

# ORIENTATION MEETING



INTRODUCTION TO THE FACULTY AND STUDIES



Jiří Hejkrlik  
Vice-dean for Education and Quality  
Department of Economics and Development  
Czech University of Life Sciences Prague  
Faculty of Tropical AgriSciences

# PROGRAM

General information about Faculty of Tropical AgriSciences

Who is who?

Study counsellors, program teachers for ICARD, TZ

What faculty offers to students?

Students' groups at FTA

Basic rules of studying at FTA

Fees and scholarships

Learning support systems

Mix

Contact info:

Office on 4th floor in FTA building

Consultations hours -

<https://home.czu.cz/en/hejkrlik/home>

[hejkrlik@ftz.czu.cz](mailto:hejkrlik@ftz.czu.cz)

# MOODLE

Orientation Meeting - ZS 23/24

Presentation

Password: „apple“

Short test for credit

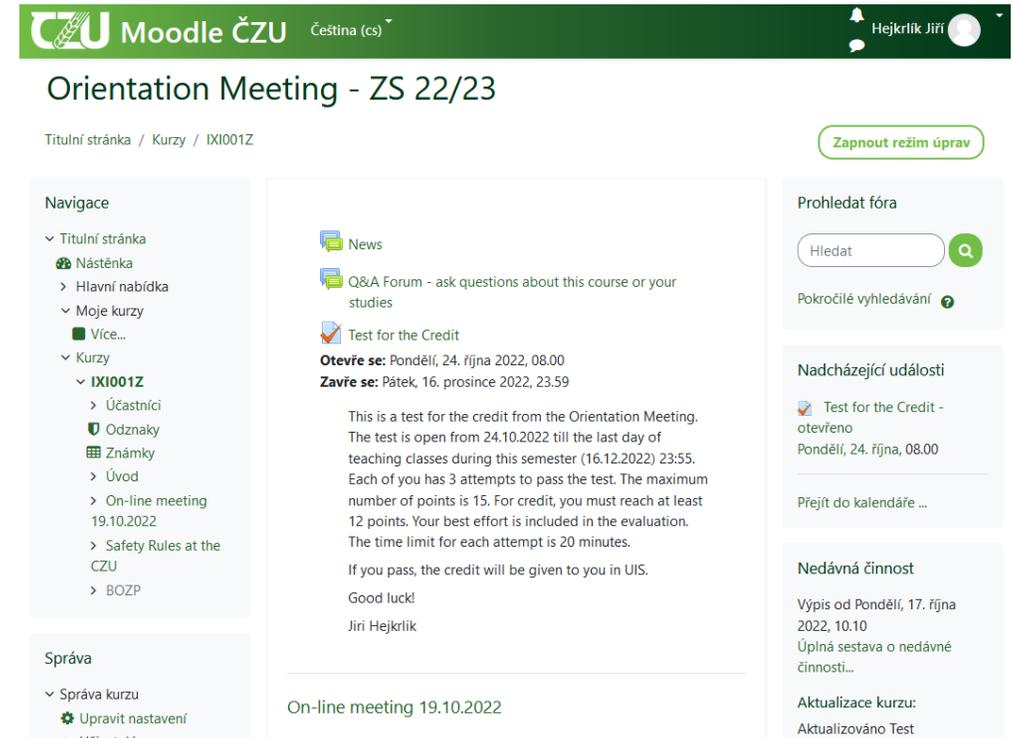
3 chances

Open book test from home computers

Till the end of 12th week of the semester

Minimum number of points

Obligatory part is related to Training from CZU Safety Rules. Please, read it in Moodle. The part will be activated in one week.



The screenshot shows the Moodle course interface for 'Orientation Meeting - ZS 22/23'. The header includes the CZU logo, 'Moodle CZU', the language 'Čeština (cs)', and the user 'Hejkrlik Jiří'. The main content area features a navigation menu on the left with options like 'Nástěnka', 'Moje kurzy', and 'IXI001Z'. The central content area displays a 'Test for the Credit' announcement with details on dates and rules. The right sidebar contains a search bar, 'Nadcházející události' (Upcoming events), and 'Nedávná činnost' (Recent activity).

# FACULTY OF TROPICAL AGRISCIENCES

Since 1961, long history of transformations and changing of facilities within the campus...

- 500 enrolled students
- 58 employees
- 30 teachers



*Dr. Ferdinand Stočes*  
*first dean of Dep. of World Agriculture*  
*(1961-1968)*



## MANAGEMENT OF FTA



prof. dr. ir. Patrick Van Damme

Dean of FTA



Ing. Jiří Hejkrlík, Ph.D.

Vice-dean for  
education and quality



Ing. Jana Mazancová, Ph.D.

Vice-dean for  
development of the  
faculty



Ing. Petra Chaloupková,  
PhD., dr. h.c.

Vice-dean for  
international relations



prof. Ing. Jan Banout, Ph.D.

Vice-dean for science,  
research and Ph.D.  
studies

# DEPARTMENTS

## Dep. of Crop Sciences and Agroforestry

doc. Ing. Lojka Bohdan, Ph.D.

## Dep. of Animal Science and Food Processing

Mgr. Barbora Černá Bolfíková, Ph.D.

## Dep. of Sustainable Technologies

prof. Ing. Jan Banout, Ph.D.

## Dep. of Economics and Development

doc. Ing. Miroslava Bavorová, Ph.D.



# ARE YOU INTERESTED IN SOME PARTICULAR RESEARCH TOPIC?

You are not sure what to do as your Bachelor's or Master's thesis?

Check web page of FTA research teams

<https://www.ftz.czu.cz/en/r-9419-departments>

## FTA Research groups



Animal Physiology and Behaviour Research Team



Behavioral Studies in Agri-Food Sector



Biogas Research Team



Capacity Building & Agricultural Development Team



Cooperative Research Group



e4 (Ecology, Evolution, Emergence & Epidemiology of Zoonoses) Research Group



Food Security Research Group



MEGERA: Molecular Ecology, Genetics and Evolutionary Research of

# ACADEMIC ADMINISTRATION OFFICE

Contact person for under-graduate (B.Sc.) programs

Mgr. Simona Marková, [markovas@ftz.czu.cz](mailto:markovas@ftz.czu.cz)

Contact person for graduate (M.Sc.) programmes:

Mgr. Ilona Marková, [markovai@ftz.czu.cz](mailto:markovai@ftz.czu.cz)

Study system support, quality and data manager:

Ing. Petra Kejřová

Office hours:

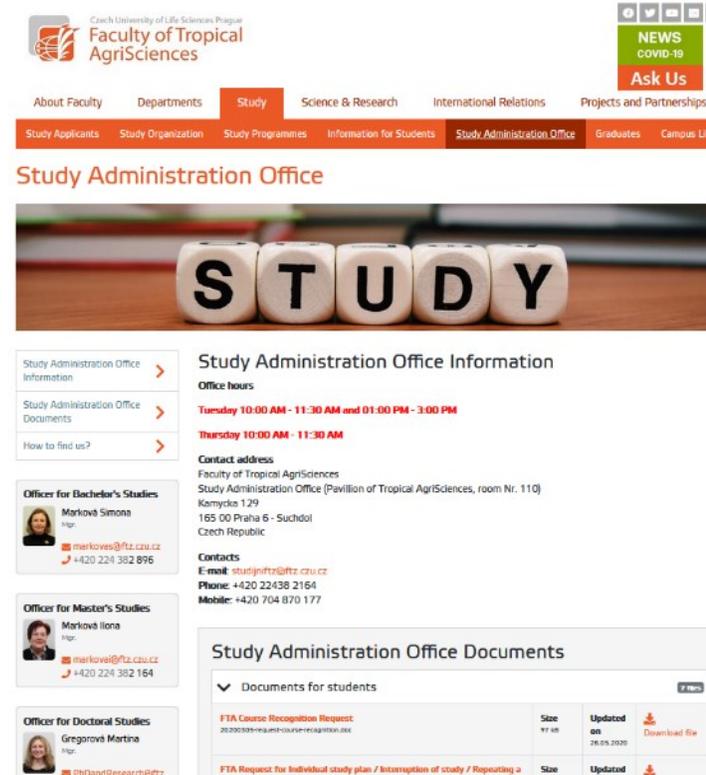
**Tuesday 10:00 AM - 11:30 AM and 01:00 PM - 3:00 PM**

**Thursday 10:00 AM - 11:30 AM**

E-mail: [studijniftz@ftz.czu.cz](mailto:studijniftz@ftz.czu.cz)

Phone: +420 22438 2164

Web-page: <https://www.ftz.czu.cz/en/r-9420-study/r-9508-study-administration-office>

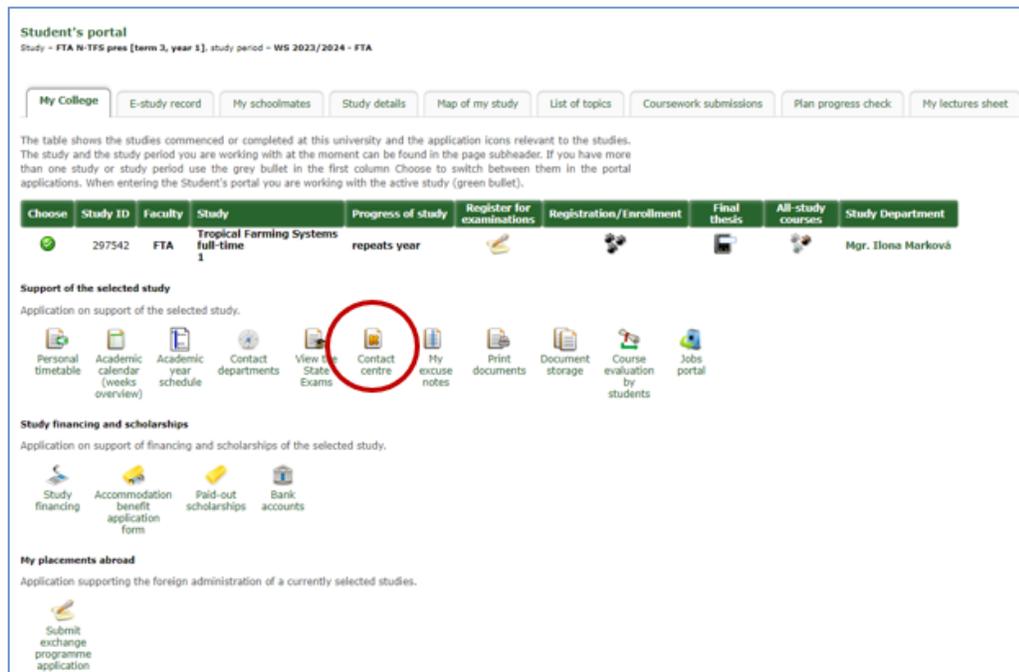


The screenshot shows the website for the Study Administration Office at the Faculty of Tropical AgriSciences. The header includes navigation links for 'About Faculty', 'Departments', 'Study', 'Science & Research', 'International Relations', and 'Projects and Partnerships'. A 'NEWS COVID-19 Ask Us' button is also present. The main content area is titled 'Study Administration Office' and features a banner with the word 'STUDY' on dice. Below the banner, there is a sidebar with links for 'Study Administration Office Information', 'Study Administration Office Documents', and 'How to find us?'. The main content area provides 'Study Administration Office Information', including office hours (Tuesday 10:00 AM - 11:30 AM and 01:00 PM - 3:00 PM; Thursday 10:00 AM - 11:30 AM), contact address (Faculty of Tropical AgriSciences, Study Administration Office [Pavilion of Tropical AgriSciences, room Nr. 110], Kamyška 129, 165 00 Praha 6 - Suchbát, Czech Republic), and contact details (E-mail: [studijniftz@ftz.czu.cz](mailto:studijniftz@ftz.czu.cz), Phone: +420 22438 2164, Mobile: +420 704 870 177). A 'Study Administration Office Documents' section lists documents for students, including 'FTA Course Recognition Request' and 'FTA Request for Individual study plan / Interruption of study / Reporting a...'. The sidebar also lists officers for Bachelor's, Master's, and Doctoral Studies, with their names, photos, and contact information.



# UIS REQUEST FORMS

UIS → Personal information → Student's portal → Contact centre



**Student's portal**  
Study - FTA N-TFS pres [term 3, year 1], study period - WS 2023/2024 - FTA

My College | E-study record | My schoolmates | Study details | Map of my study | List of topics | Coursework submissions | Plan progress check | My lectures sheet

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column. Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

Choose	Study ID	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment	Final theses	All-study courses	Study Department
✔	297542	FTA	Tropical Farming Systems full-time	repeats year					Mgr. Ilona Marková

**Support of the selected study**  
Application on support of the selected study.

Personal timetable | Academic calendar (weeks overview) | Academic year schedule | Contact departments | View list State Exams | **Contact centre** | My excuse notes | Print documents | Document storage | Course evaluation by students | Jobs portal

**Study financing and scholarships**  
Application on support of financing and scholarships of the selected study.

Study financing | Accommodation benefit application form | Paid-out scholarships | Bank accounts

**My placements abroad**  
Application supporting the foreign administration of a currently selected studies.

Submit exchange programme application

## Request submission:

Contact Centre → **Searching for solution** → Select the correct request (Confirmation of Study, Interruption of Study, Repeating study, Individual Study Plan, Optional Courses (only MSc), Notice of Termination of Study and General request for other cases) → Fill in the request → Click on button Submit

## Check the status of requests:

Contact Centre → **My queries** → **Processed and Unprocessed requests** → **State** (click on key below for more information) or click on black arrow for detailed information (History of query statuses)

All official communication FROM the university must be in Czech language

# STUDY COUNSELLING

Our faculty has a team of staff and students dedicated to providing study support services to help you get the most out of your learning experience

