



Announcement of the admission procedure to Bachelor's and Master's Study Programmes taught in English for the Academic year 2021/2022 at the Faculty of Agrobiography, Food and Natural Resources of the CZU

Part A

Announcement of the admission procedure for Bachelor's Study Programmes taught in English for the Academic year 2021/2022 at the Faculty of Agrobiography, Food and Natural Resources

Article 1
Introductory Provisions

- (1) 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 internal regulations, the Faculty of Agrobiography, Food and Natural Resources of the CZU in Prague (hereinafter "FAFNR") announces the terms of the admission procedure to Bachelor's Study Programmes taught in English for the academic year 2021/2022. The general conditions for acceptance to study at the CZU 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 CZU in Prague.

Article 2
Publishing of information about the admission procedure to the Bachelor's Study Programmes taught in English

- (1) Information about the admission procedure at the FAFNR to the individual accredited Bachelor's Study Programmes taught in English is published on the website of FAFNR on the link <https://www.af.czu.cz/en/r-9372-study>.

Article 3
Submission of application to study

- (1) **The applications to study** in the academic year 2021/2022 are accepted at the FAFNR in period **from 9th November 2020 to 31st March 2021**. During this period applications will be **continuously evaluated** as follows:
- Duly completed, paid and submitted applications received by 30th November 2020 will be evaluated by 15th December 2020,
 - Duly completed, paid and submitted applications received by 15th January 2021 will be evaluated by 30th January 2021,
 - Duly completed, paid and submitted applications received by 28th February 2021 will be evaluated by 15th March 2021,

- Duly completed, paid and submitted applications received by 31st March 2021 will be evaluated by 15th April 2021.

The applications will be evaluated by a three-member committee led by a Vice-dean for International Relations. The committee can recommend to the Dean to decide about acceptance to study.

- (2) The application to study is to be submitted by the applicant only via an electronic application through the university information system of the CZU. 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 electronic application is to be submitted for each programme separately.
- (3) **The applicant will receive 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 study) **through the link** <https://is.czu.cz/prihlaska/?lang=en>.
- (4) **The fee relating to the admission procedure (registration fee) amounts to CZK 500 and is payable at the latest by 31st March 2021.** This fee needs to be paid for each submitted application separately, it is not possible to make one joint payment for all applications to study. 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.
- (5) **The duly completed and paid application is to be submitted in the university information system by 31st March 2021 at the latest.**
- (6) If the application doesn't fulfil the above 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 2021 at the latest. If these deficiencies are not removed by the applicant by this date, the admission procedure of the applicant will be stopped.

Article 4

The rules for acceptance to the Bachelor's Study Programmes taught in English

- (1) The key conditions which need to be fulfilled for the acceptance to study are as follows:
 - **The submission of a duly completed and paid application at the latest by 31st March 2021.**
 - **The successful completion of secondary school education with a school leaving examination. The completion needs to be 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 study.**
 - **The submission of a notarized copy of a document certifying knowledge of English at required level for study at the FAFNR (B1 or equivalent of this level of internationally recognised language certificate e.g. IELTS: score 4-5; Cambridge English: Preliminary (PET) or Business preliminary (BEC); TOEFL: score 31-45; certificate about secondary school leaving**

examination in English at level “excellent” or “very good” issued in the Czech Republic) **at the latest on the date of enrolment to study**. Citizens of countries where English is the official language or applicants whose previous study was conducted in English do not need to provide such certificate.

- **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 programmes will receive a decision about acceptance to study and an invitation to enrolment to study through the university information system of the CZU in accordance with the paragraph 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 study and the invitation to enrolment by post. As a result of this decision the applicant is entitled to enrol into study, if the applicant submits a notarized copy of a Secondary school leaving diploma/certificate during the enrolment. If the Secondary school leaving diploma/certificate is issued abroad and if the international treaty doesn't state otherwise, 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>; 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.

