

## **Dean's Regulation No. 12/2022**

### **Conditions for the admission procedure to Bachelor's and Master's degree programmes taught in English for the Academic year 2023/2024 at the Faculty of Environmental Sciences (FZP), Czech University of Life Sciences (CZU)**

#### **Part A**

### **Conditions of the admission procedure for bachelor's degree programmes taught in English for the Academic year 2023/2024 at the Faculty of Environmental Sciences**

#### **1 Announcement of the conditions of admission**

Pursuant to Sections 48 through 50 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on the Higher Education Institutions), as amended (hereinafter the "Act"), and in accordance with Internal Regulations the Czech University of Life Science (CZU), the Dean of the Faculty of Environmental Sciences CZU announces the following conditions of the admission procedure for studying bachelor's degree programmes taught in English for the academic year 2023/2024.

The essential condition for the admission to study in the bachelor's degree programme is the successful completion of a secondary education study programme. Pursuant to Sections 49 and 58 (1) and (4) of the Act, the Faculty of Environmental Sciences CZU sets the following additional conditions:

- The Faculty of Environmental Sciences CZU will accept only applications submitted in the electronic form. The electronic form is available at <https://is.czu.cz/prihlaska/>.
- The application is possible to submit after a successful application fee payment (see the information below). The "registration number of the application form" must be quoted as a specific symbol of the payment; this number will be sent to applicants through email after their applications are confirmed.

<b>Fee:</b> CZK 750 <b>Bank name:</b> Česká spořitelna, a. s. <b>Insert:</b> 500022222/0800 <b>IBAN:</b> CZ38 0800 0000 0005 0002 2222 <b>SWIFT:</b> GIBACZPX <b>Constant symbol:</b> 179 <b>Variable symbol:</b> 4275000123 <b>Specific symbol:</b> application reg. number	<b>Address of the International Relations Office of the Faculty of Environmental Sciences:</b> Czech University of Life Sciences Prague Faculty of Environmental Sciences International Relations Office Kamýcká 129 165 00 Praha – Suchbátka
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The fee for the registration of an application can be paid by transfer to the above account number, or online with payment card through the payment gateway in the electronic application form. The fee is payable on the day of filling the application, and should be paid by **19 January 2023 at the latest (first phase) and by 13 April 2023 at the latest (second phase)**. The fee is not refundable in any phase of the admission procedure.

Unless a payment sent for any given application is indicated as paid within 10 working days, the respective applicant should contact a coordinator of the FZP International Relations Office ([admission\\_fes@fzp.czu.cz](mailto:admission_fes@fzp.czu.cz)).

## 2 Organisation of the admission procedure

By this regulation, the first and the second phase of the admission procedure is announced. If the determined maximum number of admitted applicants is not reached in individual programmes, the Dean may decide to open additional phases of the admission procedure for selected programmes and forms of studies.

Admission to the **Environmental Engineering** and **Environmental Data Science** programmes taught in English is contingent upon completion of secondary education and passing the General Academic Prerequisites test (GAP test).

### 2.1 Documents to be submitted

The applicants are to submit the following documents for the admission procedure:

- High school diploma or certificate; applicants who will complete their high school education after the application submission deadline, but no later than by September 2023, will submit a confirmation from their high school with the expected date of completion of the studies.
- Optional: If an applicant passed the GAP test in 2020-2022, he/she can attach the results of that test if he/she wishes to use them for this admission procedure (see 2.2 for more details).

These documents form part of the application and must be uploaded through <http://is.czu.cz/prihlaska> (hereinafter referred to as the e-application form) before submitting the application.

### 2.2 General Academic Prerequisites (GAP) Test:

The GAP test, which will be conducted on **4 February 2023 for the first phase** and **29 April 2023 for the second phase**, is ensured by SCIO (<https://www.scio.cz/english/nce/gap.asp>). A fee according to the current SCIO pricelist is required for the GAP test, which the applicants will pay to SCIO. After registering

for the GAP test, candidates will be contacted by SCIO representatives to clarify the conditions for participation in the GAP test. After the GAP test has been evaluated, SCIO will forward the test results to the applicants and to the FZP International Relations. Candidates do not send the results of the test to FZP.

If an applicant has already passed the GAP test between 2020 and 2022 and wishes to use the result of the test for this admission procedure, he/she will upload the official result of the previous GAP test as one of the documents in the e-application (see 2.1). The result of this test will be taken into account in the admission process. In the case that a candidate also applies for the GAP test at the relevant phase of this admission procedure, the better of the GAP test results will be taken into account.

