



Dean's Measure No. 26/2021
Rules for the 2nd round of the admission procedure and conditions
for admission to study to Doctoral Study Programs (DSP) in the
academic year 2021/2022

Under sections 48 to 50 of the Act No. 111/1998 Coll., on Higher Education and amendments and supplements to other acts (hereinafter referred to as the Higher Education Act), as amended, I announce the rules for the 2nd round of the admission procedure and conditions for the admission to study in the following study programs:

Field of education	Doctoral study program	Form of study
Biology, ecology, environment	Protection of Aquatic Ecosystems (in Czech)	Full-time and combined
	Protection of Aquatic Ecosystems (in English)	Full-time and combined
Agriculture	Fishery (in Czech)	Full-time and combined
	Fishery (in English)	Full-time and combined

1. General provisions

- **The Doctoral study program Protection of Aquatic Ecosystems (in Czech)** 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 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 Fishery (in Czech)** 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 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 **Doctoral study programs** may be admitted applicants who send or submit their application to the Study Office of the Faculty of Fisheries and Protection of Waters by **14th November 2021**. Applicants must be:

- 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;
- 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.



2. Applications to study

Applications for the study are accepted mainly through the online application on the USB website: <https://wstag.jcu.cz/portal/studium/uchazec/eprihlaska.html>, or alternatively on prescribed forms which are available on the website of the faculty <http://www.frov.jcu.cz/cs/pro-zajemce-o-studium-menu/menu-prihlaska-studium>.

The fee for acts associated with the admission procedure in the amount of CZK 500 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 a bank transfer or a 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 a bank transfer, 379 for payment by a money order
- Specific symbol: for an electronic application, it is the number of the field of study, for a paper application, it is the applicant's birth certificate number without a slash or their date of birth in the format DDMMYYYY for applicants without a birth certificate number.

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.).

The name of the field of study must be specified in the application. If applicants apply for more fields of study (or forms of study), they are obliged to submit an individual application for each field of study, the form of study (full-time, combined), and language of study (Czech, English).

Applicants with special needs (with a disablement 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 the supporting service 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 Center must specify this fact in the application. In the case of the electronic application, it is necessary to check the option "Special needs". After the consolidation of the application, these applicants will be contacted by the Support Centre for Students with Special Needs and they will be informed 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 (centrumssp@jcu.cz), or by phone (+420 389 036 026). Applicants can also consult with the



Centre whether a field of study they have chosen is suitable for them before submitting their application to study.

- The following annexes are part of the application: An original or an officially certified copy of a diploma of completed Master's or higher degree. This **applies to applicants** who completed the study before the deadline for submitting applications for study. Applicants, who complete Master's or higher degree of study later but no longer than in March 2022, submit the proof of completion of study immediately after they receive it and no later than the date of enrolment to the Doctoral study. In case the applicant obtained his/her education at a foreign university, the applicant shall submit the original or an officially certified copy of an official document confirming the completion of full university education giving entitlement to a doctoral study program in that country. The document shall be authenticated following § 12 of the Act No. 91/2012 Coll., on Private International Law, as amended, unless the international or bilateral treaty specifies otherwise. The above document shall be accompanied by (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 the list of the applicant's completed study obligations from a Master's study degree issued by the relevant university; (iii) an officially certified copy of the English original or an official translation of a document confirming the achievement of the applicant's bachelor's study degree (if applicable); and (iv) an English original, an officially certified copy of the English original or an official translation of the applicant's completed study obligations from a bachelor's study degree issued by the relevant university. Official translations of original documents can be documented in Czech or English. In case of doubt, the FFPW USB may request the submission of a document proving the equivalence of the foreign study and the applicant's diploma with study in a Master's study program accredited at a university in the Czech Republic issued as its Rector's decision by such university in the CR (under § 89 and 90 of the Higher Education Act).
- 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.
- Cover letter giving reasons for interest in studying a DSP at the FFPW USB and explaining the choice of a Ph.D. thesis topic and a brief idea of a method or a procedure of handling the selected Ph.D. thesis topic. 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 of Ph.D. theses is available on the FFPW USB website.**
- Employer's recommendation for the applicant's study – **it applies to applicants for combined study**. This document is not mandatory but will be taken into account in the admission procedure.

All attachments except for the documents verifying the level of achieved education can be delivered as e-attachments when submitting the application online (by e-mail to the address of the Study Office or as an attachment to the online application to



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study). In the case of fields of study taught in English, the application and all attachments must be in English.

If there are any formal deficiencies in the application, the Study Office asks the applicants to remove them. In case that substantial formal deficiencies are not removed by the date specified in the appeals such applications will be excluded from the admission procedure. Applicants are responsible for the accuracy of the 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.