<https://www.ftz.czu.cz/en/r-9420-study/r-9506-information-for-students/r-10815-study-counselling>

Vice-dean for Education and Quality

**Ing. Jiří Hejkrlík, Ph.D.**

Academic Administration Office

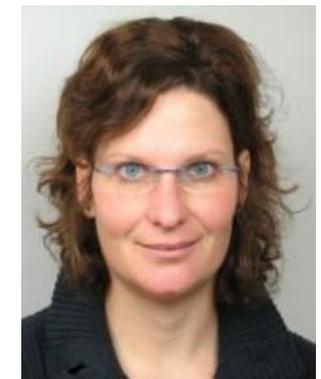
**Mgr. Simona Marková**

(contact person for students with special needs)

Vice-dean for development of the faculty

**Ing. Jana Mazancová, Ph.D.**

(gender equality, diversity and inclusion, unwanted behaviour and discrimination)



# BACHELOR'S STUDY SUPPORT COORDINATORS

Should be contacted if you face your own personal study-related difficulties

ICARD (International Cooperation in Agriculture and Rural Development)

**doc. Ing. Bc. Tatiana Ivanova Alexiou, Ph.D.**

+420 22438 2603

[ivanova@ftz.czu.cz](mailto:ivanova@ftz.czu.cz)

TZ (Tropické zemědělství)

**Ing. Tamara Fedorova, Ph.D..**

+420 22438 2510

[fedorova@ftz.czu.cz](mailto:fedorova@ftz.czu.cz)



# STUDY PROGRAM COORDINATORS – BACHELOR'S

Tropické Zemědělství

Ing. Iva Viehmannová, Ph.D.



International Cooperation in Agriculture and Rural  
Development

Ing. Jiří Hejkrlík, Ph.D.



Should be contacted if you face problems with  
availability of optional courses, cancellation of courses  
or any study program design issues

# STUDY PROGRAM COORDINATORS – MASTER'S

International Development and Agricultural Economics

**doc. Ing. Miroslava Bavorová, Ph.D.**

Agri-food Systems and Rural Development

**prof. Ing. Jan Banout, Ph.D.**

Tropical Crop Management and Ecology

**doc. Ing. Zbyněk Polesný, Ph.D.**

Tropical Forestry and Agroforestry

**prof. Ing. Lojka Bohdan, Ph.D.**

Wildlife and Livestock Production, Management and Conservation

**Doc. Karolína Brandlová, Ph.D.**

Tropical Farming Systems (Including Double Degree form with University of Hohenheim)

**prof. Dr. Ing. Eloy Fernández Cusimamani**

Should be contacted if you face problems with availability of optional course, cancellation of courses or any study program design issues



# STUDENT AMBASSADORS - INTERNATIONAL STUDENT CENTRE



- **Enhancing the FTA experience**
- **Providing support for current and new students - email, events**
- **Maintaining contact with Alumni**
- **Our team:** Hajra (Pakistan) - Head of Student Ambassadors; ICARD; Sarah (Czech Republic) – Co-Head of Student Ambassadors, Barbora (Czech Republic), ASRD; Jonathan (Germany), ICARD; Marek (Czech Republic), SRD; Jignesh (India), TABM; Sarah (Great Britain), WLPMC; Evans Twum (Ghana), Ginny (Canada), ICARD, TFA; Thoniso (Zambia), WLPMC

**Open Day** – welcome event for all students, International Fair  
 Trade Party  
 Teambuilding in campus and walk in Prague

Do you need any advice from current international students?

**Contact us!**

[student\\_ambassadors@ftz.czu.cz](mailto:student_ambassadors@ftz.czu.cz)

Find more information in our

**Website!**

<https://1url.cz/1Ks4c>

Stay updated and know when our events are coming your way

**Register your email!**

[here!](#)

# DEPARTMENT FOR STUDENTS WITH DISABILITIES

Mgr. Simona Marková, [markovas@ftz.czu.cz](mailto:markovas@ftz.czu.cz)

Institute of education and communication

Address:

Česká zemědělská univerzita v Praze  
Kamýčká 12/89, Praha 6 – Suchbátka  
kolej F  
Downstairs

Working hours (during academic year)

Středa 9:00 - 12:00

Contact persons:

Prof. PhDr. Beáta Krahulcová, CSc.  
tel.: 606 245 875  
e-mail: [krahulcova@ivp.czu.cz](mailto:krahulcova@ivp.czu.cz)

Mgr. Jiří Votava

tel.: 606 494 950

e-mail: [votava@ivp.czu.cz](mailto:votava@ivp.czu.cz)



Institut vzdělávání  
a poradenství

**PORADENSKÉ  
STŘEDISKO  
PRO  
STUDENTY  
ČZU SE  
SPECIÁLNÍMI  
POTŘEBAMI**

**CZU**  
ČESKÁ  
ZEMĚDELSKÁ  
UNIVERZITA V PRAŽE

# DISCIPLINARY COMMISSION OF FTA



**Ing. Jiří Hejkrlík, Ph.D.**

Chairman



**Ing. Jana Mazancová,  
Ph.D.**

Representative of  
academic staff



**Ing. Marek Jelínek**  
Representative of  
students



**Bc. Sarah Waltrová**  
Representative of  
students

Recently:

1 case of inappropriate behavior

2 cases of plagiarism

3 plagiarism of Master's thesis

1 plagiarism of Bachelor's thesis

6 cheating in attendance

1 cheating during exams

1 termination of studies

2 conditional termination of studies

8 reproof of the dean

# GENDER EQUALITY POLICY

CZU Strategy 2021+

Gender Equality Plan

Ethical Committee + Code of  
Ethic



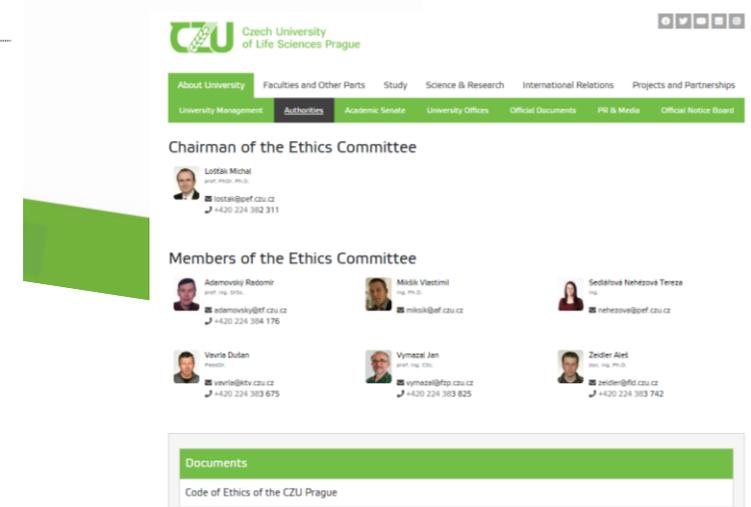
INTERNÍ PŘEDPISY  
ČESKÉ ZEMĚDĚLSKÉ UNIVERZITY V PRAZE



## Etický kodex České zemědělské univerzity v Praze

### Článek 1 Úvodní ustanovení

- (1) Tento předpis je platný pro všechny součásti České zemědělské univerzity v Praze (dále jen „ČZU“) včetně Školního zemědělského podniku se sídlem v Lánech a Školního lesního podniku se sídlem v Kostelci nad Černými lesy.
- (2) Česká zemědělská univerzita v Praze (dále jen „ČZU“) patří mezi vrcholná centra vzdělanosti, nezávislého poznání a další tvůrčí činnosti. Jako taková má nezastupitelnou úlohu ve vědeckém, kulturním, sociálním a ekonomickém rozvoji společnosti a v ochraně životního prostředí.
- (3) Etický kodex ČZU (dále jen „etický kodex“) obsahuje základní etické principy, které vedou zaměstnance i studenty ČZU<sup>1</sup> v rámci jejich akademických a dalších aktivit praktikovaných v univerzitní i mimouniverzitní sféře, především pokud se jedná o vzdělávací (dále jen vzdělávací činnost), učitelské a výzkumné, vývojové a inovační, umělecké nebo další tvůrčí



<https://www.czu.cz/cs/r-7210-o-czu/r-7699-organy-czu/r-12432-eticka-komise>

## Personal administration

Welcome to the Personal administration section of the University Information System.

 <p><b>:: On-line box for suggestions</b> <b>:: Personal data check</b></p>	 <p><b>:: Stručné návody pro studenty</b> <b>:: Information for new students at CZU</b> <b>:: BENEFITS FOR STUDENTS OF CZU</b> <b>:: Návod - Kontaktní centrum - student</b></p>
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**Public information portal**



- **Persons at CZU**
- Departments
- Study plans
- Course catalogue
- Timetables

**My College**



- Add personal details
- **Student's portal**
- Study application form
- Course Attainment Evaluation
- Course evaluation by students

**Technology and its administration**



- Setting of password to access the eduroam network

**Information system administration**



- Administration of mobile applications authorizations
- Super-right switch

**On-line box for suggestions**

Dear Students,

If you are interested in what is happening at CZU, write to us about what is bothering you, what ideas you have or what interests you, even anonymously. Use the online trust box for this, which you can find on the official board located on the CZU website.

Information cannot be hidden.

- Administration of mobile applications authorizations
- Super-right switch

- **UIS documentation**
- Statistics of using UIS
- My operations

# WHISTLEBLOWING

## Oznamování porušení práva EU (též jako schránka pro podněty a návrhy)

### Informace k oznamování porušení práva EU

Podávání oznámení podle směrnice Evropského parlamentu a Rady (EU) č. 2019/1937 ze dne 23. října 2019 o ochraně osob, které oznamují porušení práva Unie (dále jen „směrnice EU“):

ČZU v souladu se směrnicí EU poskytuje informaci o možnosti podání oznámení, pro která zřizuje vnitřní oznamovací systém, který zaručuje anonymitu kanálů pro oznamování i pro správu jednotlivých podání a obsahuje nastavení lhůt k vyřízení oznámení. Oznamovatelé přiznává směrnice **chráněné postavení** spočívající v ochraně jeho totožnosti a v zákazu odvetných opatření činěných vůči němu v souvislosti s podaným oznámením.

### Oznámení lze podat:

- elektronicky prostřednictvím **formuláře**
- elektronickou poštou na adresu [oznameni@czu.cz](mailto:oznameni@czu.cz)
- poskytovatele poštovních služeb, přičemž obálka musí být označena slovy „neotvírat - whistleblowing“.
- osobně (po předchozí domluvě s pověřenou osobou)
- prostřednictvím externího oznamovacího systému Ministerstva spravedlnosti [Oznamovatel](#)

Pověřenou osobou, která bude oznámení prošetřovat, je první prorektor a kancléřka.

<https://www.czu.cz/cs/r-7210-o-czu/r-7703-uredni-deska>

## Whistleblowing Channel – Česká zemědělská univerzita v Praze

Do you suspect unethical behaviour in our organisation (CZU Prague) or want to send us any feedback? Use our whistleblowing channel.

Our university (CZU Prague) values ethical behaviour and mutual respect. In case you witness unethical behaviour that is difficult to discuss personally, we have established a whistleblowing channel. Through this channel, you can safely send reports of illegal or unethical behaviour, improvement suggestions, questions, or any feedback.

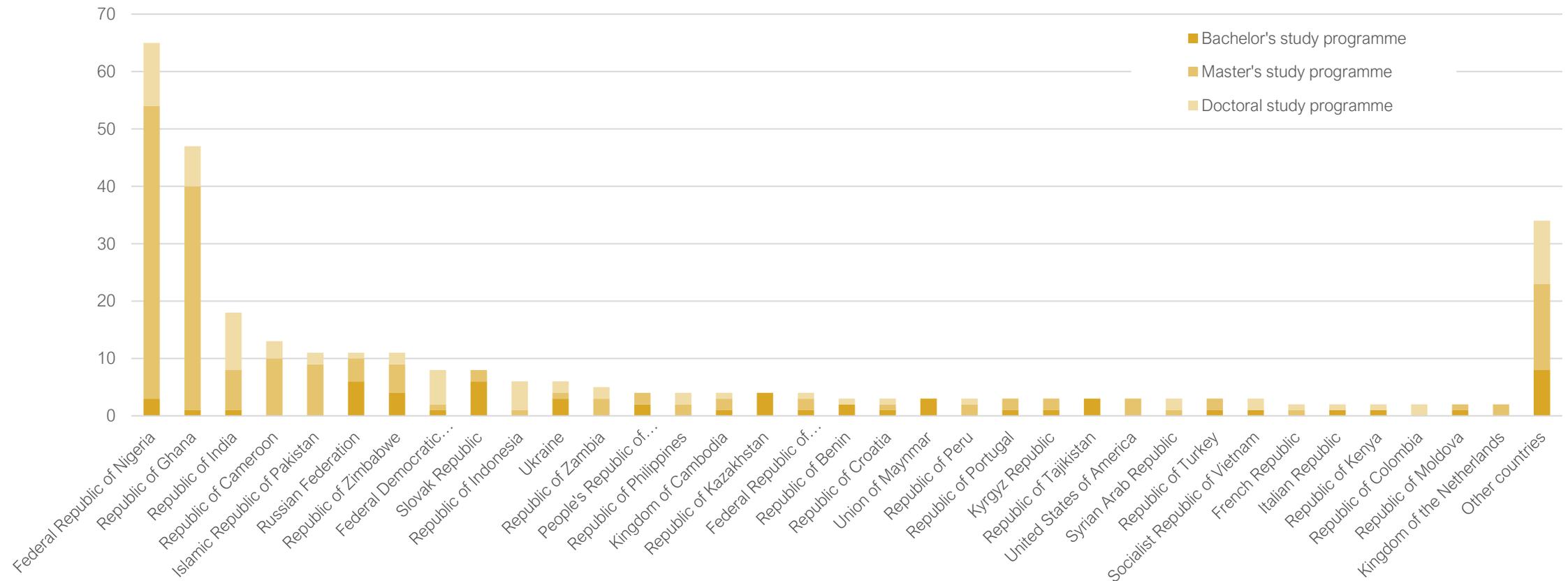
All reports are handled by designated persons in our organisation. Information sent through the whistleblowing channel is completely secure and there is no risk of retaliation.

