



Dean's Measure No. 8/2022

Rules for the 1st Round of the Admission Procedure and Conditions for the Admission to Study in the Academic Year 2023/2024

Under Sections 48-50 of the Act No. 111/1998 Coll., on Higher Education Institutions, and Amendments to Other Acts (hereinafter referred to as the Act on Higher Education Institutions), as amended, I announce the Rules for the 1st round of the admission procedure and conditions for the admission to study in the academic year 2023/2024 in the following study programs:

Field of education	Study program	Form of study
Bachelor's study program		
Biology, Ecology and Environmental Protection (BEEP)	Protection of Waters	Full-time and combined
Follow-up Master's study program		
Doctoral study program		
Biology, Ecology and Environmental Protection (BEEP)	Protection of Aquatic Ecosystems (Czech)	Full-time and combined
	Protection of Aquatic Ecosystems	Full-time and combined
Zootechnics (Z)	Fishery (Czech)	Full-time and combined
	Fishery	Full-time and combined

Notes: **Full-time** – a full-time form of study; **combined** – a combined form of study

The Rules for the admission procedure and conditions for admission to study for the academic year 2023/2024 of the following study programs will be announced in the case of their successful accreditation:

Field of education	Study program	Form of study
Bachelor's study program		
Zootechnics (Z)	Fishery	Full-time and combined
Follow-up Master's study program		
Combined (Z – 60 %, BEEP – 40 %)	Fishery and Protection of Waters (Czech)	Full-time and combined
	Fishery and Protection of Waters	Full-time and combined



1. General provisions

- **The Bachelor's study program Protection of Waters** may be studied in a full-time or a combined form in the Czech language. The standard period of study is three years.
- **The Doctoral study program (DSP) Protection of Aquatic Ecosystems** may be studied in a full-time or a combined form in the Czech language. The standard period of study is four years.
- **The Doctoral study program (DSP) Protection of Aquatic Ecosystems** may be studied in a full-time or a combined form in the English language. The standard period of study is four years.
- **The Doctoral study program (DSP) Fishery** may be studied in a full-time or a combined form in the Czech language. The standard period of study is four years.
- **The Doctoral study program (DSP) Fishery** may be studied in a full-time or a combined form in the English language. The standard period of study is four years.

Applicants who want to learn more about our Faculty are invited to the **Open Day** that takes place on **20th January 2023** in České Budějovice.

To the **Bachelor's study program** may be admitted applicants who send or submit their application with required attachments to the Study Office of the Faculty of Fisheries and Protection of Waters and paid a fee for acts related to the admission procedure **by 31st March 2023 at the latest**. Applicants must be:

- a) citizens of the Czech Republic, another member state of the European Union, contracting state of the Agreement on the European Economic Area or Swiss Confederation, who meet the conditions outlined in this Measure;
- b) citizens of another state who must meet not only the conditions outlined in this Measure but also special regulations for the study of foreign citizens at higher education institutions in the Czech Republic.

To the **Doctoral study program** may be admitted applicants who send or submit their application with required attachments to the Study Office of the Faculty of Fisheries and Protection of Waters and paid a fee for acts related to the admission procedure **by May 8, 2023**. Applicants must be:

- a) citizens of the Czech Republic, another member state of the European Union, contracting state of the Agreement on the European Economic Area or Swiss Confederation, who meet the conditions outlined in this Measure;
- b) citizens of another state who must meet not only the conditions outlined in this Measure but also special regulations for the study of foreign citizens at higher education institutions in the Czech Republic.

Applications for study at both levels of study are accepted primarily through the online application on the website of the University of South Bohemia: <https://wstag.jcu.cz/portal/studium/uchazec/eprihlaska.html> or on the prescribed forms, which are available in the section "Admissions" on the Faculty website. The fee



for acts associated with the admission procedure in the amount of CZK 500 must be paid at the time of the application submission, either by a bank transfer, by money order, or online via a payment gateway in the IS STAG application in case the applicant submits their application this way. For the bank transfer or the money order, the payment data are as follows:

- Bank account number: 104725778/0300
- Bank: ČSOB a.s., České Budějovice
- IBAN for payment from abroad: CZ2003000000000104725778
- BIC for payment from abroad: CEKOCZPP
- Variable symbol: 6020109
- Constant symbol: 378 for payment by bank transfer, 379 for payment by the money order
- Specific symbol: for an electronic application, it is the number of the field of study, for a paper application, it is the applicant's birth certificate number without a slash or their date of birth in the format DDMMYYYY for applicants without a birth certificate number.