## 2.3 Timetable of the admission procedure

### First phase

Submission of e-application, the required documents, the registration fee payment, and the registration for the GAP test	<b>1 October 2022 – 19 January 2023</b>
General Academic Prerequisites test	<b>4 February 2023</b>
Results of the GAP test	<b>by 27 February 2023</b>
Final results of the admission procedure	<b>by 27 February 2023</b>

### Second phase

Submission of e-application, the required documents, the registration fee payment, and the registration for the GAP test	<b>1 February 2023 – 13 April 2023</b>
General Academic Prerequisites test	<b>29 April 2023</b>
Results of the GAP test	<b>by 22 May 2023</b>
Final results of the admission procedure	<b>by 22 May 2023</b>

## 3 Evaluation of the admission procedure

**Only applications that meet the formal requirements and that are submitted by the deadline according to the timetable for the relevant phase of the admission procedure will be evaluated (see 2.3).**

The result of the first phase of the admission procedure will be based on the score awarded for the GAP test [0-20 points]. Based on the results of the examination, the Admissions Committee will set a score threshold for passing the examination.

The maximum numbers of admitted applicants are given in Annex 1. In the case that the capacity of the programme is exceeded and it is not possible to admit all applicants reaching the admission threshold, an interview will determine the ranking of these applicants. The candidates concerned will be informed of the date and format of the interview after the GAP test has been evaluated. The interview will be focused on the verification of English language skills, motivation to study, study prerequisites and orientation in the chosen study programme.



The results of the first phase of the admission procedure will be sent to applicants via the portal <https://is.czu.cz/prihlaska/> by **27 February 2023**. The results of the second phase of the admission procedure will be sent to applicants in the same way by **22 May 2023**.

## **4 Once admitted**

### **4.1 Decision on being accepted to study**

The Admissions Committee proposes admission based on the fulfillment of all formal conditions and the result of the entrance examination. Applicants who are admitted to study will be required to pay the tuition fee and provide evidence of having met the educational requirements.

#### **Applicants who have completed studies at a foreign high school are to submit**

- Document proving the completion of secondary education, in Czech or English, complying with the conditions specified in Section 48(4) of the Act.
- Valid result of the evaluation of the education abroad as part of the admission procedure issued by CZU for the academic year 2023/2024. The instructions will be sent together with the information on the admission.

#### **Applicants who have completed studies at a high school in the Czech Republic are to submit:**

- Document proving the completion of secondary education in Czech, complying with the conditions specified in Section 48(1) of the Act.

After compliance with the requirements is verified, applicants will be sent a decision on admission to study to the contact address specified in the application or invited to collect the decision in person.

### **4.2 Tuition fee**

The tuition fee for studies in one academic year is set in Annex 2. After the enrollment, the fee cannot be refunded. The fee amount is valid for the academic year 2023/2024. The fee amount for the following years can change.

### **4.3 Enrollment for the programme**

The enrollment in person for all bachelor's degree programmes will take place on **19 September 2023**. Details of the enrollment process and the required documents will be sent to admitted applicants in advance to the email address provided in the e-application.

The possibility of additional individual enrollment of admitted students is regulated in Annex 3.

## Part B

# Conditions of the admission procedure for Master's degree programmes taught in English for the Academic year 2023/2024 at the Faculty of Environmental Sciences

## 5 Announcement of the conditions of admission

Pursuant to Sections 48 through 50 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on the Higher Education Institutions), as amended (hereinafter the "Act"), and in accordance with Internal Regulations the Czech University of Life Science (CZU), the Dean of the Faculty of Environmental Sciences CZU announces the following conditions of the admission procedure for studying Master's degree programmes taught in English for the academic year 2023/2024.

The essential condition for admission to study in the Master's degree programme is the successful completion of university studies. Pursuant to Sections 49 and 58 (1) and (4) of the Act, the Faculty of Environmental Sciences CZU sets the following additional conditions:

- The Faculty of Environmental Sciences CZU will accept only applications submitted in electronic form. The electronic form is available at <https://is.czu.cz/prihlaska/>.
- The application can be submitted after a successful application fee payment (see the information below). The "registration number of the application form" must be quoted as a specific symbol of the payment; this number will be sent to applicants through email after their applications are confirmed.