Printed applications or documents proving achieved education according to the rules stated above shall be sent to the following address:

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

3. Admission procedure

All applicants whose application is not eliminated by the Admission Committee from the admission procedure due to formal deficiencies are invited to take part in an admission interview. The admission interview can also be conducted in well-founded cases by means of electronic communication technologies. However, in this case, it is the applicant who bears the risk related to their evaluation due to a low-quality connection. Applications of the applicants who do not participate in the admission interview are eliminated from the admission procedure.

- During the admission interview to the DSP Protection of Aquatic Ecosystems, an applicant must prove sufficiently broad basic knowledge of animal biology, chemistry, and water ecology.
- During the admission interview to the DSP Fishery, an applicant must prove sufficiently broad basic knowledge of animal biology, fishery, and water ecology.

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

Based on the interview, the Admission Committee evaluates an applicant with a score from 0 to 15 points. Another 0 to 15 points are assigned to an applicant on the basis of data concerning their previous education, experience, publication, and pedagogical activities, etc. , In this evaluation, the Admission Committee takes into consideration the point of view of the Head of the particular organization unit of the Faculty where the student is to operate and a point of view of a possible supervisor of the applicant if they are not members of the Admission Committee. The evaluation itself is based on the average of score points proposed by present members of the Committee rounded



off to two decimal places. Applicants with less than 20 points cannot be admitted to study.

If a given Ph.D. thesis topic is selected by more applicants, the topic is assigned to the applicant with the highest score evaluation. In the case of the same number of points, it is decided by drawing lots. If a given topic is selected by one applicant and he/she obtains at least 20 points from the Admission Committee, this applicant is admitted to study after meeting the remaining conditions. Applicants who obtain more than 20 points but the Ph.D. thesis topic they selected is taken by an applicant with a higher number of points are offered an option to select from free topics of the Ph.D. thesis of those supervisors who show interest in it. Offer of free topics to applicants takes place according to instructions of supervisors who list these topics.

The admission procedure for the DSP taught in English will be held entirely in English. Other conditions for the admission procedure for the Doctoral study are identical to the conditions mentioned above. Fees for the study conducted in English are stipulated by the Dean of the Faculty in an individual Measure which is issued before the date of the submission of applications.

- Applicants who obtain more than 20 points from the Admission Committee and whose place is among students to be admitted or who agree on selecting a free topic later and who meet other conditions to be admitted to the study are notified of their admission.
- Applicants who obtain more than 20 points from the Admission Committee, whose place is among the students to be admitted or who agree on selecting a free topic later but who do not meet the conditions for admission (applies to students who did not obtain the Master's degree at the time of the admission interview or whose foreign studies are not acknowledged in the Czech Republic) are notified about the fact that they meet the admission conditions and that they will be admitted after meeting all the conditions.
- Applicants who do not obtain more than 20 points from the Admission Committee or whose place is not among the students to be admitted and who are not offered another free Ph.D. thesis topic, or students who do not meet other conditions (mainly with regard to proving their achieved Master's degree according to the above-mentioned conditions) are not admitted to the study.

The admission interviews for the DSP will take place from 29th November to 10th December 2021 (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 5 days before the date of the admission interview.

4. Admission Committee

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, or representatives of another institution involved in the implementation of the DSP. The Admission 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's 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.

Individual committees pass all materials of admission procedure to the Study Office within 3 days following the Admission Committee 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 with regard to fulfillment/non-fulfillment of all necessary conditions. The Dean notifies each applicant of his decision by a letter with personal delivery sent to the contact address specified in their 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 on the result of the admission procedure

If an applicant does not agree with the decision of the Dean of the FFPW USB on the result of the admission procedure, they 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 decision rendering before the expiration of the period for submission of an application for review of the decision. Terms intended for viewing the materials are announced on the Faculty's website or in the Dean's decision to applicants on the results of the admission procedure. An applicant is entitled neither to look at the documentation of other students nor the Admission Committee's voting records.

6. Expected numbers of applicants to be admitted:

- Protection of Aquatic Ecosystems in Czech and English (full-time and combined study): in a total of up to 8 students
- Fishery in Czech and English (full-time and combined study): in a total of up to 8 students

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

Rules for the 2nd round of the admission procedure to the above-mentioned study programs and conditions for admission to study at the Faculty of Fisheries and



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Protection of Waters of the USB in the academic year 2021/2022 were approved by the Academic Senate of the FFPW USB on 21st July 2021.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.
Dean of the FFPW USB

MVDr. Eliška Zusková, Ph.D.
Chair of the AS of the FFPW USB