



Dean's Measure No. 4/2022

Rules for the 2nd Round of the Admission Procedure and Conditions for the Admission to Study in Bachelor's and Follow-up Master's Study Programs for the Academic year 2022/2023

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 following Rules for the 2nd round of the admission procedure and the conditions for the admission to study in the following fields of study/programs:

Type of education	Study program / Field of study	Form of study	Language of study
Bachelor's study degree			
Agriculture (Z)	Fishery	Full-time and combined	Czech
Biology, Ecology and Environment (BEŽP)	Protection of Waters	Full-time and combined	Czech
Follow-up Master's study degree			
Combined (Z – 60%, BEŽP – 40%)	Fishery and Protection of Waters	Full-time and combined	Czech

1. General provisions

- The **Bachelor's field of study Fishery** may be studied full-time or in a combined form in the Czech language for three years as a standard.
- The **Bachelor's field of study Protection of Waters** may be studied full-time or in a combined form in the Czech language for three years as a standard.
- The **Master's field of study 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 a specified date may be admitted **to the Bachelor's and Master's study programs**:



- 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 set forth in the following text of this Measure;
- b) a citizen of another state, who must fulfill the conditions set forth 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.

The deadline for submitting the study application and paying the fee for acts related to the admission procedure for the bachelor's field of study (BSO) Fishery is 3rd July 2022.

The deadline for submitting the study application and paying the fee for acts related to the admission procedure for the remaining study programs/fields of study is 31st July 2022.

2. Study applications

Study applications to both degrees of study are accepted primarily through the online application on the website of the University of South Bohemia in České Budějovice:

<https://wstag.jcu.cz/portal/studium/uchazec/eprhlaska.html>

, or on the prescribed forms, which are available on the Faculty's website

<https://www.frov.jcu.cz/cz/?view=article&id=869:jak-podat-prihlasku-ke-studiu&catid=10>.

The fee for the acts associated with the admission procedure amounting to CZK 500 must be paid at the time of the application submission, preferably by a bank transfer or by a post-money order to:

- 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 applicant's field number. In the case of submitting a paper application, it is necessary to contact the study office, which will generate the field number for the applicant.

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.).



The name of the field of study/program must be specified in the application. Provided that an applicant applies for more specializations (or forms of studies), he/she is obliged to submit a separate application for each field of study and form of study (full-time, combined). The application fees can be paid together by a single bank transfer/post-money order.

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 field of study with the Center's staff before submitting the application for study.

Parts of the application according to the degree and form of chosen study are also:

- Originals or verified copies of required certificates (see below) from secondary school (when submitting the application form on a prescribed form) or the scans of the original certificates sent as an attachment to the application (when submitting the application via online application) – **this applies to applicants for bachelor's study**. In case of submitting the original document, it is necessary to submit it in person at the relevant study office.
- Original or officially certified copy of the document about completion of secondary education - **applies to applicants for bachelor's studies** in cases when the student completed secondary education before 2022. Applicants graduating in 2022 shall provide evidence about completion of secondary education as soon as it is received, but no later than on the date of enrollment. In the case of graduation at a foreign secondary school, the candidate shall submit: (i) document of a final examination equivalent to a school-leaving certificate, recognized according to Section 108 of the Act No. 561/2004 Coll., The Education Act unless otherwise provided by the international treaty or ii) the original or an officially certified copy of the official document confirming achievement of full secondary education which entitles the student to study at a university in a bachelor's study program or a master's study program that does not follow a bachelor's study program in that country. The document shall be authenticated in accordance with § 12 of Act No. 91/2012 Coll., On Private International Law, as amended, unless the international or bilateral treaty 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 the submission of a document under point (i). If the original document is documented, it is necessary to submit it in person at the Study office of the FFPW USB.

- Original or officially certified copy of a diploma of completed bachelor's or higher degree studies (e.g. Master's study) - **it applies to applicants for follow-up master's studies** who completed their bachelor's or higher studies before 2022. Applicants who complete bachelor's or higher studies in 2022, shall provide proof of completion of the bachelor's study immediately after its receipt, but no later than on the date of enrollment 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, i) an official translation of the above document into Czech or English, ii) 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 may be provided. In case of doubt, the FFPW USB may also request a document according to point i) (according to § 89 and 90 of the Act on Higher Education Institutions). If the original document is documented, it must be submitted in person at the 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 can be considered in the admission procedure.