<b>Fee:</b> CZK 750 <b>Bank name:</b> Česká spořitelna, a. s. <b>Insert:</b> 500022222/0800 <b>IBAN:</b> CZ38 0800 0000 0005 0002 2222 <b>SWIFT:</b> GIBACZPX <b>Constant symbol:</b> 179 <b>Variable symbol:</b> 4275000123 <b>Specific symbol:</b> application reg. number	<b>Address of the International Relations Office of the Faculty of Environmental Sciences:</b> Czech University of Life Sciences Prague Faculty of Environmental Sciences International Relations Office Kamýcká 129 165 00 Praha – Suchbátka
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The fee for the registration of an application can be paid by transfer to the above account number or online with a payment card through the payment gateway in the electronic application form. The fee is payable on the day of filling the application and should be paid by **19 January 2023 at the latest (first phase) and by 31 March 2023 at the latest (second phase)**. The fee is not refundable in any phase of the admission procedure.

Unless a payment sent for any given application is indicated as paid within 10 working days, the respective applicant should contact a coordinator of the FZP International Relations Office ([admission\\_fes@fzp.czu.cz](mailto:admission_fes@fzp.czu.cz)).

## 6 Organisation of the admission procedure

By this regulation, the first and the second phase of the admission procedure is announced. If the determined maximum number of admitted applicants is not reached in individual programmes, the Dean may decide to open other phases of the admission procedure for selected programmes and forms of studies.

The conditions for admission to the **Environmental Geosciences, Environmental Modelling, Landscape Planning** and **Nature Conservation** study programmes taught in English are as follows: completed bachelor's degree programme, ability to communicate in English, study results, and a relationship between the selected study programme and a completed bachelor's or master's degree programme.

The admission procedure consists of two rounds. In the first round, the Admissions committee selects, on the basis of the evaluation of the submitted documents (see point 6.31). Applicants advancing to the second round of the admission procedure will be interviewed in English. (see point 6.4).

**Only applications that meet the formal requirements and are submitted by the deadline according to the timetable for the relevant phase of the admission procedure will be evaluated (see 2.32).**

### 6.1 Documents to be submitted

An applicant is to submit the following documents for the admission procedure:

- Bachelor's diploma; an applicant who will complete their university degree after the application submission deadline, but no later than by September 2023, will submit a confirmation from their university about the completion of studies
- List of all grades obtained during the bachelor's degree programme studies (transcript of records)
- Cover letter (in English) – minimum one page; maximum 1,5 pages
- CV in English

These documents form a part of the e-application and must be uploaded through <http://is.czu.cz/prihlaska> before the application is submitted.

### 6.2 Schedule of the admission procedure

#### First phase

Submission of applications, required documents and payment of the application fee	<b>1 October 2022 – 19 January 2023</b>
Evaluation of previous study results and announcement of the results of the first round of the admission procedure	<b>by 6 February 2023</b>
The second round of the admission procedure (interviews with selected applicants)	<b>7 February - 27 February 2023</b>
Final results of the admission procedure	<b>by 27 February 2023</b>



## Second phase

Submission of applications, required documents and payment of the application fee	<b>1 February 2023 – 31 March 2023</b>
Evaluation of previous study results and announcement of the results of the first round of the admission procedure	<b>by 17 April 2023</b>
The second round of the admission procedure (interviews with selected applicants)	<b>19 April - 10 May 2023</b>
Final results of the admission procedure	<b>by 10 May 2023</b>

### 6.3 The first round of the admission procedure

In the first round, applicants are assessed based on:

- **Average of the grades obtained during the previous university studies** according to a list of grades obtained at the university (transcript of records) [0-10 points], based on the following table:

Grade at a foreign institution	Percentile	GPA	CZU grade	Points for the admission procedure
A+	97-100	4.0	1	<b>10</b>
A	93-96	4.0	1	<b>9</b>
A-	90-92	3.7	1	<b>8</b>
B+	87-89	3.3	2	<b>7</b>
B	83-86	3.0	2	<b>6</b>
B-	80-82	2.7	2	<b>5</b>
C+	77-79	2.3	2	<b>4</b>
C	73-76	2.0	2	<b>3</b>
C-	70-72	1.7	3	<b>2</b>
D+	67-69	1.3	3	<b>1</b>
D	65-66	1.0	3	<b>0</b>
F	< 65	0.0	4	<b>0</b>

- **Evaluation of similarity of the previous university study programme** [0-20 points] on the basis of the provided documents according to the table below:

Study programme	Determined programmes
Environmental Geosciences	Geology, Earth Sciences, Geochemistry, Environmental Chemistry, Environmental Sciences, Petroleum Engineering, Soil Sciences, Horticulture
Nature Conservation	Ecology, Biology, Environmental Sciences, Zoology, Botany, Conservation Biology, Landscape Ecology, Natural Sciences

Landscape Planning	Landscape Architecture, Ecology, Environmental Sciences, Civil Engineering, Spatial Planning, Architecture, Environmental Design, Landscape Ecology, Natural Sciences, Garden Architecture
Environmental Modelling	Natural Sciences, Environmental Engineering, Engineering Ecology, Environmental Sciences, Civil Engineering, Informatics and Programming, Mathematics, Physics, Water Resources and Water Management, Hydraulics and Hydrology, Education with a focus on natural sciences

Graduates from the programmes listed in the table will obtain maximum points (20), and graduates from related programmes will obtain a proportionate number of points depending on the similarity of the programme to the studied subjects.

The first round of the admission procedure will result in a descending order of applicants based on the sum of the points awarded for merit and qualification for study [total 0-30 points]. The minimum number of points for advancement to the second round of the admission procedure is given in the table below for each programme. Points from the first round are not transferred to the second round of the admission procedure.

Study programme	The minimum scores required for the second round of the admission procedure
Environmental Geosciences	25
Environmental Modelling	24
Landscape Planning	24
Nature Conservation	24

### Announcement of the first-round results

The results for the first phase will be announced by **6 February 2023** and will be sent to applicants via the web portal <https://is.czu.cz/prihlaska/>. For the second phase, the results of the first round will be announced by **17 April 2023**.

### 6.4 The second round of the admission procedure

The applicants who will advance to the second round of the admission procedure will be interviewed in English. Applicants will be informed about the date and method of the entrance examination by **6 February 2023**, and in the second phase of the admission procedure by **17 April 2023** by email sent to the address specified in the application.

For the interview, which can be conducted in the form of electronic communication (MS Teams), or in person at the Faculty of Environmental Sciences, 0-30 points can be awarded. The interview itself is focused on the verification of English language skills, motivation to study, study prerequisites, basic knowledge of the chosen specialization, and an overview of knowledge about the Czech environment and studies at the CZU.



Based on the points awarded in the second round of the procedure [total 0-30 points], descending order of applicants is formed. The maximum number of admitted applicants is given in Annex 1.

The overall results of the first phase of the admission procedure will be sent to applicants via the web portal <https://is.czu.cz/prihlaska/> by **27 February 2023**. The results of the second phase of the admission procedure will be sent to applicants in the same way by **10 May 2023**.

## **7 Once admitted**

### **7.1 Decision on being accepted to study**

The Admissions Committee proposes admission on the basis of the fulfillment of all formal conditions and the result of the entrance examination. Applicants who are admitted to study will be required to pay the tuition fee and provide evidence of having met the educational requirements.

#### **Applicants who have completed studies at a foreign university are to submit:**

- Document proving the completion of university education, in Czech or English, complying with the conditions specified in Section 48(5) (a) (b) of the Act.
- Valid result of the evaluation of the education abroad as part of the admission procedure issued by ČZU for the academic year 2023/2024. The instructions will be sent together with the information on the admission.

#### **Applicants who have completed studies at a university in the Czech Republic are to submit:**

- Document proving the completion of university education in Czech complying with the conditions specified in Section 48(1) of the Act.

After compliance with the requirements is verified, applicants will be sent a decision on admission to study to the contact address specified in the application or will be asked to collect the decision in person.

### **7.2 Tuition fee**

The tuition fee for studies in one academic year is set in Annex 2. After the enrollment, the fee cannot be refunded. The fee amount is valid for the academic year 2023/2024. The fee amount for the following years can change.

### **7.3 Enrollment for the programme**

The in-person enrollment for all Master's degree programmes will take place on **19 September 2023**. Details of the enrollment process and the required documents will be sent to admitted applicants in advance to the email address provided in the e-application.

The possibility of additional individual enrollment of admitted students is regulated in Annex 3.

Prague, 30 September 2022

Approved by the Academic Senate of FZP on 22 September 2022



prof. RNDr. Vladimír Bejček, CSc.

