



Ref.No. JU/09/02062/24

Vodňany, 20th June 2024

Dean's Measure No. 12/2024
on the Rules for the Admissions Process for the Follow-up Master's
Degree Programme 'Fishery and Protection of Waters' for the
2025/2026 Academic Year

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, I announce the Rules for the 1st round of the admission procedure and conditions for the admission to the follow-up Master's study program taught in English in the academic year 2025/2026 to the following study program:

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

Notes: **Full-time** – a full-time form of study; **combined** – a combined form of study

1. General provisions

- Follow-up Master's Study Programme Fishery and Protection of Waters can be studied in full-time and combined form in English. The standard period of study is two years.

Applicants who have paid the fee for the admission procedure and electronically submitted a completed application form with the required attachments by **31st December 2024** may be admitted to **the study of the follow-up Master's program**, namely:

- a) a citizen of the Czech Republic, another Member State of the European Union, a Contracting State of the Agreement on the European Economic Area or the Swiss Confederation, who fulfills the conditions set out in this Measure;
- b) a citizen of another state who, in addition to fulfilling the conditions set out below in this Measure, must comply with the conditions laid down by special regulations for the study of foreign nationals at universities in the Czech Republic.



2. Applications for study

Applications for study are accepted through the online application on the website of the University of South Bohemia:

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

The fee for acts associated with the admission procedure in the amount of **CZK 700** 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: CZ2003000000000104725778
- 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: the subject number assigned by the electronic application form to the student.

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.).

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 are entitled to use supporting services 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 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 the study program they have chosen is suitable for them before submitting their application.

Depending on the form of study chosen, the application form includes the following attachments:

- A structured curriculum vitae of the applicant and, if applicable, information on scientific and research activities, a list of publications and lectures, and, if applicable, reviews of final graduate theses – **it is valid for both forms of study.**
- Motivation letter for qualification increase – **it is valid for both forms of study.**
- Employer's recommendation to study. This document is not compulsory, but will be taken into account during the admission procedure – **it is valid only for the combined form of study.**



- Original or certified copy of a diploma of completion of a bachelor's study or higher studies (e.g. master's degree) (in documentary form or as a PDF document created by authorized conversion) – **it is valid for applicants who completed their bachelor's or higher studies before the application deadline.** Applicants who complete their bachelor's or higher studies after the application deadline will provide proof of completion of their bachelor's or higher studies immediately upon its receipt, but no later than the date specified in the Dean's communication to the applicant. In the case of graduation from a foreign university or higher vocational school, the applicant shall submit (i) proof of the equivalence of the foreign study and diploma with study in a bachelor's study program accredited at a higher education institution in the Czech Republic issued as a decision of its rector by such a higher education institution in the Czech Republic, unless an international treaty provides otherwise, or (ii) the original or an officially certified copy of an official document confirming the attainment of higher education which entitles the applicant to study a follow-up master's study program in the given country. The document must be certified following Section 12 of Act No. 91/2012 Coll., on Private International Law, as amended, unless an international or bilateral treaty provides otherwise. It shall also be accompanied by (i) an official translation of the abovementioned 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 transcript of studies from a bachelor's degree or higher issued by the relevant university. In case of doubt, the FFPW USB may also ask for the documentary evidence referred to in point i) (according to Sections 89 and 90 of the Higher Education Act). If the original document is provided, it must be presented in person at the study department.
- Original or officially certified copy of the certificate proving the level of English language proficiency – **it is valid for both forms of study.** In case of proving the original document, it must be presented in person at the relevant study department.

