

Dean's Decree No. 8/19

Announcement of admission procedure to Bachelor's Study Programmes for academic year 2020/2021 at the Faculty of Agrobiography, Food and Natural Resources of the Czech University of Life Sciences in Prague (hereinafter "CULS")

In accordance with the Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended and in accordance with other subsequent study regulations, the Faculty of Agrobiography, Food and Natural Resources of the CULS in Prague (hereinafter "FAFNR") announces the terms of the admission procedure to the Bachelor's Study Programmes for the academic year 2020/2021. The general conditions for acceptance to studies at the CULS and the requirements of admission procedure are set in paragraphs 48 – 50 of the Act on Higher Education, as amended and in accordance with Article 22 and 24 of the Statute of the CULS in Prague.

1. Submission of the application to studies of the Bachelor's Study Programmes

The applications to studies in the academic year 2020/2021 are accepted at the FAFNR in period from 1st December 2019 to 31st March 2020.

The conditions for acceptance to studies are a duly submitted application, a completed **secondary school education with a secondary school leaving examination and a successful passing of entrance examination**, unless this examination is abandoned.

The application to studies is to be submitted by the applicant only via an electronic application through the university information system of the CULS. The electronic application is available on the following link <https://is.czu.cz/prihlaska/?lang=en>. In case of interest in more study programmes, the application is to be submitted for each programme separately.

The completely filled in electronic application is to be submitted in the university information system by 31st March 2020 at the latest.

The applicant also receives all further communication regarding the course of the admission procedure (e.g. the announcement about the outcome, resp. about the fulfilment of conditions of the admission procedure; the invitation to enrolment to studies) **through the link <https://is.czu.cz/prihlaska/?lang=en>.**

The fee relating to the admission procedure (registration fee) amounts to CZK 500 and is payable by 31st March 2020. This fee needs to be paid for each submitted application separately, it is not possible to make one joint payment for all applications to studies. The instructions for the payment will appear after the setup of the application on the following link <https://is.czu.cz/prihlaska/?lang=en>. It is also possible to follow the status of the payment of the registration fee on this link. The fee is non-refundable at any stage of the admission procedure.

If the application doesn't fulfil the set requirements (is not complete) or if the registration fee is not paid, the FAFNR will ask the applicant to remove these deficiencies by 10th April 2020 at the latest. If these deficiencies are not removed by the applicant by the set date, the admission procedure of the applicant will be terminated.

2. Publishing of information about the admission procedure and the Bachelor's Study Programmes

Information about the admission procedure at the FAFNR and the individual accredited Bachelor's Study Programmes is published on the faculty website on the link <https://www.af.czu.cz/en/r-9372-study>.

3. The rules for acceptance to the Bachelor's Study Programmes

- **The submission of a duly completed application and a payment of the registration fee by 31st March 2020.**
- **The completed secondary school education with a school leaving examination documented by a notarized copy of the Secondary school leaving diploma/certificate** (or by a notarized copy of the Certificate about equality of foreign secondary school education, or by evaluation of foreign education of applicants as part of admission procedure based on Rector's Directive No.3 / 2019 – please see <https://www.czu.cz/en/r-9190-international-relations/r-9285-general-information/r-14705-foreign-education-evaluation/foreign-education-evaluation.html>) **at the latest on the date of enrolment to studies.**
- **The applicants who apply for the following study programmes are not required to pass the entrance examination:** Sustainable Use of Natural Resources; Agriculture and Food.

The applicants to these study programmes will receive a decision about acceptance to studies and an invitation to enrolment to studies through the university information system of the CULS in accordance with the Art. 69a paragraph 1 of the Act (Act on Higher Education) on the link <https://is.czu.cz/prihlaska/?lang=en>. These applicants will also receive both the decision about acceptance to studies and the invitation to enrolment by post. As a result of this decision the applicant is entitled to enrol into studies, if the applicant submits a notarized copy of a Secondary school leaving diploma/certificate during the enrolment, alternatively the applicant either submits a notarized copy of a Certificate about equality of foreign secondary school education ("nostrification clause") or the applicant proceeds with the evaluation of foreign education as part of admission procedure based on Rector's Directive No.3 / 2019 – please see <https://www.czu.cz/en/r-9190-international-relations/r-9285-general-information/r-14705-foreign-education-evaluation/foreign-education-evaluation.html>, if the Secondary school leaving diploma/certificate is issued abroad and if the international treaty doesn't state otherwise; the graduates from Slovak secondary schools are an exception to this rule. These graduates submit only a notarized copy of a Secondary school leaving diploma/certificate.

- **The submission of a copy of a Certificate demonstrating the knowledge of a foreign language** in which studies of a particular programme will be taught at the FAFNR. The knowledge of a foreign language needs to be at a required level for studies at the FAFNR (B1 level or an equivalent of this level of internationally certified examination). This concerns each applicant irrespective of the citizenship who applies for a study programme taught in English. The exception to this rule are applicants with a citizenship from those countries where English is the main official language.