Article 5

Enrolment to Bachelor's study taught in English

- (1) Enrolment of students who are accepted to the first year of Bachelor's Study Programmes taught in English takes place on 22nd September 2021.
- (2) The invitation to enrolment to study is provided to the applicants through the university information system of the CZU on the link <https://is.czu.cz/prihlaska/?lang=en> by 31st July 2021 at the latest together with a decision on the acceptance to study of a particular study programme. The date of enrolment written on the invitation is binding for the applicants.
- (3) **Applicants need to bring the following documents to the enrolment:**
 - **An identity card or a passport;**
 - **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 notarized copy of a document certifying knowledge of English at required level for study at the FAFNR (B1 or equivalent of this level of internationally recognised language certificate e.g. IELTS: score 4-5; Cambridge English: Preliminary (PET) or Business preliminary (BEC); TOEFL: score 31-45; certificate about secondary school leaving examination in English at level**

“excellent” or “very good” issued in the Czech Republic). Citizens of countries where English is the official language or applicants whose previous study was conducted in English do not need to provide such certificate.

- (4) The fulfilment of the condition for acceptance to study listed in § 48 paragraph 1 of the Act No. 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.
- (5) 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 study. 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 CZU.
- (6) 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 study terminates. A dean decides whether the reasons can be recognised.
- (7) 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 *iro@af.czu.cz*, to data box (the ID of data box of the CZU: 3hdj9cb), or by registered post to the address:

International Relations Office of Faculty of Agrobiolgy, Food and Natural Resources
Czech University of Life Science in Prague
Kamýcká 129
165 00 Prague – Suchdol

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

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

Article 6

Tuition fee payment

- (1) Bachelor’s Study Programmes taught in English are subject to a tuition fee of **CZK 80 000 (EUR 3 200)** per academic year, payable prior to enrolment to study, **at the latest by 30th June 2021.**

- (2) **Return of tuition fee after enrolment to study:** If the applicant paid the tuition fee, is already enrolled into study, however his/her request for visa/long-term residence permit was rejected, then the **received** tuition fee* can be returned to the applicant upon his/her request under the following conditions:
- Request for visa/long-term residence permit is declined in September 2021 = the full amount of received tuition fee is returned,
 - Request for visa/long-term residence permit is declined in October 2021 = 2/3 of received tuition fee is returned,
 - Request for visa/long-term residence permit is declined in November 2021 = 1/3 of received tuition fee is returned,
 - Request for visa/long-term residence permit is declined in December 2021 or later = tuition fee is non-refundable.

*The received tuition fee is the amount of tuition fee the CZU receives on its bank account.

In order to return the tuition fee to the applicant, he/she needs to send a scanned copy of a decision about visa/long term residence permit refusal and his/her bank account details to the International Relations Office of the FAFNR. The **received** 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 CZU) and the receiver (the applicant), where each of them will pay the fees to their own bank.

Article 7 Interim and Closing Provisions

- (1) A dean of the FAFNR can also announce a **second round of the admission procedure for Bachelor's Study Programmes** in the academic year 2021/2022. In this case such information will be published on the FAFNR website on the link <https://www.af.czu.cz/en/r-9372-study> by **31st July 2021 at the latest**.
- (2) This decree comes into effect on a day it is approved by the Academic Senate of the FAFNR.

Approved by the Academic Senate of the FAFNR in Prague on 6th November 2020.



prof. Ing. Iva Langrová, CSc.
Dean FAFNR CZU

Part B

Announcement of the admission procedure for Master's Study Programmes taught in English for the Academic year 2021/2022 at the Faculty of Agrobiolology, Food and Natural Resources

Article 1

Introductory Provisions

- (1) 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 internal regulations, the Faculty of Agrobiolology, Food and Natural Resources of the CZU in Prague (hereinafter "FAFNR") announces the terms of the admission procedure to Master's Study Programmes for the academic year 2021/2022. The general conditions for acceptance to study at the CZU 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 CZU in Prague.

Article 2

Publishing of information about the admission procedure to the Master's Study Programmes taught in English

- (1) Information about the admission procedure at the FAFNR to the individual accredited Master's Study Programmes taught in English is published on the website of FAFNR on the link <https://www.af.czu.cz/en/r-9372-study>.