All attachments except documents verifying the level of education can be delivered when applying via online application as an electronic attachment (by email to the address of the study office or as an attachment of online application to study).

Provided that the application contains formal deficiencies, the study office will ask the applicants to complete the application. In case the serious formal deficiencies are not removed by 18th July 2022 (valid for BSP Fishery), resp. by 15th August 2022 (valid for other



study programs /fields of study), 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 applications processing and the admission decision.** Candidates of relevant study programs (offered also in the 2nd round of admission procedure), who are not admitted in the first round of the admission procedure because of the low number of candidates, may request in writing the study office to include the application form from the first round to the second round of the admission procedure without the necessity to fill out a new application form and pay a fee for acts related to admission management.

Applications for studies and/or mandatory attachments that are not submitted 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

Bachelor's study – both fields of study/programs, the full-time form of study

The applicants are accepted **WITHOUT ENTRANCE EXAMINATIONS**. In case the number of applicants exceeds the number of admitted students set by the Dean of the FFPW USB, the applicants will be accepted on the basis of the order determined by the total average of study averages from single reports (from the lowest to the highest). The condition for acceptance is the placement in the order of admitted students. The overall study average from annual reports for the last 4 years of study at the secondary school is calculated in cases of all applicants. This also applies to the study at vocational schools with the extension. An applicant, who does not supply all the results of studies over the last 4 years of study at secondary school, will be excluded from the admission procedure. The total average will be calculated to two decimal places. All applicants with the same average, as the last admitted applicant gained, will be also 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 notification of acceptance.
- Applicants, who are placed in the order of the number of admitted students but do not meet the conditions for admission (it mainly concerns applicants graduating in 2022 in the Autumn term), 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 who do not prove the completion of min. complete secondary education (it applies to BSP Fishery), will not be admitted to study.

Bachelor's study – both fields of study/programs, combined form of study

The applicants are accepted **WITHOUT ENTRANCE EXAMINATIONS**. If the number of applicants exceeds the number of admitted students set by the Dean of the FFPW USB, the applicants will be accepted on the basis of the order drawn up by a combination of the order of applicants according to the results of their secondary school studies and a score assigned by an admission committee.

The applicants' order according to the results at the secondary school will be determined by the total average (from the lowest to the highest) from study averages of single reports at the end of the last four years of secondary school before getting the graduation. This also applies in the vocational schools with a degree extension. The applicant, who does not submit all the study results for the last four years at the secondary school, will be included in this part of the evaluation in the last place in the order. The average will be calculated for two decimal places. The applicants with the same average will have the same rank. Other candidates will have the rank corresponding to their actual order of ranked candidates (e.g. if two candidates have third order, the next rank will be 5).

Score points 0-30 will be assigned by the admission committee on the basis of analysis of data from the current experience of the applicant, competencies gained in the course of employment, his / her motivation to improve qualifications, and the recommendation from the employer. The applicants' rank will depend on the number of points. Applicants with the same number of points will have the same order.

The overall rank of applicants will be determined by the weighted study average from the results at the secondary school and scores assigned by the admission committee. The results at the secondary school will constitute 40% of the overall mark and the scores assigned by the admission committee will constitute 60% of the overall mark. All applicants with the same order, as the last admitted applicant gained, 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 notification of acceptance.
- Applicants, who are placed in the order of the number of admitted students but do not meet the conditions for admission (it mainly concerns applicants graduating in 2022 in the Autumn term), 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 who do not prove the completion of min. complete secondary education (it applies to BSP Fishery), will be informed about non-admission to study.



Follow-up Master's study – field of study Fishery and Protection of Waters, full-time study

Graduates of bachelor's fields of study Fishery and Protection of Waters or graduates of other bachelor's study programs and fields can apply for follow-up master's study if they prove sufficient expert knowledge for the study of follow-up master's field.

