



**Dean's Measure No. 24/2020**  
**Rules for the Admission Procedure and Conditions for Admission**  
**to Study to the Newly Accredited Doctoral Study Program (DSP)**  
**Fishery in the academic year 2020/2021**

Pursuant to sections 48 to 50 of the Act No. 111/1998 Coll., on Higher Education and on amendments and supplements to other acts (hereinafter referred to as the Higher Education Act), as amended, I announce the rules for the admission procedure and conditions for the admission to study in the following study program:

Doctoral study program	Form of study
Fishery (in Czech)	Full-time and combined
Fishery (in English)	Full-time and combined

**Comment:** The study program falls within the area of education Agriculture (see Section 44a of the Higher Education Act and Government Regulation No. 275/2016 Coll., On Education in Higher Education)

**1. General provisions**

- **The Doctoral study program Fishery (in Czech)** may be studied in a full-time or a combined form in Czech language. The standard period of study is four years.
- **The Doctoral study program Fishery (in English)** may be studied in a full-time or a combined form in English language. The standard period of study is four years.

To **Doctoral study programs** may be admitted applicants who send or submit their application to the Study Office of the Faculty of Fisheries and Protection of Waters by **8<sup>th</sup> January 2021**. 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 set forth in this Measure;
- b) citizens of another state who must meet not only the conditions set forth in this Measure, but also special regulations for the study of foreign citizens at higher education institutions in the Czech Republic.

**2. Applications to study**

Applications to study are accepted on prescribed forms within defined deadlines. Application forms are available on the FFPW website ([www.frov.jcu.cz](http://www.frov.jcu.cz)), section "Applicants for study". The application form can also be filled in online on the USB website: <https://wstag.jcu.cz/portal/studium/uchazec/eprihlaska.html>. The fee for acts associated with the admission procedure in the amount of CZK 500 must be paid



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

at the time of the application submission, either by a bank transfer, by a money order, or online via a payment gateway in the IS STAG application in case the applicant submits their application this way. For a bank transfer or a 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 a bank transfer, 379 for payment by a 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.).

The name of the study program must be specified in the application. If applicants apply for more fields of study (or forms of study), they are obliged to submit an individual application for each field of study, form of study (full-time, combined), and language of study (Czech, English).

Applicants with special needs (with disablement 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 service 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 during the selection procedure must specify this fact in the application. In case of electronic application, it is necessary to check the option "Special needs". After consolidation of the application, these applicants will be 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](mailto: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 to study.

Depending on a programme and a form of study the application contains following parts:

- An original or an officially certified copy of a diploma of completed Master's or higher degree. This **applies to applicants** who completed the Master's or higher degree of study before the deadline for submitting applications for study. Applicants, who complete Master's or higher degree of study after the deadline for submitting application for study, submit the proof of completion of study immediately after they receive it and no later than the date of enrolment to the



Doctoral study. The deadline for enrollment in doctoral studies is set for 31<sup>st</sup> May 2021. In case the applicant obtained his/her education at a foreign university, the applicant shall submit the original or an officially certified copy of an official document confirming the completion of full university education giving entitlement to a doctoral study program in that country. The document shall be authenticated in accordance with § 52 of the Act No. 97/1963 Coll., on Private and Procedural International Law, as amended, unless the international treaty specifies otherwise. The above 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 the list of the applicant's completed study obligations from a Master's study degree issued by the relevant university; (iii) an officially certified copy of the English original or an official translation of a document confirming the achievement of the applicant's bachelor's study degree (if applicable); and (iv) an English original, an officially certified copy of the English original or an official translation of the applicant's completed study obligations from a bachelor's study degree issued by the relevant university. Official translations of original documents can be done in Czech or English. In case of doubt, the FFPW USB may request the submission of a document proving the equivalence of the foreign study and the applicant's diploma with study in a Master's study program accredited at a university in the Czech Republic issued as its Rector's decision by such university in the CR (pursuant to § 89 and 90 of the Higher Education Act).

- 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.
- Cover letter giving reasons for interest in studying a Doctoral study program at the FFPW USB and explaining the choice of a PhD thesis topic and a brief idea of a method or a procedure of handling the selected PhD thesis topic. Applicants register for a specific PhD thesis topic by selecting a topic from a list of topics offered for given admission procedure. The list of offered topics of PhD theses is available on the FFPW USB website.
- Employer's recommendation for the applicant's study – **it applies to applicants for combined study**. This document is not mandatory but will be taken into account in the admission procedure.

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

**If there are any formal deficiencies in the application, the Study Office prompts these applicants to remove them. In case that substantial formal deficiencies are not removed by 15<sup>th</sup> January 2021, such applications will be excluded from the admission procedure.** Applicants are responsible for accuracy of data provided in the application. If the applicant specifies incorrect information in the application, they can be excluded



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

from the admission procedure or they will not be allowed to enrol to study at the FFPW USB.

