by the applicant only via an electronic application form through the university information system of the CULS. The electronic application form is available on the following link <https://is.czu.cz/prihlaska/?lang=en>. In case of interest in more study programmes, the electronic application form is to be submitted for each programme separately.

**The completely filled in electronic application form is to be submitted in the university information system by 31<sup>st</sup> March 2019 at the latest.**

**The applicant also receives all further communication regarding the course of the admission procedure** (e.g. the invitation to the admission procedure with an exact date and venue information; the announcement about the outcome, resp. about the fulfilment of conditions of the admission procedure; the invitation to enrolment to studies; alternatively, also the outcome of the appeal procedure) **through the link** <https://is.czu.cz/prihlaska/?lang=en>.

**The fee relating to the admission procedure (registration fee) amounts to CZK 500 and is payable by 31<sup>st</sup> March 2019.** This fee needs to be paid for each submitted application separately, it is not possible to make one joint payment for all applications to studies. The instructions for the payment will appear after the setup of the application on the following link <https://is.czu.cz/prihlaska/?lang=en>. It is also possible to follow the status of the payment of the registration fee on this link. The fee is non-refundable at any stage of the admission procedure.

If the application doesn't fulfil the set requirements (is not complete) or if the registration fee is not paid, the FAFNR will ask the applicant to remove these deficiencies by 10<sup>th</sup> April 2019 at the latest. If these deficiencies are not removed by the applicant by the set date, the admission procedure of the applicant will be terminated.

## **2. Publishing of information about the admission procedure and the Master's Study Programmes**

Information about the admission procedure at the FAFNR and the individual accredited Master's Study Programmes is published on the faculty website on the link <https://www.af.czu.cz/en/r-9372-study>.

### 3. Rules for acceptance to Master's Study Programmes

The Master's degree studies are designed as consequent to the previous Bachelor's degree studies. The key conditions which need to be fulfilled for the acceptance to studies are as follows:

- **The submission of a duly completed application and a payment of the registration fee by 31<sup>st</sup> March 2019.**
- **The successful completion of the Bachelor's Study Programme, ideally of the same or similar kind as the Master's studies which the applicant is applying for. The completion of the Bachelor's studies needs to be documented by a notarized copy of a Bachelor's Diploma (or a notarized copy of a Certificate about equality of a foreign higher education = e.g. nostrification) on the enrolment date at the latest.**
- **The applicants who apply for the following study programmes are not required to pass the entrance examination:** Natural Resources and Environment; Sustainable Agriculture and Food Security; Natural Resources Management and Ecological Engineering.

**The applicants to these study programmes will receive a decision about acceptance to studies and an invitation to enrolment to studies through the university information system of the CULS in accordance with the Art. 69a paragraph 1 of the Act (Act on Higher Education) on the link <https://is.czu.cz/prihlaska>. These applicants will also receive both the decision and the invitation to enrolment by post.** As a result of this decision the applicant is entitled to enrol into studies, if the applicant submits a notarized copy of a Bachelor's Diploma during the enrolment, alternatively a notarized copy of a Certificate about equality of foreign higher education (nostrification clause), if the Bachelor's Diploma is issued abroad and if the international treaty doesn't state otherwise; the graduates from Slovak higher education schools are an exception to this rule. These graduates submit only a notarized copy of Bachelor's Diploma.

- **Letter of recommendation written in English**
- **The submission of a copy of a Certificate demonstrating the knowledge of a foreign language** in which studies of a particular programme will be taught at the FAFNR is advantageous and optional. The knowledge of a foreign language needs to be at a required level for studies at the FAFNR (B2 level or an equivalent of this level of internationally certified examination). This concerns each applicant irrespective of the citizenship who applies for a study programme taught in English.

### 4. Enrolment to Master's studies

- a) Enrolment of students who are accepted to the first year of Master's Study Programmes takes place on 26<sup>th</sup> September 2019.

- b) The invitation to the enrolment to studies is provided to the applicants through the university information system of the CULS on the link <https://is.czu.cz/prihlaska/?lang=en> by 24<sup>th</sup> June 2019 at the latest together with a decision on the acceptance to studies of a particular study programme. Both the invitation and the decision will also be sent to the applicant by post. The date of enrolment written on the invitation is binding for the applicants.
- c) **The applicants need to bring the following documents to the enrolment:**
- **An identity card or a passport;**
  - **A writing utensils;**
  - **A notarized copy of the Bachelor's Diploma, or a notarized copy of the Certificate about equality of foreign higher education = e.g. nostrification, if the Bachelor's Diploma is issued abroad and if the international treaty doesn't state otherwise;** the graduates from the Slovak higher education schools are an exception to this rule. These graduates submit only a notarized copy of Bachelor's Diploma.
  - **A copy of a Certificate demonstrating the knowledge of a foreign language** in which studies of a particular programme will be taught at the FAFNR is advantageous and optional. The knowledge of a foreign language needs to be at a required level for studies at the FAFNR (B2 level or an equivalent of this level of internationally certified examination). This concerns each applicant irrespective of a citizenship who applies for a study programme taught in English.
- d) The fulfilment of the condition for acceptance to studies listed in § 48, paragraph 1 of the Act 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), which is the completion of the Bachelor's Study Programme will be verified during enrolment.

If the applicant cannot provide the Bachelor's Diploma on the enrolment date and the graduate of a foreign higher educational institution (with the exception of Slovakia) cannot provide a certificate about the nostrification of the foreign education, then the applicant cannot be enrolled into studies. In such a case the applicant can submit a written request for an **alternative enrolment date**. In his/her request the applicant must enclose a confirmation from the higher educational institution explaining why the Bachelor's Diploma has not been issued yet and information about a new planned date for a final state examination. A graduate from a foreign higher educational institution must submit a confirmation from one of the higher educational institutions accredited by the Ministry of Education, Youth and Sports of the Czech Republic about the ongoing proceedings concerning recognition of equality of the education completed abroad with a similar education which can be completed at the higher educational institutions in the Czech Republic.

- e) If the applicant does not come to the enrolment or does not excuse his/her absence within 5 working days based on serious and recognisable reasons, then the applicant's right for enrolment to studies terminates. A dean decides whether the reasons can be recognised.
- f) A written request for an alternative enrolment date can be submitted **on the original enrolment date to which the applicant was invited**.

The request can be submitted by the applicant either by e-mail to [info@af.czu.cz](mailto:info@af.czu.cz), to data box (the ID of data box of the CULS: 3hdj9cb) or by registered post to the address:

International Relations Office of FAFNR,  
Czech University of Life Science in Prague,  
Kamýcká 129,  
165 00 Prague – Suchbát.

The requests for an alternative enrolment date submitted after this deadline cannot be considered.

- g) The applicant will be informed about the alternative enrolment date via the university information system of the CULS on the link <https://is.czu.cz/prihlaska/?lang=en>.

## 5. Other provisions

- a) Master's Study Programmes taught in English are subject to a tuition fee of CZK 80 000 / EUR 3 000 per academic year, payable prior to enrolment to studies.
- b) A dean of the FAFNR can also announce **a second round of the admission procedure for Master's Study Programmes** in the academic year 2019/2020. In this case such information will be published on the faculty website on the link <https://www.af.czu.cz/en/r-9372-study> by 19<sup>th</sup> July 2019 at the latest.

In Prague on 16<sup>th</sup> November 2018

  
prof. Ing. Iva Langrová, CSc.  
Dean