



Dean's Measure No. 2/2023

Rules for the 2nd Round of the Admission Procedure and Conditions for the Admission to Study in Bachelor's Study Programs for 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 following Rules for the 2nd round of the admission procedure and the conditions for admission to study in the following study programs:

Type of education	Study program	Form of study
Bachelor's study degree		
Agriculture	Fishery	Full-time and combined
Biology, Ecology and Environment	Protection of Waters	Full-time and combined

1. General provisions

- The **Bachelor's study program Fishery** may be studied full-time or in a combined form in the Czech language for three years as a standard.
- The **Bachelor's study program Protection of Waters** may be studied full-time or in a combined form in the Czech language for three 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 selection procedure at least **by 1st August 2023** may be admitted to the **Bachelor'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 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 Decision as well as comply with special regulations for the studies of foreign citizens at the universities in the Czech Republic.



2. Study applications

Study applications 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 on the Faculty website <http://www.frov.jcu.cz/cs/pro-zajemce-o-studium-menu/menu-prihlaska-studium>.

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: applicant's identification number without slash or a date of birth in a format DDMMYYYY for applicants without an identification number

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

The name of the study program must be specified in the application. Provided that an applicant applies for more programs (or forms of studies), he/she is obliged to submit a separate application for each study program and 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 own 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/>), e-mail (centrum-ssp@jcu.cz), or by telephone (+420 389 036 026). It is possible to consult the choice of the field 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 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). 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 in cases when the student completed secondary education before the deadline for submission of applications. Applicants graduating later 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) a 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 or a higher study program. 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 (i). If the original document is documented, it is necessary to submit it in person at the Study office of the FFPW USB.
- 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 – **valid for applicants of foreign nationality, with the exception of 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 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 the 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 14th 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 and the admission decision.** Candidates of relevant study programs 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 operations related to admission management.

Applications for studies on the prescribed forms and/or mandatory attachments that cannot be sent electronically should 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

3. Admission procedure

Bachelor's study – all programs, 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 based on 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 the cases of all applicants. This also applies to studying at vocational schools with 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 for 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 concerns applicants graduating after the deadline for submitting the application), 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 not be admitted to study.

Bachelor's study – all 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 based on 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 graduation. This also applies in 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 based on analysis of data from the current experience of the applicant, competencies gained in the course of employment, his / her motivation to improve qualifications, and recommendations 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 concerns applicants graduating after the deadline for submitting the application), 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 not be admitted to study.



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 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 for a further procedure regarding handling the applications.

Committees pass all materials of the admission procedure to the study department 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 committees individually with regard to fulfillment / non-fulfillment of all the necessary conditions. A positive admission decision 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 registered letter in their own hands to the contact address indicated in the study 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-acceptance to study

If the applicant does not agree with the decision of the Dean of the FFPW USB on his / her non-acceptance 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-acceptance 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 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

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



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

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 2021/2022 were validated by the Academic Senate of the FFPW USB on 15th March 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