



Addendum No. 1 to 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, are subsequently announced following the granting of accreditation 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 program:

Field of education	Study program	Form of study
Bachelor's study program		
Zootechnics	Fishery	Full-time and combined

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

1. General provisions

- **The Bachelor's study program Fishery** may be studied full-time or a combined form of study in the Czech language. The standard period of study is three years.

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.

Applications for 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: CZ200300000000104725778
- 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 may use the services of the Support Centre for Students with Special Needs provided by the University when submitting the application. The applicant with special needs who would like to use the service of the Center 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 (centrum-ssp@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 chosen form of study, the application also includes the following attachments:

- Officially certified copies 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.
- An original or an officially certified copy of a certificate of completion of secondary or higher education in case a student successfully completed such studies before the deadline for the submission of applications. 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 only applies to applicants for the combined study.**
- Cover letter on qualification improvement – **it only applies to applicants for the combined study.**
- Employer's recommendation for the applicant's study – **it only applies to applicants for the combined study.** This document is not compulsory, but it is considered during the admission procedure.
- 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).** 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).

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 (if submitted in writing) or other mandatory attachments 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

2. Admission procedure

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 placed outside the number of admitted students will receive a notification of non-admission to study.

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.

3. Admission Committee

The Admission Committee assesses the course and results of the admission procedure (hereinafter referred to as “the Committee”).

The Admission Committee is appointed by the Dean of the FFPW USB. 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 procedures regarding the proceeding of the applications to the Dean.

The Committee passes 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 committee individually regarding fulfillment/non-fulfillment of all necessary conditions. Any positive admission decision 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. 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. The applicant is not entitled to look at the personal documentation of other students.



5. Expected numbers of applicants to be admitted:

- Full-time form of study: 40 students
- Combined form of study: 30 students

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.

6. Final Provisions

The Addendum No. 1 to 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 11th January 2023.

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