4. Enrolment to Bachelor's studies

- a) Enrolment of students who are accepted to the first year of Bachelor's Study Programmes taught in English takes place on 24th September 2020.
- b) The invitation to the enrolment to studies is provided to the applicants through the university information system of the CULS on the link <https://is.czu.cz/prihlaska/?lang=en> by 22nd June 2020 at the latest together with a decision on the acceptance to studies of a particular study programme. Both the invitation to the enrolment and the decision on acceptance will also be sent to the applicant by post. The date of enrolment written on the invitation is binding for the applicants.
- c) **The applicants need to bring the following documents to the enrolment:**
 - **An identity card or a passport;**
 - **Writing utensils;**
 - **A notarized copy of the Secondary school leaving diploma/certificate, or a notarized copy of the Certificate about equality of foreign secondary school education (or the evaluation of foreign secondary education of applicants as part of admission procedure based on Rector's Directive No.3/2019), if the Secondary school leaving diploma/certificate is issued abroad and if the international treaty doesn't state otherwise;** the graduates from the Slovak secondary schools are an exception to this rule. These graduates submit only a notarized copy of the Secondary school leaving diploma/certificate.
 - **A copy of a Certificate demonstrating the knowledge of a foreign language** in which studies of a particular programme will be taught at the FAFNR. The knowledge of a foreign language needs to be at a required level for studies at the FAFNR (B1 level or an equivalent of this level of internationally certified examination). This concerns each applicant irrespective of a citizenship who applies for a study programme taught in English. The exception to this rule are applicants with a citizenship from those countries where English is the main official language.
- d) The fulfilment of the condition for acceptance to studies listed in § 48, paragraph 1 of the Act 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), which is the completion of secondary school education with a secondary school leaving examination will be verified during enrolment.

If the applicant cannot provide the Secondary school leaving diploma/certificate on the enrolment date, the graduate of a foreign secondary school (with the exception of Slovakia) cannot provide a certificate about the nostrification of foreign education (or the evaluation of foreign secondary education of applicants as part of admission procedure based on Rector's Directive No.3/2019), then the applicant cannot be

enrolled into studies. In such a case the applicant can submit a written request for an **alternative enrolment date**. In his/her request the applicant must enclose a confirmation from the secondary school about the reason for non-fulfilment of the secondary school leaving examination and about a new planned date for a secondary school leaving examination. A graduate from a foreign secondary school must submit either a confirmation of the Department of Education, Youth and Sports of a respective County Council (or a Magistrate of the Capital City of Prague) about the ongoing proceedings concerning recognition of equality of the education completed abroad with a similar education which can be completed at the secondary schools in the Czech Republic, or a confirmation from the Rectorate about the request for the evaluation of foreign secondary education of applicants as part of admission procedure based on Rector's Directive No.3/2019 at the CULS.

- e) If the applicant does not come to the enrolment or does not excuse his/her absence within 5 working days based on serious and recognisable reasons, then the applicant's right for enrolment to studies terminates. A dean decides whether the reasons can be recognised.
- f) A written request for an alternative enrolment date can be submitted **at the latest within 5 working days from the original enrolment date to which the applicant was invited**.

The request can be submitted by the applicant either by e-mail to info@af.czu.cz, to data box (the ID of data box of the CULS: 3hdj9cb) or by registered post to the address:

International Relations Office of FAFNR
Czech University of Life Science in Prague
Kamýcká 129
165 00 Prague – Suchbátka

The requests for an alternative enrolment date submitted after this deadline cannot be considered.

- g) The applicant will be informed about the alternative enrolment date via the university information system of the CULS on the link <https://is.czu.cz/prihlaska/?lang=en>.

5. Other provisions

- a) The Bachelor's Study Programmes taught in English are subject to a tuition fee of **CZK 80 000 / EUR 3 000** per academic year, payable prior to enrolment to studies. The tuition fee is payable by **30th June 2020** at the latest to the following account:

Account number:	500022222/0800
Constant symbol:	308
Variable symbol:	215503
SWIFT:	GIBACZPXXXX

IBAN CZ38 0800 0000 0005 0002 2222
Account holder: Česká zemědělská univerzita v Praze, Kamýcká 129, Praha 6, 165 21
Bank: Česká spořitelna, a.s., Budějovická 1518/13B, Prague 4, 140 00

If the applicant already paid the tuition fee and did not obtain visa, the applicant is asked to send a scanned copy of a decision about visa refusal and further his/her bank account details to the International Relations Office of the FAFNR. The paid tuition fee will be returned back to the bank account of the applicant. The payment of bank fees connected to the return of tuition fee will be divided between the payer (the CULS) and the receiver (the applicant), where each of them will pay the fees to their own bank.

- b) A dean of the FAFNR can also announce a **second round of the admission procedure for the Bachelor's Study Programmes** in the academic year 2020/2021. In this case such information will be published on the faculty website on the link <https://www.af.czu.cz/en/r-9372-study> by 19th July 2020 at the latest.

Approved by the Academic Senate of the FAFNR on 20th November 2019.

prof. Ing. Iva Langrová, CSc.

Dean