In case of payment discrepancies, applicants will be asked to provide evidence of the payment for the admission procedure (bank statement, bank confirmation of the bank transfer, money order receipt, etc.).

If applicants apply for more programs (resp. forms of study), they are obliged to submit an individual application for each program, the form of study (full-time, combined), and the language of study (Czech, English).

Applicants with special needs (with a disability or limiting chronic illness) must state this fact in the application form and they must briefly describe their health restrictions. Applicants with special needs are entitled to use supporting services provided by the University during the admission examination and provided that they are admitted to study they can use it throughout the entire period of study. An applicant with special needs who would like to use the service of the Centre must specify this fact in the application or, in the case of the electronic application, they must check the option "Special needs". After the consolidation of the application, these applicants are contacted by the Support Centre for Students with Special Needs and the Centre informs them of what steps need to be taken next. More detailed information can be obtained on the website of the Centre (<http://centrumssp.jcu.cz>), by e-mail (centrumssp@jcu.cz), or by phone (+420 389 036 026). Applicants can also consult with the Centre whether a field of study they have chosen is suitable for them before submitting their application.

Depending on the program and the form of study the application contains the following attachments:

- Officially certified copy of required secondary school reports (when applying the prescribed form), or scans of original reports attached to the application (when applying online) or by e-mail sent to the Study Office – **it applies to applicants for Bachelor's study.**



- An original or an officially certified copy of a certificate of completion of secondary education – **it applies to applicants for Bachelor's study** in case a student completed secondary education before 2023. Applicants sitting the school leaving examination in 2023 show the certificate of completed secondary education immediately after they receive it, no later than on the date of enrolment to study. In case the applicant obtained their secondary education at a foreign secondary school, the applicant submits i) a document that proves passing the final exam equal to the school leaving exam which must be recognized under section 108 of Act No. 561/2004 Coll., the Education act, unless the international treaty specifies otherwise or ii) an original or an officially certified copy of an official document confirming the attainment of a full secondary education which in a given country entitles the holder to study at a university in a Bachelor's study program or a Master's study program which does not follow up the Bachelor's study program. The document must be verified in accordance with Section 12 of Act No. 91/2012 Coll., On Private International Law, as amended, unless an international or bilateral agreement provides otherwise. At the same time, an official translation of the above document into Czech or English is documented. In case of doubt, the FFPW USB may request to submit the document under point i). If the applicant wants to enclose the original document, it is necessary to submit it in person at the Study Office of the FFPW USB.
- Structured curriculum vitae of the applicant – **it applies to applicants for the combined study of the study program Protection of Waters (Bachelor's study program)**.
- Cover letter on qualification improvement – **it applies to applicants for the combined form of Bachelor's study program Protection of Waters**.
- Employer's recommendation for the applicant's study – **it applies to applicants for the combined study of both levels of study**. This document is not compulsory, but it is considered during the admission procedure.
- Listing of marks and credits from passed subjects of Bachelor's and Master's study confirmed by the Study Office of the university (Higher Education Institution) where the student studied – **it applies to applicants for doctoral study**. This obligation does not apply to students of the FFPW USB. Applicants who have not completed the Master's study by the deadline for submitting applications to study are to state the supposed date of completion of their study in the application.
- An original or an officially certified copy of a diploma of completed Master's or higher study – **it applies to applicants for doctoral study** who completed the Master's or higher degree of study before 2023. Applicants who complete a Master's or higher degree of study in 2023 submit the proof of completion of the Master's study immediately after they receive it and no later than on the date of enrolment to the doctoral study. In the case of graduation from a foreign university, the applicant will submit the original or an officially certified copy of the official document confirming the completion of a full university education, which entitles him/her to study the doctoral study program in the given country. The document must be verified in accordance with Section 12 of Act No. 91/2012 Coll.,



On Private International Law, as amended, unless an international or bilateral agreement provides otherwise. The above-mentioned document shall be accompanied by i) an official translation of the above-mentioned document into Czech or English, ii) an English original, an officially certified copy of the English original, or an official translation of completed study obligations of the applicant's Master's study degree issued by the relevant university, iii) an officially certified copy of the English original or an official translation of the document confirming the applicant's Bachelor's degree (if any); and iv) the English original, an officially certified copy of the English original or an official translation of the completed study obligations of the applicant's Bachelor's study degree issued by the relevant university. Official translations of the original documents can be made into Czech or English. In case of doubt, the FFPW USB may also request a document proving the equivalence of the foreign study and the diploma of the applicant with the study in some Master's degree program accredited at a university in the Czech Republic (according to § 89 and 90 of the Act on Higher Education Institutions).