Attachments (including documents verifying educational attainment and English language proficiency, if created by authorized conversion to pdf format) may be delivered as an electronic attachment (by e-mail to the address of the study department or as an attachment in the online application for study). Otherwise, it is necessary to send the documents verifying the educational attainment and knowledge of the English language by post to the address of the study department:

University of South Bohemia in České Budějovice
Faculty of Fisheries and Protection of Waters
Study office
Na Sádkách 1780
370 05 České Budějovice
Czech Republic

If the application has formal deficiencies, the study department will invite such applicants by e-mail to remedy the deficiencies. If major formal deficiencies are not remedied by the date specified in the invitation, such applications will be excluded from the admission procedure. Applicants are responsible for the accuracy of the information provided in their application. If the applicant provides incorrect information in the application, he/she may also



be excluded from the admission procedure or not be allowed to enroll in studies at the FFPW USB.

3. Admission procedure

All applicants whose application is not rejected by the Admission Committee due to formal deficiencies will be invited to an admission interview. The admission interview will be held in English and may take place using electronic communication technologies. However, the applicant bears the risks associated with the evaluation due to a poor connection. Applicants who do not attend the admission interview will be excluded from the admission procedure.

At the interview, the candidate must demonstrate a sufficiently broad base of general knowledge in aquatic biology, fisheries, chemistry, and aquatic ecology. Based on the oral interview, the Admission Committee will award the applicant a score of 0-20. A further 0-10 points will be awarded to the applicant by the Committee based on the information provided in the annexes to the application (previous education, experience, publication, teaching activity, motivation of the applicant, certified knowledge of the English language, etc.). The evaluation itself will be based on the average of the scores of the members of the Committee present, rounded to two decimal places. Applicants who do not obtain more than 20 points cannot be admitted to the study.

The admission interview will take place on 20th January – 31st January 2025 (date subject to change). Information on the date, time, and place of the admission interview will be sent to applicants to the contact e-mail indicated in the application, no later than 7 days before the date of the admission interview. If the applicant excuses himself/herself from the admission interview no later than 3 days after it has taken place, he/she can participate in the interview on an alternative date, which will take place within 14 days after the first date of the oral interview.

4. Admission Committee

The evaluation of the progress and results of the admission procedure is carried out by the Admission Committee.

The Admission Committee is appointed by the Dean. The Committee has a chairman and at least 3 other members. The Admission Committee will verify the completeness and correctness of the data contained in the application and the applicant's attached materials and will assess the data contained. Based on the data in the application appendices, other information obtained and the oral interview (see details above), the applicants will be assigned a point evaluation. According to the point evaluation, the Admission Committee will determine the order of the applicants and propose to the Dean of the FFPW USB the next procedure regarding the processing of the applicants' applications.

The Committee will hand over all materials of the admission procedure within 3 days after the meeting of the Admission Committee to the study department. The Dean will decide on the admission or non-admission of applicants to study, based on the order of admitted applicants drawn up by the Committee individually, taking into account the fulfillment/failure 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) 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 delivery address indicated in the study application. If the applicant's delivery 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 about non-admission to study

If the applicant does not agree with the decision of the Dean of the FFPW USB on the outcome of the admission procedure, he/she has the right to request a review of such decision by written request submitted to the Dean within 30 days from the date of delivery of this decision. If the Dean does not comply with the request, he will forward the decision to the Rector of the University of South Bohemia in České Budějovice. The Rector's decision is final. Before the expiry of the deadline for submitting an application for review of the decision, the applicant has the right to inspect all the materials that were decisive for the issuance of the decision. Dates for viewing the materials will be announced on the faculty's website. The applicant does not have the right to view the documentation of other applicants or the voting protocols of the Admission Committee.

6. Expected numbers of admitted students:

- Fishery and Protection of Waters (full-time form): 20 students
- Fishery and Protection of Waters (combined form): 20 students

The Dean may decide to adjust the number of admitted students or to refuse admission to applicants due to insufficient interest in the program being studied.

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 USB for the academic year 2025/2026 were approved by the Academic Senate of the FROV JU on 20th June 2024.

Prof. Tomáš Polícar
Dean of FFPW USB

David Gela, Ph.D.
Chairman of AS FFPW USB