+ Create a Report

Check a Report

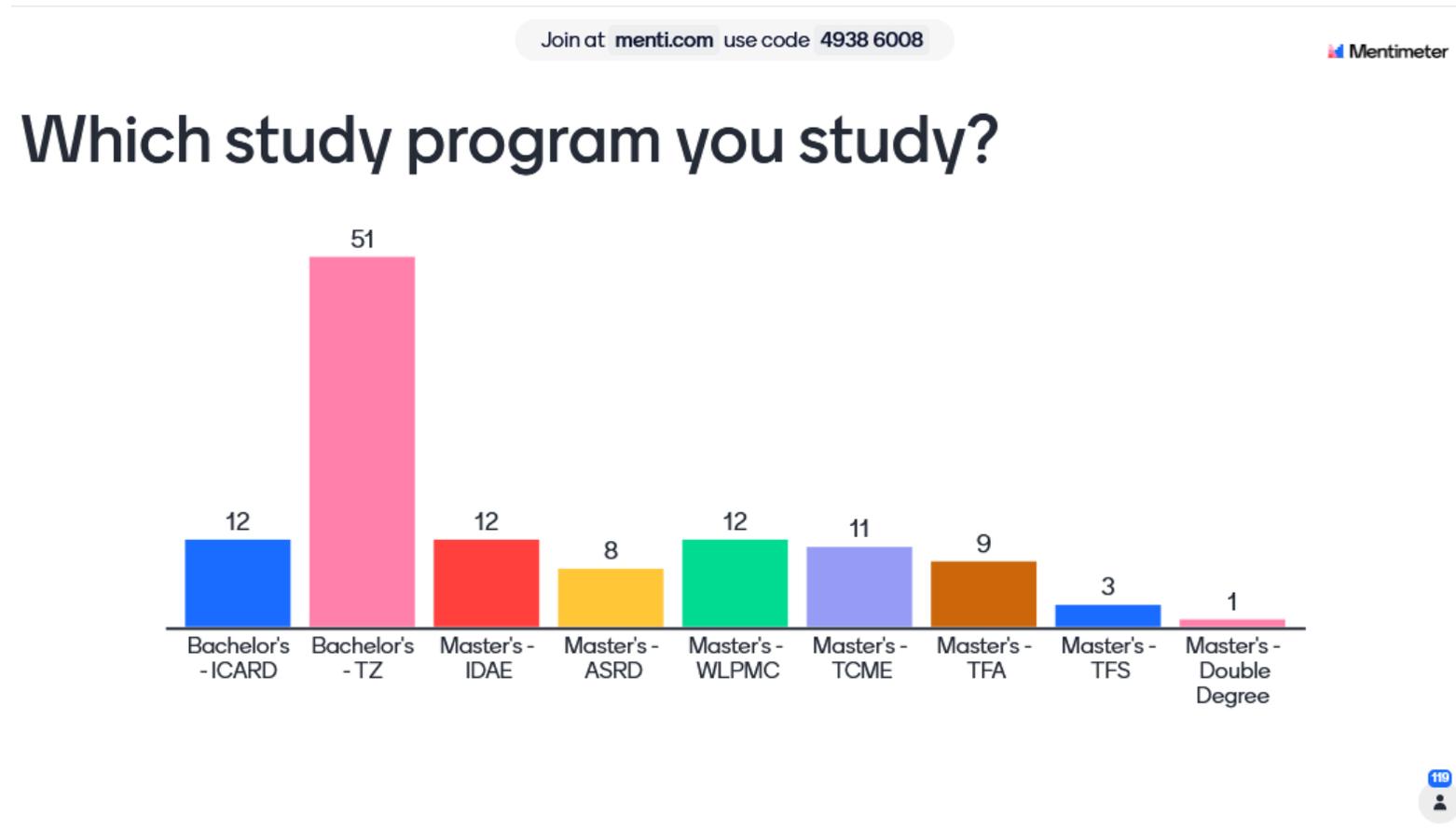
# FOREIGNER STUDENTS 2022-2023

Numbers of foreign students by most represented countries





# MENTIMETER



# INTERNATIONAL RELATIONS OFFICE

**Ing. Petra Chaloupková, PhD., dr. h.c.**

Vice-dean for international relations

**Ing. Jana Hummelová, Ph.D.**

Erasmus+ Coordinator, Support of students' mobilities  
Summer schools

**Ing. Mandíková Jana, Ph.D.**

Erasmus+ Capacity Building Coordinator

**Ing. Králová Lucie**

Travel Orders manager

Office: NFTZ/412

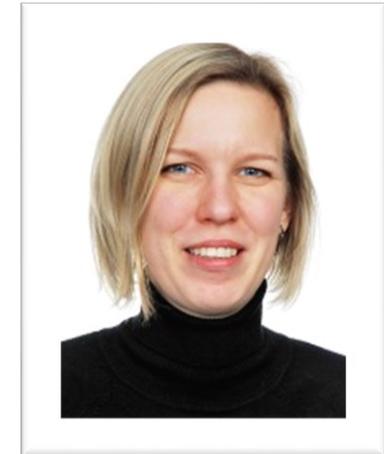
E-mail: [internationaloffice@ftz.czu.cz](mailto:internationaloffice@ftz.czu.cz)

Office hours:

Monday 10:00 – 12:00

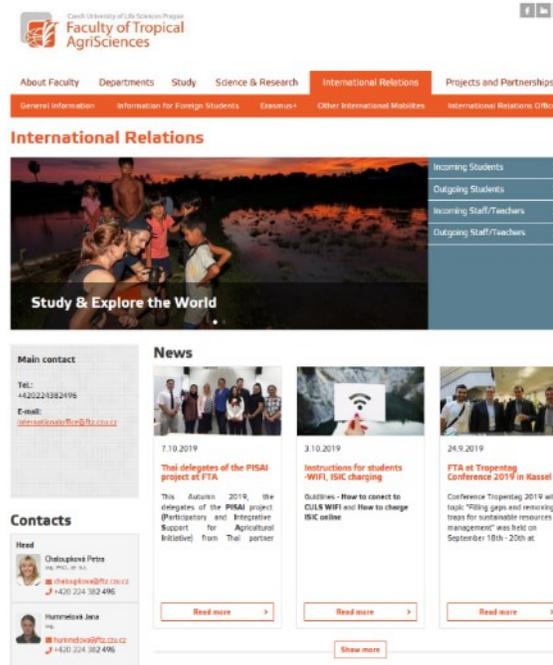
Wednesday 10:00 – 12:00

Phone: +420 22438 2496

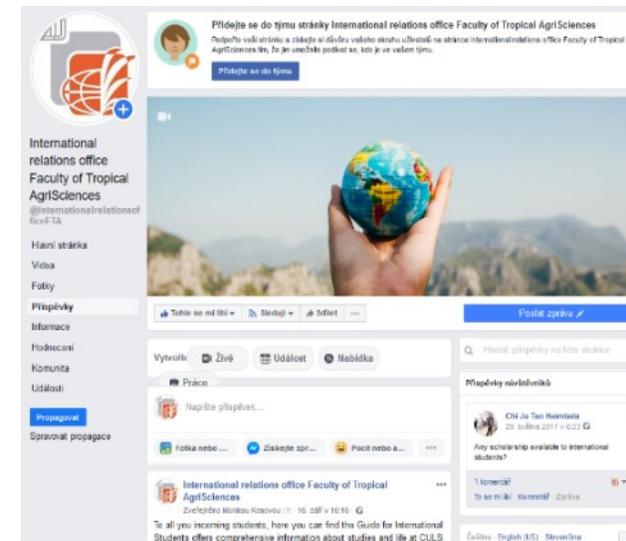


# INTERNATIONAL RELATIONS OFFICE

Web: <https://www.ftz.czu.cz/en/r-9422-international-relations>



- FB:
- <https://www.facebook.com/internationalrelationsofficeFTA>
  - News and updates about:
    - Student's travel grant support (aprox. 10-20 000,- CZK for international travels, open March – April)
    - Erasmus+ for studies & practical training
    - Summer schools abroad



# ERASMUS+ PROGRAMME

EU exchange programme for students and staff among the Union (and associated) countries

FTA – 24 partner universities in Belgium, Germany, Italy, Spain; Turkey; Bulgaria, Croatia, Denmark, France, Hungary, the Netherlands, and Portugal

Financial support - EU and national Ministries of Education

Scholarship: 480 - 750 EUR/month

Extra support for students with special needs and/or disabilities

Erasmus+ for studies (3-12 months) or for training (2-12 m.)

More info: [www.ftz.czu.cz](http://www.ftz.czu.cz) -> International Relations -> Erasmus+

Contact: Ing. Jana Hummelová, Ph.D., [hummelova@ftz.czu.cz](mailto:hummelova@ftz.czu.cz)





# FTA SUMMER SCHOOLS

2017-23

- Georgia
- Cambodia
- Vietnam
- Moldova
- Mongolia
- Thailand
- India
- Indonesia
- Ukraine

4-5 ECTS



# DEVELOPMENT PROJECTS

Biodiversity conservation and protection (Senegal)

Sustainable agricultural production (Peru, Vietnam, Angola, Kenya, Kyrgyzstan)

Agricultural education and extension (Angola, Namibia, Moldova, Ukraine, Kazakhstan, Uzbekistan)

Food safety and food security (Zambia, Mali, Mongolia)

Curriculum development (Bosnia and Herzegovina, Georgia, Ethiopia, Moldova, Mongolia, Cambodia)



# STUDENTS WORKING IN DEVELOPMENT PROJECTS

Peru - Composting



Vietnam – solar drying



Senegal – Transport of antelope



Angola – teaching at local Agricultural secondary school



# STUDENTS WORKING IN DEVELOPMENT PROJECTS

Peru – agroforestry



Vietnam – aquaculture



Vietnam - ethnobotany



Angola – agricultural secondary school



# STUDENTS WORKING IN DEVELOPMENT PROJECTS

Georgia – data collection



Senegal – environmental education



Senegal – environmental education



Cambodia – technical training



# FTA IS FAIRTRADE FACULTY

We support ethical, sustainable and responsible production, trade and consumption



# FTA STUDENTS FAIR TRADE STEERING GROUP – “BEFAIR”

[Facebook.com/BeFairCzu](https://www.facebook.com/BeFairCzu)



# FTA RUNNERS CLUB

Labe Run 2023

Špindlerův Mlýn – Děčín

380 km



## Výsledky Run Labe Run 2023

Umístění	Název týmu	Čas
1	OTC Vlčáci	24:07:00
2	BENTELER tým Výběžek	27:33:00
3	Braavo	27:49:00
71	Jungle Runners	38:06:00

If you want to join the FTZ runners' club, send message to [hejkrlik@ftz.czu.cz](mailto:hejkrlik@ftz.czu.cz)

# DERBIANUS CSAW, O.S.

NGO - Derbianus CSAW

Established by the group of experts from FTA

Involved in wildlife antelope conservation program  
in Senegal

<http://www.derbianus.cz/>



# BASIC RULES & PROCEDURES

How to pass with minimum damage to you and us

# GUIDEBOOK FOR NEW STUDENTS



**What can we offer you at our faculty?**

**Study Options**

**Our future at the FTA**

**Students from around the world**

**Connection between studies and current research**

**International mobility and student activities**

**How big is our faculty?**

**Documents**

**HANDBOOK for 1<sup>st</sup> YEAR STUDENTS**

**What can we offer you at our faculty**

The Faculty provides students with a broad educational background, covering the entire field of both the agrarian sector in tropical regions and international development cooperation. **We offer mainly:**

- Degree from one of the largest and most prestigious universities in the Czech Republic.
- Studying in small groups in a multicultural environment comprising students from around the world.
- Close contact with Czech and foreign lecturers with many years' experience of studying in tropical regions and developing countries and implementation of projects financed within the Czech International development cooperation or by International donors (European or USAID).
- Practical problem solving and elaboration of development projects in the group work with lecturers, students of other disciplines and students of master's or doctoral studies.
- Poss. to develop countries within development or research projects carried out by the Faculty or Faculty's cooperating partners (eg. Non-governmental organization Pousad In Need, Caritas Czech Republic, ADRA etc.).
- Professional experience of at least 3 weeks in a selected company, NGO or a state institution that deals with development cooperation (practice courses of technical security for sites in high-risk areas of the world realized by means of practical simulators in the field).
- Professional experience of at least 3 weeks in a selected company, NGO or a state institution that deals with development cooperation (practice courses of technical security for sites in high-risk areas of the world realized by means of practical simulators in the field).
- Financial support for traveling abroad for the purpose of data collection within bachelor thesis elaboration.
- University campus, where in one place you can find accommodation, sports facilities, swimming pool, restaurants, clubs and university brewery.

