



Dean's Measure No. 16/2024

Rules for the 2nd Round of the Admission to Doctoral Degree Programs in the Academic Year 2024/2025

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 2nd round of the admission procedure and conditions for the admission to doctoral degree programs in the academic year 2024/2025 to the following study programs:

Field of education	Study program	Study language	Form of study
Biology, Ecology and Environmental Protection	Protection of Aquatic Ecosystems (Czech)	Czech	Full-time and combined
	Protection of Aquatic Ecosystems	English	Full-time and combined
Zootechnics (Z)	Fishery (Czech)	Czech	Full-time and combined
	Fishery	English	Full-time and combined

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

1. General Provisions

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

To study the Doctoral study program may be admitted applicants who are:

- 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 outlined in this Measure or
- b) citizens of another state who must meet not only the conditions outlined in this Measure but also special regulations for the study of foreign citizens at higher education institutions in the Czech Republic,



and who have sent or submitted their application with required attachments to the Study Office of the Faculty of Fisheries and Protection of Waters and paid a fee for acts for the admission procedure by **2nd December 2024**.

2. Applications for study

Applications for study are accepted only 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 number of the field of study of the online application

In case of problems with identification and payment tracking, 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.).

If applicants apply for more programs (resp. forms of study), they are obliged to submit an individual application for each program, the form of study (full-time, combined), and the language of study (Czech, English).

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 through the Centre for the Support of Students with Special Needs (hereinafter referred to as the Centre) during the admission examination and provided that they are admitted to study they can use it throughout the entire period of study. Applicants with specific needs who wish to use the Centre's services must tick the option "Taking specific needs into account" on the online application form. After the consolidation of the application, these applicants are contacted by the Centre employees who inform 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 a study program they have chosen is suitable for them before submitting their application.

Depending on the program and the form of study the application contains the following attachments:



- Listing of marks and credits from passed subjects and duties of Bachelor's and Master's study confirmed by the Study Office of the university (Higher Education Institution) where the student studied. This obligation does not apply to students of the FFPW USB. Applicants who have not completed the Master's study by the deadline for submitting applications to study are to state the supposed date of completion of their study in the application (**it can be sent electronically or as an attachment to an electronic application**).
- An original or an officially certified copy of a diploma of completed Master's or higher study. Applicants who complete a Master's study after the deadline for the reception of the application submit the proof of completion of the Master's study immediately after they receive it and no later than on the date specified in the notification of the result of the admission procedure. In the case of graduation from a foreign university, the applicant will submit the original or an officially certified copy of the official document confirming the completion of a full university education, which entitles him/her to study the doctoral 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. In addition to the above-mentioned document, the following must be provided: 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 completed study obligations of the applicant's Master's study degree issued by the relevant university, iii) an officially certified copy of the English original or an official translation of the document confirming the applicant's Bachelor's degree (if any); and iv) the English original, an officially certified copy of the English original or an official translation of the completed study obligations of the applicant's Bachelor's study degree issued by the relevant university. Official translations of the original documents can be made into Czech or English. In case of doubt, the FFPW USB may also request a document proving the equivalence of the foreign study and the diploma of the applicant with the study in a Master's degree program accredited at a university in the Czech Republic issued as the Rector's Decision by the Czech university concerned (according to § 89 and 90 of the Act on Higher Education Institutions). **These documents are sent via postal service providers.**
- 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. **It can be sent electronically or as an attachment to the electronic application.**
- Cover letter giving reasons for interest in studying a Doctoral study program (DSP) at the FFPW USB and explaining the choice of a Ph.D. thesis topic. **It can be sent electronically or as an attachment to the electronic application.** Applicants register for a specific Ph.D. thesis topic by selecting a topic from a list of topics offered for the given admission procedure. The list of offered topics for Ph.D. theses is available on the FFPW USB website. **Before applying, the candidates shall contact the supervisor of the topic of the dissertation thesis to which they are**



applying. The positive opinion of the supervisor on the submission of the applicant's application is one of the conditions for the acceptance of the applicant.

- Employer's recommendation for the applicant's study – **it applies to applicants for the combined study.** This document is not compulsory, but it is considered during the admission procedure. It can be sent electronically or as an attachment to the electronic application.
- Original or certified copy of the certificate proving the level of English language proficiency – **it is valid for both forms and languages of study.** In the case of the original document, it must be presented in person at the relevant Study Office. This document is not compulsory but will be taken into account during the admission procedure.

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

If there are any formal deficiencies in the application, the Study Office will call for rectification of these deficiencies by e-mail. In case applicants fail to pay the fee for the admission procedure or fail to submit their CV and/or cover letter, the admission procedure will be terminated. Applicants are responsible for the accuracy of data provided in the application. If the applicant specifies incorrect information in the application, they can be excluded from the admission procedure or they will not be allowed to enroll to study at the FFPW USB.