**Applications for study shall be sent to the following address:**

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

### **3. Admission procedure**

#### **Czech and English program, both forms of study**

All applicants whose application is not eliminated by the Admission Committee from the admission procedure due to formal imperfections are invited to take part in an admission interview. The admission interview can also be conducted in well-founded cases by means of electronic communication technologies. However, in this case it is the applicant who bears the risk related to their evaluation due to low-quality connection. Applications of the applicants who do not participate in the admission interview are eliminated from the admission procedure.

During the admission interview, an applicant must prove sufficiently broad basic knowledge of animal biology, fishery and water ecology. Basic knowledge of professional literature in the field with a clear idea of PhD thesis topic and methods of handling a given topic and showing interest in a scientific work are expected. An integral part of the admission interview is verification of the ability to communicate in English.

On the basis of the interview, the Admission Committee evaluates an applicant with a score from 0 to 15 points. Further 0 to 15 points are assigned to an applicant on the basis of data concerning their previous education, experience, publication and pedagogical activities etc. With regard to the evaluation of an applicant, the Admission Committee also takes into consideration the point of view of the Head of the particular organization unit of the Faculty where the student is to operate and a point of view of a possible supervisor of the applicant if they are not members of the Admission Committee. The evaluation itself is based on the average of score points proposed by present members of the Committee rounded off to two decimal places. Applicants with less than 20 points cannot be admitted to study.

If a given PhD thesis topic is selected by more applicants, the topic is assigned to the applicant with the highest score evaluation. In case of the same number of points it is decided by drawing lots. If a given topic is selected by one applicant and he/she obtains at least 20 points from the Admission Committee, this applicant is admitted to study after meeting the remaining conditions. Applicants who obtain more than 20 points but the PhD thesis topic they selected is taken by an applicant with a higher number of points are offered an option to select from free topics of PhD thesis of those supervisors who show interest in it. Offer of free topics to applicants takes place according to instructions of supervisors who offer these topics.



The admission procedure for the Doctoral study program is held in English, other conditions for the admission procedure for the Doctoral study are identical to the conditions mentioned above. Fees for the study conducted in English are stipulated by the Dean of the Faculty in an individual measure which is taken before the date of the submission of applications.

- Applicants who obtain more than 20 points from the Admission Committee and whose place is among students to be admitted or who agree on selecting a free topic later and who meet other conditions to be admitted to the study are notified of their admission.
- Applicants who obtain more than 20 points from the Admission Committee, whose place is among the students to be admitted or who agree on selecting a free topic later but who do not meet the conditions for admission (applies to students who did not obtain the Master's degree at the time of the admission interview or whose foreign studies are not acknowledged in the Czech Republic) are notified about the fact that they meet the admission conditions and that they will be admitted after meeting all the conditions.
- Applicants who do not obtain more than 20 points from the Admission Committee or whose place is not among the students to be admitted and who are not offered another free PhD thesis topic, or students who do not meet other conditions (mainly with regard to proving their achieved Master's degree according to the above-mentioned conditions) are not admitted to the study or the admission procedure with them is stopped.

**The admission interview for the Doctoral study will take place from 19<sup>th</sup> January to 28<sup>th</sup> January 2021** (subject to change). Date, time and place of the admission examination is sent to the applicants' contact email addresses stated in their application no later than 7 days before the date of the admission interview.

#### **4. Admission Committee**

The Admission Committee assesses the course and results of the admission procedure. 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 representatives of laboratories and workplaces of the FFPW USB and BC AS CR 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. On the basis of 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's assessment, the Admission Committee will determine the order of the applicants for the given PhD thesis and suggest to the Dean of the FFPW USB further procedure concerning the processing of the applications.

Individual committees pass all materials of 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 with regard to fulfilment/non-fulfilment of all necessary conditions. The Dean notifies each applicant on his decision by a letter with personal delivery sent to the contact address specified in their 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.

### **5. Appeal against the decision about non-acceptance 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, they 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 decision rendering before the expiration of the period for submission of an application for review of the decision. Terms intended for viewing the materials are announced on the Faculty's website or in the Dean's decision to applicants on the results of admission procedure. An applicant is entitled neither to look at the documentation of other students nor at the Admission Committee's voting records.

### **6. Expected numbers of students to be admitted:**

- Fishery in Czech and English (full-time and combined form of study): in total of up to 15 students

The Dean is entitled to change the number of students to be admitted.

Rules for the admission procedure to the above-mentioned study programs and conditions for admission to study at the Faculty of Fisheries and Protection of Waters of the USB in the academic year 2020/2021 were approved by the Academic Senate of the FFPW USB on 30.10.2020.

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

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