- Brief structured curriculum vitae containing details about the achieved education, expert or scientific and research activities, list of publications and lectures or reviews of expert activities – **it applies to applicants for Doctoral study.**
- Cover letter giving reasons for interest in studying a Doctoral study program (DSP) at the FFPW USB and explaining the choice of a Ph.D. thesis topic and a brief idea of a method or a procedure of handling the selected Ph.D. thesis topic – **it applies to applicants for Doctoral study.** Applicants register for a specific Ph.D. thesis topic by selecting a topic from a list of topics offered for the given admission procedure. The list of offered topics of Ph.D. theses is available on the FFPW USB website. **Before applying, the candidates will contact the supervisor of the topic of the dissertation to which they are applying. The positive opinion of the supervisor on the submission of the applicant's application is one of the conditions for the acceptance of the applicant.**
- An original or an officially certified copy of a certificate CCE (certified Czech language exam for foreigners) proving the knowledge of the Czech language at a minimum level of B1 – **it applies to applicants of foreign nationality (apart from citizens of the Slovak Republic) for study programs taught in the Czech language.** If the applicant wants to enclose the original of any document, he or she must bring it in person to the Faculty's Study Office.

All attachments except for the documents verifying the level of achieved education can be delivered as e-attachments when applying online (by e-mail to the address of the Study Office or as an attachment to the online application to study). In the case of study programs taught in English, the application and all attachments must be in English.

If there are any formal deficiencies in the application, the Study Office will call for rectification of these deficiencies. In case substantial formal deficiencies are not removed by the date mentioned in the call, such applications will be excluded from



the admission procedure. Applicants are responsible for the accuracy of data provided in the application. If the applicant specifies incorrect information in the application, they can be excluded from the admission procedure or they will not be allowed to enroll to study at the FFPW USB.

Applications for study in the Bachelor's study program shall be sent to the following address:

University of South Bohemia in České Budějovice
Faculty of Fisheries and Protection of Waters
Institute of Aquaculture and Protection of Waters, Study Office
Na Sádkách 1780
370 05 České Budějovice
Czech Republic

Applications for study in the Doctoral study shall be sent to the following address:

University of South Bohemia in České Budějovice
Faculty of Fisheries and Protection of Waters
Doctoral Study Programs and Foreign Affairs Office
Zátiší 728/II
389 25 Vodňany
Czech Republic

2. Admission procedure

Bachelor's study – a full-time form of study

Applicants are admitted **WITHOUT ADMISSION EXAMINATIONS**. In case the number of applicants exceeds the number of students to be admitted determined by the Dean of the FFPW, applicants are admitted based on the order determined by the total average of study results in individual school reports (from the lowest to the highest). The condition for acceptance is the placement in the order of admitted students. If applicants pass the school leaving examination this year, the results from the last three completed years of study at a secondary school and a school report from the first half of the current school year are evaluated. As far as other applicants are concerned, the average is calculated from annual reports for the last 4 years of study at a secondary school. This also applies to study at follow-up vocational schools. Applicants who do not provide all the results of their studies over the last 4 years at a secondary school will be placed last in the order. The total average is calculated for two decimal places. All applicants with the same average as the last admitted applicant are also included in the order of students to be admitted.

- Applicants who are placed in the order of students to be admitted and meet other conditions for admission are notified of admission to the study.
- Applicants who are placed in the order of students to be admitted but do not meet the conditions for admission (it applies to applicants passing their school leaving exam in 2023) are informed that they were placed among the order of students to



be admitted and they would be admitted after meeting all the conditions for admission.

- Applicants who are not placed in the order of students to be admitted will be informed that they are not admitted to study.

Bachelor's study – a combined form of study

The applicants are accepted **WITHOUT ADMISSION EXAMINATIONS**. If the number of applicants exceeds the number of students to be admitted determined by the Dean of the FFPW, applicants are admitted based on the order determined by a combination of the order of applicants according to the results of their secondary school studies and a score assigned to them by the Admission Committee.