Documents sent through postal service providers shall be sent to the following address:

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

3. Admission procedure

All applicants whose applications will not be rejected by the Admission Committee due to formal deficiencies will be invited to an admission interview. In justified cases, the admission interview may take place using electronic communication technologies. In that case, however, the applicant bears the risks associated with the evaluation due to the poor quality of the connection. Applications from candidates who do not take part in the admission interview will be excluded from the admission procedure.



Applicants to the DSP Protection of Aquatic Ecosystems (Czech) / Protection of Aquatic Ecosystems must demonstrate a sufficiently broad basis of general knowledge of animal biology, chemistry, and aquatic ecology.

Applicants for the DSP Fishery (Czech) / Fishery must demonstrate a sufficiently broad basis of general knowledge of animal biology, fisheries, and aquatic ecology at the interview.

An integral part of the admission interview is to verify the ability to communicate in English.

Based on the oral interview, the Admission Committee will award an applicant 0-20 points. Another 0-10 points will be awarded to the applicant based on the data about previous education, experience, publishing, and pedagogical activity, etc. In evaluating the applicant, the Admission Committee will take into account the opinion of the head of the relevant organizational unit of the Faculty where the student is supposed to work and the opinion of the potential supervisor of the applicant, unless they are direct members of the Admission Committee. The evaluation itself will be created by the average of score proposals of the present members of the Committee with rounding to two decimal places. The applicants who do not obtain more than 20 points cannot be admitted to the study.

If more than one candidate applies for a given dissertation thesis topic, the applicant who obtains the highest score will be accepted. In the case of the same number of points, the lot will decide on the selected applicant. If one candidate applies for a given topic and receives more than 20 points from the Admission Committee, he/she will be accepted to study after fulfilling the other conditions. The applicants who obtain more than 20 points, but the topic of the dissertation thesis to which they applied will be occupied by a candidate with a higher number of points, will be offered the opportunity to be accepted on unoccupied dissertation topics if the supervisors are interested. The offer of unoccupied topics of dissertation theses to free applicants will take place according to the instructions of the supervisors who listed the topics.

The admission procedure for the English doctoral program will be held entirely in English. The other conditions for the admission procedure for doctoral studies remain the same as above. The fees for study in English are set by the USB Statute.

- Applicants who obtain more than 20 points from the Admission Committee, place best among the applicants to the given topic of the Ph.D. thesis and if they meet also other conditions for admission they will receive a notification of admission.
- Applicants who obtain more than 20 points from the Admission Committee but the given topic of the Ph.D. thesis they applied for will be filled by another applicant can be admitted to study if they later agree with the supervisor of unoccupied topics and if they also meet other conditions for admission.
- Applicants who obtain more than 20 points from the Admission Committee, place best among the applicants to the given topic of Ph.D. thesis or agree with the supervisor of unoccupied topics, but do not provide the minimum required or higher education in accordance with this Measure, they will be admitted to study if they provide such education by the deadline set by the Dean.
- Applicants who do not obtain more than 20 points from the Admission Committee or are not placed among the admitted students and will not be offered another



unoccupied dissertation thesis's topic, or students who do not meet other conditions (especially concerning the proof of min. Master's degree according to the above-mentioned requirements), they will be informed about the non-admission to the study or the termination of the admission procedure.

The admission interview for the doctoral study will take place from 9th December to 20th December 2024 (subject to change). The date, time, and place of the admission examination are 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 heads of laboratories of the FFPW USB, 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. Based on 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 assessment, the Admission Committee will determine the order of the applicants for the given Ph.D. thesis and suggest to the Dean of the FFPW USB further proceedings concerning the processing of the applications.

The Admission Committee's passes all materials of the admission procedure to the Study Office within 3 days following the Committee's 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 regarding fulfillment/non-fulfillment 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 Institutions) 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. 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-admission 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, he or she 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 issuance of the decision before the deadline for submitting the applications for review of the decision. Dates for viewing the materials are announced on the Faculty website. An applicant is entitled neither to look at the documentation of other students nor the Admission Committee's voting records.

6. Expected numbers of students to be admitted:

- Protection of Aquatic Ecosystems (in Czech and English, full-time and combined form): max. 10 students in total
- Fishery (in Czech and English, full-time and combined form): max. 10 students in total

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

Rules for the 2nd Round of the Admission to Doctoral Degree Programs at the Faculty of Fisheries and Protection of Waters of the USB in the Academic Year 2024/2025 were approved by the Academic Senate of the FFPW USB on 17th July 2024.

Prof. Dipl.-Ing. Tomáš Polícar, Ph.D.
Dean of the FFPW USB

Dipl.-Ing. David Gela, Ph.D.
Chairman of the AS of the FFPW USB