



## **Dean's Measure No. 9/2023**

### **Rules for the Admission Procedure and Conditions for the Admission to Study in Newly Accredited Follow-up Master's Study Program Fishery and Protection of Waters in the Academic year 2023/2024**

On grounds of § 48 to 50 of the Act No.111/1998 Coll., On Universities and amendments and supplements to other acts (hereinafter referred to as the Higher Education Act), I herein announce the Rules for the admission procedure and the conditions for admission to study in the following study program in the academic year 2023/2024:

Type of education	Study program	Form of study	Language of study
<b>Follow-up Master's study degree</b>			
Combined (A – 60%, BEE – 40%)	Fishery and Protection of Waters	Full-time and combined	Czech

**Notes:** A – Agriculture; BEE – Biology, Ecology and Environment;

### **1. General provisions**

- **Follow-up Master's study program Fishery and Protection of Waters** may be studied full-time or in a combined form in the Czech language for two years as a standard.

Only the applicants fulfilling the following conditions who will have sent or submitted a study application with required annexes at the Study Office of the Faculty of Fisheries and Protection of Waters USB and paid the fee for acts related to the admission procedure **by 1<sup>st</sup> August 2023 at the latest** may be admitted to the follow-up Master's study program:

- a) a citizen of the Czech Republic, another member state of the European Union, a state which accepted the Agreement on the European economic area or Swiss federation, who fulfill the conditions outlined in the following text of this Measure;
- b) a citizen of another state, who must fulfill the conditions outlined in the following text of this Measure as well as comply with special regulations for the studies of foreign citizens at the universities in the Czech Republic.



## 2. Study applications

Applications to study are accepted primarily through the online application on the website of the University of South Bohemia in České Budějovice:

<https://wstag.icu.cz/portal/studium/uchazec/eprihlaska.html>, or on the prescribed forms, which are available on the Faculty's website in the section "Applicants".

The fee for the acts associated with the admission procedure amounting to **CZK 500** must be paid at the time of the application submission, by bank transfer, post-money order, or via the payment gateway in the IS STAG online application, if the applicant submits the study application in this way. For payment by bank transfer or post-money order, the payment details are as follows:

- 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 a bank transfer, 379 for payment by a post-money order
- Specific symbol: In the case of submitting an electronic application, the field's number. In the case of a paper application, the birth certificate number of the applicant without a slash or date of birth in DDMMYYYY format for applicants without the birth certificate number

In case of problems with the payment, the applicants will be asked to evidence the payment for the admission procedure (bank statement, bank confirmation about bank transfer, coupon from the post-money order, etc.).

Provided that an applicant applies for more forms of studies, he/she is obliged to submit a separate application for each form of study (full-time, combined).

Candidates with special needs (with a disability or a limiting chronic illness) must indicate this in the application and briefly describe their limitations. Candidates with specific needs have the right to take advantage of support services provided by the university during admission tests and in the case of admission as well as during the study. A candidate with specific needs who wants to use the services of the Center must include this fact in the application form, in the case of the electronic application, tick the option "Take into account special needs". Once the application has been completed, such candidates will be contacted by the Center for Support of Students with Special Needs and will be informed about the next steps. Further information can be obtained from the Center's website



(<http://centrumssp.jcu.cz/>), by e-mail (centrum-ssp@jcu.cz), or by telephone (+420 389 036 026). It is possible to consult the choice of form of study with the Center's staff before submitting the application for study.

Parts of the application according to the form of chosen study are following attachments:

- Original or officially certified copy of a diploma of completed bachelor's or higher degree studies (e.g. Master's study). The document is delivered in paper form or as a PDF document created by an authorized conversion - **it applies to applicants who completed their bachelor's or higher studies before 2023**. Applicants who complete bachelor's or higher studies in 2023, shall provide proof of completion of the bachelor's study immediately after its receipt, but no later than on the date of enrolment to study. In the case of graduation from a foreign university or college, the applicant shall submit i) the proof of equivalence of foreign studies and diploma with studies in a bachelor's study program accredited at a university in the CR issued as a decision of its rector by such a university in the Czech Republic unless an international agreement stipulates otherwise, or (ii) the original or an officially certified copy of an official document attesting to the attainment of higher education which entitles the holder to pursue a follow-up master's 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. At the same time, the following shall be provided: a) an official translation of the above document into Czech or English, b) an English original, an officially certified copy of the English original, or an official translation of the applicant's completed study obligations issued by the relevant university. In case of doubt, the FFPW USB may also request a document according to the point i) (according to § 89 and 90 of the Higher Education Act). If the original is documented, it must be submitted in person at the Study Office.
- An original or an officially certified copy of the CCE certificate (certified Czech language exam for foreigners) proving knowledge of the Czech language at a minimum level of B1 – **it applies to applicants of foreign nationality, except for citizens of the Slovak Republic**. In the case of submitting the original of the document, it is necessary to present it in person at the relevant Study Office.
- Structured curriculum vitae of the applicant – **this applies to applicants for the combined form of study**.
- Covering letter about the improvement of skills - **this applies to applicants for the combined form of study**.
- Recommendation of an employer to applicant's study - **this applies to applicants for the combined form of study**. This document is not compulsory, but it will be considered in the admission procedure.