Applicants' order according to their results achieved at the secondary school is determined based on a total average (from the lowest to the highest) from study results achieved in individual school reports at the end of each year of a secondary school before passing their school leaving examination (with regard to multi-year grammar schools, it applies to last four years, with regard to students who are about to pass their school leaving exam, it applies to all results of their school reports at the end of the three grades and the first half of the current school year at a secondary school). An applicant who does not provide all the study results for the last four years at a secondary school is placed last in this part of the evaluation. The average is calculated for two decimal places. Applicants with the same average are placed in the same place. Other applicants are placed according to their actual order (e.g. if two applicants are placed third, the next one is placed fifth).

Score points from 0 to 30 are assigned by the Admission Committee based on the analysis of data on the current experience of applicants, competencies gained in the course of their employment, their motivation for qualification improvement, and the employer's recommendation. The applicant's place is determined according to the order of applicants. Applicants with the same number of points are placed in the same place.

The overall order of applicants is determined by the study average from the results at the secondary school and the score points assigned by the Admission Committee. The results at the secondary school constitute 40% of the overall order and the scores assigned by the Admission Committee constitute 60% of the overall order. All applicants with the same order as the last admitted applicant are also included in the order of students to be admitted.

- Applicants who are placed in the order of students to be admitted and who also meet other conditions for admission are notified of admission to the study.
- Applicants who are placed in the order of students to be admitted and who do not meet the conditions for admission (applies to applicants passing their school leaving exam in 2023) are informed about their placement in the order of students to be admitted and these applicants would be admitted after meeting all the conditions for admission.
- Applicants who are not placed in the order of students to be admitted will be informed that they are not admitted to study.



addresses stated in their application no later than 5 days before the date of the admission test.

Doctoral study – all forms of study, both language mutations

- All applicants whose applications will not be rejected by the Admission Committee due to formal deficiencies will be invited to an admission interview. In justified cases, the admission interview may take place using electronic communication technologies. In that case, however, the applicant bears the risks associated with the evaluation due to the poor quality of the connection. Applications from candidates who do not take part in the admission interview will be excluded from the admission procedure.
- During the interview, the applicant to the DSP Protection of Aquatic Ecosystems (Czech) / Protection of Aquatic Ecosystems must demonstrate a sufficiently broad basis of general knowledge of animal biology, chemistry, and aquatic ecology.
- Applicants for the DSP Fisheries must demonstrate a sufficiently broad basis of general knowledge of animal biology, fisheries, and aquatic ecology at the interview.
- An integral part of the admission interview is to verify the ability to communicate in English.

Based on the oral interview, the Admission Committee will award an applicant 0-15 points. Another 0-15 points will be awarded to the applicant based on the data about previous education, experience, publishing, and pedagogical activity, etc. In evaluating the applicant, the Admission Committee will take into account the opinion of the head of the relevant organizational unit of the Faculty where the student is supposed to work and the opinion of the potential supervisor of the applicant, unless they are direct members of the Admission Committee. The evaluation itself will be created by the average of score proposals of the present members of the Committee with rounding to two decimal places. The applicants who do not obtain more than 20 points cannot be admitted to the study.

If more than one candidate applies for a given dissertation thesis topic, the applicant who obtains the highest score will be accepted. In the case of the same number of points, the lot will decide on the selected applicant. If one candidate applies for a given topic and receives at least 20 points from the Admission Committee, he/she will be accepted to study after fulfilling the other conditions. The applicants who obtain more than 20 points, but the topic of the dissertation thesis to which they applied will be occupied by a candidate with a higher number of points, will be offered the opportunity to be accepted on unoccupied dissertation topics if the supervisors are interested. The offer of unoccupied topics of dissertation theses to free applicants will take place according to the instructions of the supervisors who listed the topics.

The admission procedure for the English doctoral program will be held entirely in English. The other conditions for the admission procedure for doctoral studies remain



the same as above. The fees for study in English are set by the Dean of the Faculty in a separate measure, in advance of the deadline for submission of applications.