Dean

**Annexes:**

- 1) Maximum numbers of admitted applicants
- 2) Tuition fees
- 3) Instructions for enrollment

## Annex 1

### Maximum number of applicants admitted to study for the Academic year 2023/2024

Study programme	Form of study	Maximum number of applicants admitted for the academic year 2023/2024
Environmental Engineering (BEE)	full-time	60
Environmental Data Science (BEDS)	full-time	50
Environmental Geosciences (EGS)	full-time	20
Environmental Modelling (ENVA)	full-time	30
Landscape Planning (LPA)	full-time	30
Nature Conservation (NCO)	full-time	30



## Annex 2

### Tuition fees for study undertaken in English for the Academic year 2023/2024

Pursuant to Section 58(5) of Act No. 111/1998 Coll., on Higher Education Institutions, and in compliance with Internal Regulations in CZU, the Dean of the Faculty of Environmental Sciences CZU, determines the amount of the tuition fees for programmes provided in foreign languages for the academic year 2023/2024.

Under Section 58(5) of the Act, tuition fees for programmes in foreign languages for the individual study programmes are as follows:

Study programmes	Fee for the academic year 2023/2024
<b>Bachelor's degree programmes</b>	
Environmental Engineering (BEE)	CZK 12,000
Environmental Data Science (BEDS)	CZK 12,000
Geographic Information Systems and Remote Sensing in Environmental Sciences (BGIRS)	CZK 12,000
<b>Master's degree programmes</b>	
Environmental Geosciences (EGS)	CZK 20,000
Environmental Modelling (ENVA)	CZK 20,000
Landscape Planning (LPA)	CZK 20,000
Nature Conservation (NCO)	CZK 20,000
<b>Doctoral degree programmes</b>	
Applied and Landscape Ecology (AKEE)	CZK 5,000
Ecology (EKOLOE)	CZK 5,000
Environmental Modelling (ENVME)	CZK 5,000
Environmental Earth Sciences (EES)	CZK 5,000

Tuition fees for study programmes undertaken in a foreign language apply to each commenced year of study and are payable by **31 August 2023** for newly admitted students or before enrollment in the following years. The fee is set and is valid only for the academic year 2023/2024. The tuition fee may change in the next academic year, according to the Faculty of Environmental Sciences Dean's Regulation.

The fee is paid according to the faculty's instructions and is considered paid on the day the fee is credited to the CZU bank account or by deposit at the CZU cash desk. After the enrollment, the fee cannot be refunded.

## Annex 3

### Instructions for enrollment in Bachelor's and Master's degree programmes taught in English for the Academic year 2023/2024

The Dean of the Faculty of Environment Sciences specifies the conditions for prospective fresh first-year students who are going to enrol for study in bachelor's and master's degree programmes taught in English in the academic year 2023/2024.

#### 1 Important deadlines

These deadlines apply to all bachelor's and Master's degree programmes taught in English.

<b>In-person enrollment for each programme</b>	19 September 2023
<b>Tuition fee payment for studies in English</b>	until 31 August 2023
<b>Document submission deadline for Internal Foreign Education Evaluation within Admissions</b>	until 25 November 2023

#### 2 Additional option of individual in-person enrollment to study

Newly admitted students who are going to enrol in the academic year 2023/2024 in bachelor's and master's degree programmes taught in English are granted the option to enrol in study later than during the standard enrollment day. Admitted applicants consistently enrol with the FZP Study Administration Office in cooperation with the FZP International Relations Office without the option for dividing up or changing the course of the prescribed study plans. An individual study plan is granted for exceptional and reasonable cases.

Additional individual enrollment is possible in two periods:

- 1) from 19 September 2023 to 10 November 2023
- 2) from 15 January 2024 to 19 February 2024

In the period from 11 November 2023 to 14 January 2024 (between both periods), it is not possible to enrol to study.

Students enrolled during the first enrollment period will have the option to study for the winter and summer semester of the academic year 2023/2024. These students will follow the Study and Exam Rules CZU's requirements and duties.

Students enrolled during the second enrollment period will have the option to study only for the summer semester of the academic year 2023/2024. In the next academic year 2024/2025, these students will be recommended to submit a request to the Dean of the Faculty of Environmental Science to repeat the whole year and study courses not completed during the first year of study, according to the Study and Exam Rules CZU.



Unenrolled students will not have the option to use the University Information System and other learning tools and systems before enrollment in study. Unenrolled students will not have the option to use scholarships reserved for enrolled CZU students.