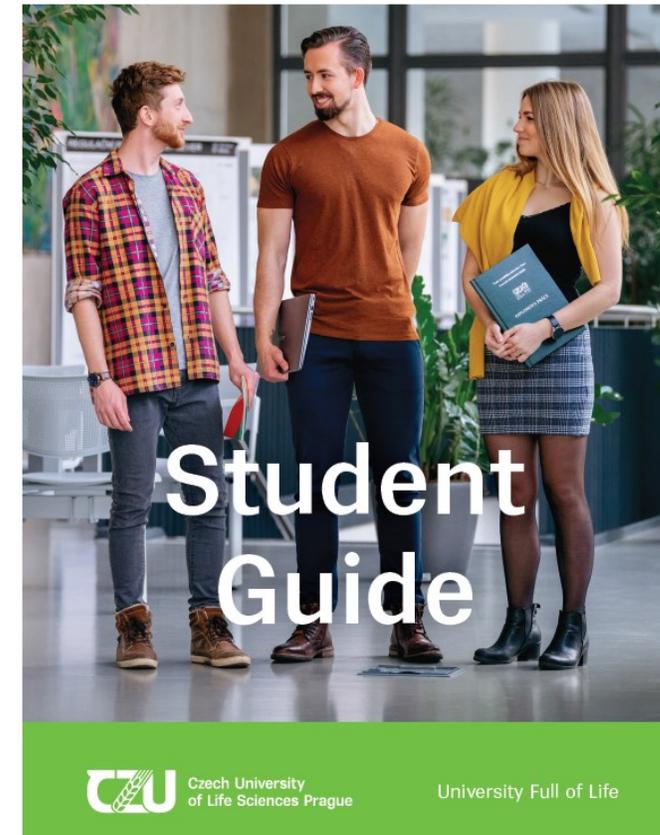
**What you will learn with us:**

- Improve your English by daily communication with students from abroad, during the classes, by self-study and by writing scientific texts in English.
- Understand the issues and the context of today's interconnected world and various theoretical and practical approaches to development and fighting poverty.
- Comprehend the biological and economic context of rural development, agriculture and environmental protection in less developed countries.
- Prepare, manage and evaluate international project for rural development in conditions of developing countries and tropical regions.
- Communicate and understand people of different cultures from around the world during teamwork.
- Prepare for travel and stay in areas with a higher risk and respond to emergency situations that may arise.
- Basic knowledge of scientific methodology for data collection and their analysis, interpretation and publication.

In 2011, the FTZ celebrated 50 years of its existence. Due to the increasing importance of international relations in today's globalized world, the FTA has become one of a number of dynamically developing centres for educational and research purposes. However the FTA still remains the only faculty with such focus in Central and Eastern Europe. Our faculty has respectable outcomes in educational and scientific activities, comparable to institutions in countries with long-term experience of contact with developing countries.

**Study Options**

In accordance with the principles of the Bologna conference of representatives of universities and colleges of the EU of June 1999, study at the Faculty of Tropical Agriculture (FTA) is divided into three stages. Besides providing a complete university education for Bachelor's and Master's degrees, the FTA also offers Doctoral studies and various forms of lifelong



<https://www.czu.cz/en/r-9188-study/r-9252-information-for-students/r-9270-guide-for-a-new-student>

# STUDENTS' GUIDE TO THE FACULTY

Thanks to the effort of Master's students from WLPMP you can also download this guide to the faculty and Master's studies:



## Information for Students

 <b>Official Notice Board</b>	 <b>Academic Calendar</b>	 <b>Scholarships</b>	 <b>Study-related Fees</b>
 <b>Official Study and Legislative Documents</b>	 <b>Guidelines for Writing Bachelor's and Master's Theses</b>	 <b>Introduction to the Study</b>	 <b>Designs and Logos</b>
 <b>Study Counselling</b>	 <b>Career Counselling</b>	 <b>Students with Specific Needs</b>	 <b>Accommodation and Food</b>

# INFORMATION FOR STUDENTS

<https://www.ftz.czu.cz/en/r-9420-study/r-9506-information-for-students>

# WHAT IS ECTS CREDIT?

1 credit = 25 work hours

5 credit = 125 work hours of student

**180 ECTS for under-graduate**

15 ECTS for Bachelor thesis

**120 ECTS for graduate**

25 ECTS for Master's thesis

The system allows for recognition of course from other faculties, Czech or foreigner universities

**Cz: Zápočet**

**Eng: Pass-eligibility (credit)**

= fulfilment of requirements, not ECTS credit!

= creditability

= eligibility to register for exam

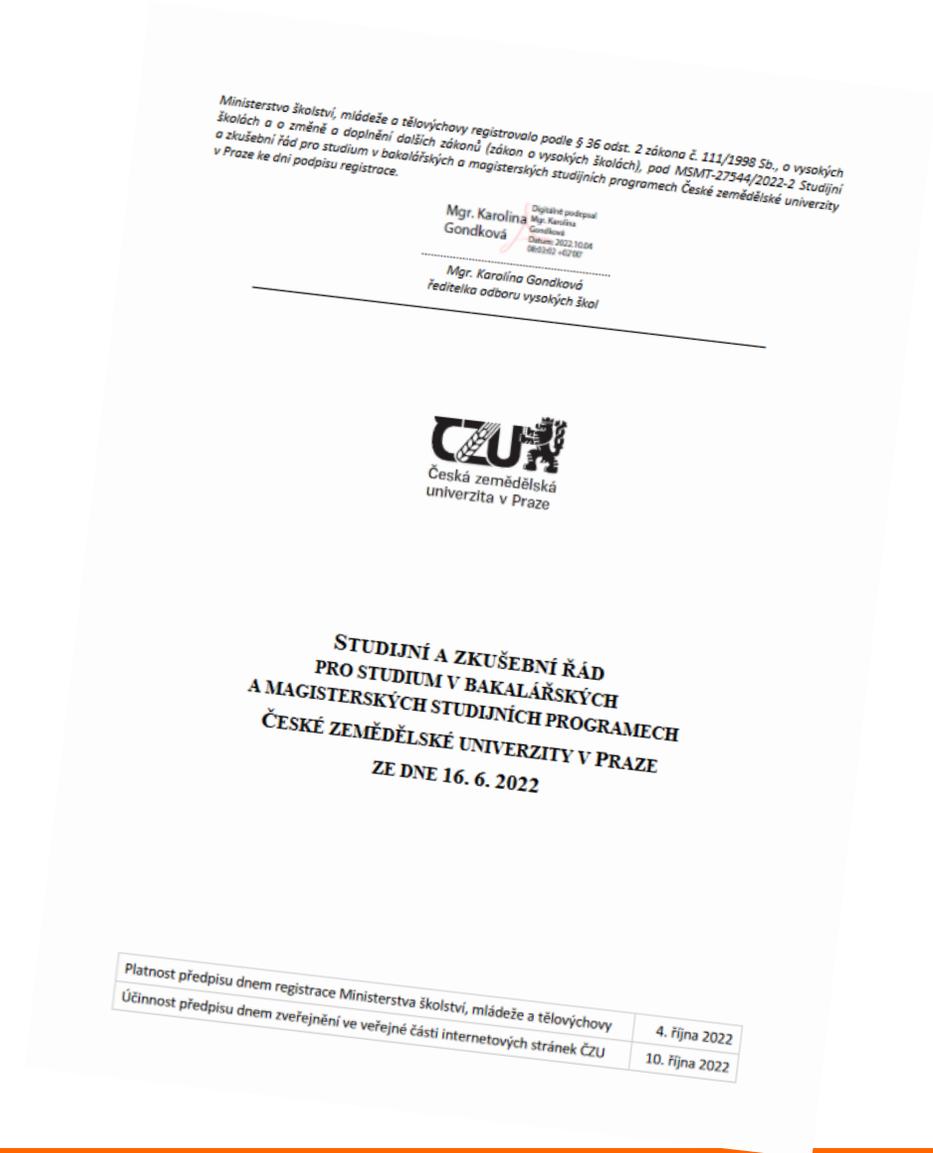


# STUDY AND EXAMINATION RULES

Last update 16.6.2022

FTA/Studies/documents

<https://www.ftz.czu.cz/en/r-9420-study/r-9506-information-for-students>



# BASIC RULES

## Article 7 „Organization of studies“

(8) **Attendance at all forms of classes is obligatory.** The subject guarantor may declare the attendance at some specific forms at some classes as non-obligatory.