Article 3

Submission of application to study

- (1) **The applications to study in the academic year 2021/2022 are accepted at the FAFNR in period from 9th November 2020 to 31st March 2021.** During this period applications will be **continuously evaluated** as follows:
 - Duly completed, paid and submitted applications received by 30th November 2020 will be evaluated by 15th December 2020,
 - Duly completed, paid and submitted applications received by 15th January 2021 will be evaluated by 30th January 2021,
 - Duly completed, paid and submitted applications received by 28th February 2021 will be evaluated by 15th March 2021,
 - Duly completed, paid and submitted applications received by 31st March 2021 will be evaluated by 15th April 2021.

The applications will be evaluated by a three-member committee led by a Vice-dean for International Relations. The committee can recommend to the Dean to decide about acceptance to study.

- (2) The application to study is to be submitted by the applicant only via an electronic application through the university information system of the CZU. 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 electronic application is to be submitted for each programme separately.
- (3) **The applicant will receive 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 study) through the link <https://is.czu.cz/prihlaska/?lang=en>.

- (4) **The fee relating to the admission procedure (registration fee) amounts to CZK 500 and is payable at the latest by 31st March 2021.** This fee needs to be paid for each submitted application separately, it is not possible to make one joint payment for all applications to study. 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.
- (5) **The duly completed and paid application is to be submitted in the university information system by 31st March 2021 at the latest.**
- (6) If the application doesn't fulfil the above 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 2021 at the latest. If these deficiencies are not removed by the applicant by this date, the admission procedure of the applicant will be stopped.

Article 4

The rules for acceptance to Master's Study Programmes taught in English

- (1) The key conditions which need to be fulfilled for the acceptance to study are as follows:
 - **The submission of a duly completed and paid application at the latest by 31st March 2021.**
 - **The successful completion of the Bachelor's Study Programme documented by a notarized copy of a Bachelor's Diploma** (or a notarized copy of a Certificate about equality of a foreign higher 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>) **on the enrolment date at the latest.**
 - **The submission of a notarized copy of a document certifying knowledge of English at required level for study at the FAFNR (B1 or equivalent of this level of internationally recognised language certificate** e.g. IELTS: score 4-5; Cambridge English: Preliminary (PET) or Business preliminary (BEC); TOEFL: score 31-45; certificate about secondary school leaving examination in English at level "excellent" or "very good" issued in the Czech Republic) **at the latest on the date of enrolment to study.** Citizens of countries where English is the official language or applicants whose previous study was conducted in English do not need to provide such certificate.
 - **The applicants who apply for the following study programmes are not required to pass the entrance examination:** Natural Resources and Environment; Sustainable Agriculture and Food Security; Natural Resources Management and Ecological Engineering.

The applicants to these programmes will receive a decision about acceptance to study and an invitation to enrolment to study through the university information system of the CZU in accordance with the paragraph 69a paragraph 1 of the Act (Act on Higher Education) on the link <https://is.czu.cz/prihlaska>. These applicants will also receive both the decision about acceptance to study and the invitation to enrolment by post. As a result of this decision the applicant is entitled to enrol into study, if the applicant submits a notarized copy of a Bachelor's Diploma during the enrolment, alternatively a notarized copy of a Certificate about equality of foreign higher 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 Bachelor's Diploma is issued abroad and if the international treaty doesn't state otherwise; the graduates from Slovak higher education schools are an exception to this rule. These graduates submit only a notarized copy of Bachelor's Diploma.