The applicants will be admitted without entrance examinations if they graduated from the bachelor's study programs Fishery and Protection of Waters and document the weighted average for the entire bachelor's 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. Without entrance exams are also accepted all applicants when the number of candidates is less than a specified number of admitted students. If the number of candidates is higher than the specified number of admitted students, the applicants, who fail the conditions for acceptance of admission without entrance exams, 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 (20 questions)
- Basics of Hydrochemistry (20 questions)
- Law in Fisheries and Water Management (15 questions)
- Water Management (15 questions)
- Fisheries (10 questions)

The results of the written admission exam will make the rank of applicants according to gained points. The applicants with the highest points will be included in the order of admitted students, maximum up to the number of accepted students mentioned below (after subtraction of places occupied with applicants accepted without entrance exams). Every applicant with the same score, as the last admitted applicant gained, 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 notification of acceptance.
- Applicants, who are placed in the order of the number of admitted students, but do not meet the conditions for admission (it mainly concerns applicants who will receive the bachelor's degree in 2022 after the applications deadline), 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, will be informed about non-admission to study.

Follow-up Master's study – field of study Fishery and Protection of Waters, the combined form of study

Graduates of bachelor's fields of study/programs Fishery and Protection of Waters or graduates of other bachelor's study programs and fields can apply for follow-up master's study if they prove sufficient expert knowledge for the study of follow-up master's field.



The applicants will be admitted without entrance examinations if they graduated from the bachelor's fields of study/programs Fishery and Protection of Waters and document the weighted average for the entire bachelor's study (excluding the results of the state final exam) of 2.10 or better and if they defended the bachelor's thesis with the grade very good at worst. Without entrance exams are also accepted all applicants when the number of candidates is less than a specified number of admitted students.

If the number of candidates is higher than the specified number of admitted students, the applicants, who fail the conditions for acceptance of admission without entrance exams, 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 (20 questions)
- Basics of Hydrochemistry (20 questions)
- Law in Fisheries and Water Management (15 questions)
- Water Management (15 questions)
- Fisheries (10 questions)

The results of the written admission exam will make the rank of applicants according to gained points. This order will have a weight of 60%. Another order will be set by the admission committee on the basis of points assigned in the range of 0-30 according to the evaluation of data on the current practice of a candidate, competencies gained in the course of employment, his/her motivation to improve their qualifications and recommendations of the employer. This order will have a weight of 40%. The applicants with the same average will have the same rank. Other candidates will have the rank corresponding to their actual order of ranked candidates (e.g. if two candidates have third order, the next rank will be 5). The overall rank of applicants will be determined by the weighted study average from the rank in the admission procedure and evaluation of the admission committee. Every applicant with the same score, as the last admitted applicant gained, 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 notification of acceptance.
- Applicants, who are placed in the order of the number of admitted students but do not meet the conditions for admission (it mainly concerns applicants who will receive the bachelor's degree in 2022 after the applications deadline), 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, will be informed about non-admission to study.

Admission test for follow-up Master's study of the field of study Fishery and Protection of Waters will be held 23rd August 2022. The term and place of the entrance exam will be



specified in the invitation sent to the applicant's e-mail stated in the application no later than 7 days before the date of 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 for the bachelor's and follow-up master's study program. 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 procedures specified in the relevant paragraphs of this Decision. 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.

Committees pass all materials of admission procedure to the study office within 3 days following 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 committees individually with regard to fulfillment / non-fulfillment of all the necessary conditions. The Dean shall notify each applicant of his decision in the form of a registered letter with personal delivery sent to the contact address specified in each application. Provided that there is no contact address specified in the application, the decision on the admission results is sent to the applicant's permanent address.

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

If the applicant does not agree with the decision of the Dean of the FFPW USB on his / her non-admission to study, 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 the 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 non-acceptance to look at his/her documentation forming the ground for the decision about non-admission to study. United 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.

Anticipated numbers of accepted students

Bachelor's field of study/program

- Fishery (full-time study): 20 students
- Fishery (combined study): 15 students
- Protection of Waters (full-time study): 20 students



- Protection of Waters (combined study): 15 students

Follow-up Master's study program

- Fishery and Protection of Waters (full-time study): 10 students
- Fishery and Protection of Waters (combined study): 10 students

The Dean may decide to modify the number of admitted students or refuse admission of applicants due to lack of interest in the studied field of study/program.

Rules for the 2nd round of the admission procedure and conditions for admission to study at the Faculty of Fisheries and Protection of Waters USB for the academic year 2022/2023 were validated by the Academic Senate of the FFPW USB on 23rd March 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