**All attachments except documents verifying the level of education and certificates proving the knowledge of the Czech language may be delivered when applying via online application as an electronic attachment (by email to the address of the Study Office or as the attachment of online application to study).**

**Provided that the application contains formal deficiencies, the Study Office will ask the applicants by email to complete the application. In case the serious formal deficiencies are not removed by 14<sup>th</sup> August 2023, these applications will be excluded from the admission procedure.** Applicants are responsible for the accuracy of data in the application form. If the applicant specifies wrong information in the application form, he/she can be excluded from the admission procedure, or the enrolment to study at the FFPW USB will not be allowed. **It is necessary to provide an e-mail address or telephone number of the applicant because of little time between the processing of applications, the admission test, and the issuance of the admission decision.**

**Applications for study on prescribed forms and/or mandatory attachments that cannot be sent electronically should be delivered to the following address:**

The 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

### **3. Admission procedure**

#### **Full-time form of study**

Graduates of bachelor's and higher study programs with a focus on fisheries and protection of waters can apply for admission to study, as well as graduates of study programs in the field of Agriculture education; Biology, Ecology and Environment; Pharmacy; Chemistry; Forestry and woodworking; Food industry; Veterinary medicine, veterinary hygiene; possibly also graduates of other bachelor's study programs and fields who demonstrate sufficient professional knowledge to study the follow-up master's program.

The applicants will be admitted without entrance examinations if they graduated from the bachelor's or higher study programs focused on fishery and protection of waters and document the weighted average for the previous study (excluding the results of the final state exam) of 2.10 or better and if they defended the bachelor's thesis with the grade very good at worst. Other applicants will pass a written test. The test will include questions from the following subjects of accredited bachelor's fields/programs of Fishery and Protection of Waters at the FFPW USB:

- Basics of Cell Biology (10 questions)
- Basics of Hydrochemistry (10 questions)



- Law in Fisheries and Water Management (10 questions)
- Water Management (10 questions)
- Fisheries (10 questions)

Applicants who do not obtain min. 25 points, will not be admitted to study. From the results of applicants who meet the minimum number of points, the order of applicants will be compiled according to the number of points obtained. Applicants with the same number of points will have the same ranking. The next candidates will then have the order corresponding to their actual order of ranked candidates (e.g. if two candidates have the 3rd rank, the next rank will be the 5th). Applicants with the highest number of points will be included in the order of admitted students, up to the maximum number of admitted students listed below (after deducting the places occupied by applicants admitted without entrance exams). All applicants with the same ranking as the last accepted applicant will also be included in the order of accepted students.

- Applicants who are placed in the order of the number of admitted students and meet other conditions for admission will receive the decision on admission to study.
- Applicants, who are placed in the order of the number of admitted students, but do not meet the conditions for admission (it mainly concerns the documentation of previous required education), will be informed about their placement in the order of admitted students and will be accepted after all conditions for admission have been met.
- Applicants, who are placed out of the order of admitted students or do not prove that they have achieved the minimum previous education in time, will not be accepted to study or the admission procedure will be stopped with them.

### **Combined form of study**

Graduates of bachelor's and higher study programs with a focus on fisheries and protection of waters can apply for admission to study, as well as graduates of study programs in the field of Agriculture education; Biology, Ecology and Environment; Pharmacy; Chemistry; Forestry and woodworking; Food industry; Veterinary medicine, veterinary hygiene; possibly also graduates of other bachelor's study programs and fields who demonstrate sufficient professional knowledge to study the follow-up master's program.