Article 5

Enrolment to Master's Study Programmes taught in English

- (1) Enrolment of students who are accepted to the first year of Master's Study Programmes taught in English takes place on 22nd September 2021.
- (2) The invitation to the enrolment to study is provided to the applicants through the university information system of the CZU on the link <https://is.czu.cz/prihlaska/?lang=en> by 31st July 2021 at the latest together with a decision on the acceptance to study of a particular study programme. The date of enrolment written on the invitation is binding for the applicants.
- (3) **The applicants need to bring the following documents to the enrolment:**
 - **An identity card or a passport;**
 - **A notarized copy of the Bachelor's Diploma, or a notarized copy of the Certificate about equality of foreign higher 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 Bachelor's Diploma is issued abroad and if the international treaty doesn't state otherwise; the graduates from the Slovak higher education schools are an exception to this rule. These graduates submit only a notarized copy of Bachelor's Diploma.**
 - **a notarized copy of a document certifying knowledge of English at required level for study at the FAFNR (B1 or equivalent of this level of internationally recognised language certificate e.g. IELTS: score 4-5; Cambridge English: Preliminary (PET) or Business preliminary (BEC); TOEFL: score 31-45; certificate about secondary school leaving examination in English at level "excellent" or "very good" issued in the Czech Republic). Citizens of countries where English is the official language or applicants whose previous study was conducted in English do not need to provide such certificate.**
- (4) The fulfilment of the condition for acceptance to study listed in § 48 paragraph 1 of the Act No. 111/1998 Coll., on Higher Educational Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), which is the completion of the Bachelor's Study Programme will be verified during enrolment.
- (5) If the applicant cannot provide the Bachelor's Diploma on the enrolment date and the graduate of a foreign higher educational institution (with the exception of Slovakia) cannot provide a certificate about the nostrification of the 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 study. 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 higher educational institution explaining why the Bachelor's Diploma has not been issued yet and information about a new planned date for a final state examination. A graduate from a foreign higher educational institution must submit a confirmation from one of the higher

educational institutions accredited by the Ministry of Education, Youth and Sports of the Czech Republic about the ongoing proceedings concerning recognition of equality of the education completed abroad with a similar education which can be completed at the higher educational institutions 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 CZU.

- (6) 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 study terminates. A dean decides whether the reasons can be recognised.
- (7) 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.**
- (8) The request can be submitted by the applicant either by e-mail to *iro@af.czu.cz*, to data box (the ID of data box of the CZU: 3hdj9cb), or by registered post to the address:

International Relations Office of Faculty of agrobiology, Food and Natural Resources
Czech University of Life Science in Prague
Kamýcká 129
165 00 Prague – Suchdol
- (9) The requests for an alternative enrolment date submitted after this deadline will not be considered.
- (10) The applicant will be informed about the alternative enrolment date via the university information system of the CZU on the link <https://is.czu.cz/prihlaska/?lang=en>.

Article 6

Tuition fee payment

- (1) Master's Study Programmes taught in English are subject to a tuition fee of **CZK 80 000 (EUR 3 200)** per academic year, payable prior to enrolment to study, **at the latest by 30th June 2021.**
- (2) **Return of tuition fee after enrolment to study:** If the applicant paid the tuition fee, is already enrolled into study, however his/her request for visa/long-term residence permit was rejected, then the **received** tuition fee* can be returned to the applicant upon his/her request under the following conditions:
 - Request for visa/long-term residence permit is declined in September 2021 = the full amount of received tuition fee is returned,
 - Request for visa/long-term residence permit is declined in October 2021 = 2/3 of received tuition fee is returned,
 - Request for visa/long-term residence permit is declined in November 2021 = 1/3 of received tuition fee is returned,
 - Request for visa/long-term residence permit is declined in December 2021 or later = tuition fee is non-refundable.

*The received tuition fee is the amount of tuition fee the CZU receives on its bank account.

In order to return the tuition fee to the applicant, he/she needs to send a scanned copy of a decision about visa/long term residence permit refusal and his/her bank account details to

the International Relations Office of the FAFNR. The **received** 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 CZU) and the receiver (the applicant), where each of them will pay the fees to their own bank.

Article 7
Interim and Closing Provisions

- (1) A dean of the FAFNR can also announce a **second round of the admission procedure for Master's Study Programmes** in the academic year 2021/2022. 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 **31st July 2021 at the latest**.
- (2) This decree comes into effect on a day it is approved by the Academic Senate of the FAFNR.

Approved by the Academic Senate of the FAFNR in Prague on 6th November 2020.


prof. Ing. Iva Langrová, CSc.
Dean FAFNR CZU