- Applicants who obtain more than 20 points from the Admission Committee and place in the order among the admitted students or later agree on the admission to an unoccupied topic and meet other conditions for admission will be notified of admission.
- Applicants who obtain more than 20 points from the Admission Committee and place in the number of admitted students or later agree on admission to an unoccupied topic but do not meet the conditions for admission (it applies to applicants who do not have a Master's degree at the time of the interview or do not have a recognized foreign education in the Czech Republic), they will be informed that they have met the conditions for the admission and will be accepted after all conditions have been met.
- Applicants who do not obtain more than 20 points from the Admission Committee or are not placed among the admitted students and will not be offered another unoccupied dissertation thesis's topic, or students who do not meet other conditions (especially with regard to proof of Master's degree according to the above conditions they will be informed about the non-admission to the study or the termination of the admission procedure.

The admission interview for the doctoral study will take place from May 22 to June 9, 2023 (subject to change). The date, time, and place of the admission examination are sent to the applicants' contact email addresses stated in their application no later than 7 days before the date of the admission interview.

3. Admission Committee

The Admission Committee assesses the course and results of the admission procedure. The Admission Committee for the Bachelor's program is appointed by the Dean. The Committee consists of a Chairman and at least 2 other members. The Committee verifies the completeness and accuracy of the information included in the application and accompanying materials of an applicant. It assesses all information and decides on the order of applicants according to conditions and procedures specified in relevant paragraphs of this Measure. Based on the established order of applicants and by meeting all the other conditions, the Committee suggests further procedure regarding the proceeding of the applications to the Dean of the FFPW USB.

The Admission Committee for the doctoral study is nominated by the Departmental Board of the FFPW USB (DB) and appointed by the Dean of the FFPW USB. The Committee has a chairman and at least 4 other members. The members of the Committee are usually the chairperson of the DB, the Dean of the FFPW USB, the directors of the institutes, selected heads of laboratories of the FFPW USB, and potential supervisors of students. The Committee will verify the completeness and accuracy of the data contained in the application and the attached materials of the individual applicants and assess the contained data. Based on the data in the annexes of the application, the other obtained information and the oral interview (for details



see above), the Committee will award scores to the applicants. According to the score assessment, the Admission Committee will determine the order of the applicants for the given Ph.D. thesis and suggest to the Dean of the FFPW USB further proceedings concerning the processing of the applications.

Individual committees pass all materials of the admission procedure to the Study Office within 3 days following the Admission Committee meeting. The Dean of the FFPW USB decides on each applicant's admission or non-admission to study based on the order of students to be admitted made by the committees individually regarding fulfillment/non-fulfillment of all necessary conditions. Any positive decision on admission will be delivered via the university's electronic information system (as stipulated in § 69a, paragraph 1 of the Act on Higher Education Institutions) to those applicants who, by ticking the appropriate option in the electronic application, give their consent to this method of delivery. Accepted applicants who do not consent to electronic delivery or all other applicants will be notified by registered letter in their own hands to the contact address indicated in the study application. If no contact address of an applicant is specified in the application, the decision on the admission procedure result is sent to the applicant's address of permanent residence.

4. Appeal against the decision about non-admission to study

If an applicant does not agree with the decision of the Dean of the FFPW USB on the result of the admission procedure, he or she can apply for a review of such decision in the form of a written appeal submitted to the Dean within 30 days from the date of the delivery of the decision. If the Dean does not comply with the request, the decision is referred to the Rector of the University of South Bohemia in České Budějovice. The Rector's decision is final. The applicant is entitled to look at all materials decisive for the issuance of the decision before the deadline for submitting the applications for review of the decision. Terms intended for viewing the materials are announced on the Faculty website. An applicant is entitled neither to look at the documentation of other students nor the Admission Committee's voting records.

5. Expected numbers of students to be admitted:

Bachelor's study program

- Protection of Waters (full-time study): 40 students
- Protection of Waters (combined study): 30 students

Doctoral study programs

- Protection of Aquatic Ecosystems (in Czech and English, full-time and combined study): 8 students in total
- Fishery (Czech) / Fishery (full-time and combined study): 8 students in total



Fakulta rybnářství
a ochrany vod
Faculty of Fisheries
and Protection
of Waters

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice
Czech Republic

The Dean is entitled to change the number of students to be admitted or to refuse to admit applicants if there is not sufficient interest in the study program.

The Rules for the 1st round of the admission procedure and conditions for admission to study at the Faculty of Fisheries and Protection of Waters of the USB for the academic year 2023/2024 were approved by the Academic Senate of the FFPW USB on 25th October 2022.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of the FFPW USB

MVDr. Eliška Zusková, Ph.D.
Chairwoman of the AS of the FFPW USB