The applicants will be admitted without entrance examinations if they graduated from the bachelor's or higher study programs focused on fishery and protection of waters and document the weighted average for the previous study (excluding the results of the final state exam) of 2.10 or better and if they defended the bachelor's thesis with the grade very good at worst. Other applicants will pass a written test. The test will include questions from the following subjects of accredited bachelor's fields/programs of Fishery and Protection of Waters at the FFPW USB:

- Basics of Cell Biology (10 questions)



- Basics of Hydrochemistry (10 questions)
- Law in Fisheries and Water Management (10 questions)
- Water Management (10 questions)
- Fisheries (10 questions)

Applicants who do not obtain min. 25 points, they will not be admitted to study. From the results of applicants who meet the minimum number of points, the order of applicants will be compiled according to the number of points obtained. This ranking will weigh 60%. The next order is determined by the admission committee based on assigned points in the range of 0-30 based on the evaluation of data on the applicant's previous experience, competencies acquired during employment, motivation to increase his/her qualifications, and the employer's recommendation. This ranking will weigh 40%. Candidates with the same number of points will have the same ranking. The next candidates will then have the ranking corresponding to their actual order of ranked candidates (e.g. if two candidates have the 3rd rank, the next rank will be the 5th). The overall ranking of applicants will be determined by the weighted average of the ranking of the entrance exam and the evaluation of the admission committee. All applicants with the same ranking as the last accepted applicant will also be included in the order of admitted students.

- Applicants who are placed in the order of the number of admitted students and meet other conditions for admission will receive the decision on admission to study.
- Applicants, who are placed in the order of the number of admitted students but do not meet the conditions for admission (it mainly concerns the documentation of previously required education), will be informed about their placement in the order of admitted students and will be accepted after all conditions for admission have been met.
- Applicants, who are placed out of the order of admitted students or do not prove that they have achieved the minimum previous education in time, will not be accepted to study or the admission procedure will be stopped with them.

**The admission test will be held on 17<sup>th</sup> August 2023.** The alternative date of the written test for applicants who excuse themselves by the day after the first date will take place on **22<sup>nd</sup> August 2023**. Information about the time and place of the admission test will be sent to applicants to the contact e-mail indicated in the application, no later than 5 days before the date of the admission test. If the number of study applicants is lower than the number of accepted students and all applicants have completed their previous education in the above-mentioned areas of education, the admission committee may propose to the Dean that applicants will be admitted without the need for the admission test.



#### **4. Admission committee**

The admission committee executes the assessment of the duration and results of the admission procedure. The Dean appoints the admission committee. 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 the candidate. It assesses all pieces of information and decides on the order of applicants according to conditions and the procedure specified in the relevant paragraphs of this Measure. Based on the order of applicants the committee elaborates the proposal to the Dean of the FFPW USB on a further procedure regarding handling the applications.

The committee passes all materials of the admission procedure to the Study Office within 3 days following the termination of the admission procedure. The Dean of the FFPW USB shall decide on each applicant's admission or non-admission to study based on the order of admitted students made by the committee individually with regard to fulfillment / non-fulfillment of all the necessary conditions. A positive decision on admission to study will be delivered via the university's electronic information system (as stipulated in § 69a, paragraph 1 of the Act on Higher Education) 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 a registered letter in their own hands to the contact address indicated in the study application. If the applicant's contact address is not filled in the application, the decision on the result of the admission procedure is sent to the applicant's permanent address.

#### **5. Appeal against the decision on the result of the admission procedure**

If the applicant does not agree with the decision of the Dean of the FFPW USB on the result of the admission procedure, he/she is authorized to apply for a review of such decision in the form of a written request submitted to the Dean within 30 days from the date of the delivery of this decision. Provided that the Dean does not accord the request, the decision shall be passed to the Rector of the University of South Bohemia in České Budějovice. The Rector's decision is final.

The applicant has the right before the deadline for submission of an application for review of the decision to look at his/her documentation which was decisive for issuing the decision. Terms of access to the materials will be announced on the website of the faculty. The applicant is not authorized to look at the documentation of other students or the admission committee's minutes.



## **6. Anticipated numbers of accepted students**

- Full-time form of study: 15 students
- Combined form of study: 10 students

The Dean may decide to modify the number of accepted students or refuse admission of applicants due to a lack of interest in the field of study.

Rules for the admission procedure and conditions for admission to study in the newly accredited study program (MSc.) Fishery and Protection of Waters at the Faculty of Fisheries and Protection of Waters USB in the academic year 2023/2024 were validated by the Academic Senate of the FFPW USB on 16<sup>th</sup> May 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