## Article 8 „Credits and Examinations“

(6) Students register for their examinations through the CZU on line registration system for the announced examination dates. Registration for examination is mandatory.

(8) The examiner confirms the passing of an examination, at **latest 3 working days** after the examination took place, by entering the date of the passing of the examination, entering the relevant mark in words according to subsection 7) in to the university electronic data base.

# BASIC RULES

Article 10 „Enrolment in subsequent years of studies “

(3) For enrolment to the subsequent year the student must fulfil at least 50 ECTS from previous year.

In case a student repeat a subject in a subsequent year, repeats a year, or follows an individual study programme, he/she may study in one study programme, including transferable subjects, **the same subject at most twice**.

# BASIC RULES

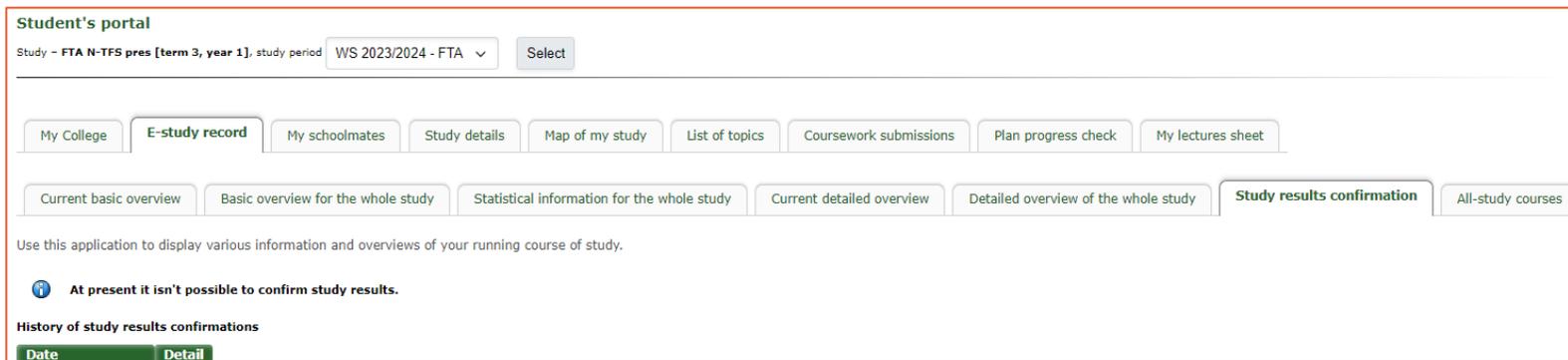
## Article 8 „Enrolment in subsequent years of studies “

(6) Before the start of the summer semester, students in the first year of study programme must acquire at least 10 ECTS, as set by the curricula of the winter semester, failing which the student’s studies may be terminated.

### Study results confirmation

The study results should be confirmed by student continuously during semester and have to be confirmed before enrolment to the next semester

UIS → Personal Information → Student’s portal → E-study portal → Study results confirmation



The screenshot shows the 'Student's portal' interface. At the top, it displays 'Study - FTA N-TFS pres [term 3, year 1], study period' with a dropdown menu set to 'WS 2023/2024 - FTA' and a 'Select' button. Below this is a navigation bar with tabs: 'My College', 'E-study record', 'My schoolmates', 'Study details', 'Map of my study', 'List of topics', 'Coursework submissions', 'Plan progress check', and 'My lectures sheet'. Underneath, there are more specific tabs: 'Current basic overview', 'Basic overview for the whole study', 'Statistical information for the whole study', 'Current detailed overview', 'Detailed overview of the whole study', 'Study results confirmation' (which is highlighted), and 'All-study courses'. A message states: 'Use this application to display various information and overviews of your running course of study.' Below that, an information icon is followed by the text: 'At present it isn't possible to confirm study results.' At the bottom, there is a section titled 'History of study results confirmations' with two columns: 'Date' and 'Detail'.

# BASIC RULES

6.9.2024 – last day for any exam from 2023/2024

26.8. - 30.8.2024 – days for submission of any request

Repetition of the study year

Interruption of studies...

If you don't fully fulfil study requirements by 6.9.2024 your studies will be terminated!

Mid of September – last deadlines for enrolment to 2nd year (check the calendar). If you don't come personally for enrolment, your studies may also be terminated!

# BASIC RULES

## Article 11 „Repetition of the Academic Year“

(2) During his/her studies a student can repeat **only one year of studies**.

*FTA rule: Student can repeat with any number of courses or only with MSc or Bc. Thesis*

## Article 12 „Interruption of Studies “

(2) Studies may be interrupted for a minimum period of one semester. The maximum interruption period is:  
3 years in a bachelor study programme, 2 years in a master study programme.

*FTA rule: Student should interrupt Studies right after the registration, **at the beginning of semester***

# BASIC RULES

## Article 12 „Individual Study Plan“

- (1) In **specific cases** the student may apply for an individual study plan; this request may be granted by decision of the Dean.
- (2) An individual study plan enables the student to **distribute or change** the schedule of his/her prescribed individual study plan in a particular academic year, or **to study subject curricula of several academic years simultaneously**.

*FTA rule: Specific cases means activities related to FTA activities, master/bachelor thesis data collection, internship at study related institutions*

*Individual Study Plan is also granted to students leaving on Erasmus*

*It does not except student in attending lectures or seminars!*

## OTHER INFORMATION

How to pass with minimum damage to you and us, vol. II

# ACCOMMODATION AND EDUCATIONAL GRANT

## Accommodation subsidy

For all out-of-Prague students and foreigners

Aprox. 2200,- CZK every quarter

Application in UIS



## Scholarship for General Achievement

Study mean of results

<1.20 and no “good” - 1500,- CZK a month

Award for published **scientific article** in journal with IF or SJR

Up to 10 000,-CZK

Other „Honours and Prizes“ mentioned in SERs (best thesis, ...)



# FEES DURING STUDIES

At FTA following fees apply:

6000,- CZK for academic year in any Master's English program

8000,- CZK for ICARD

Must be paid BEFORE enrolment to the next academic year

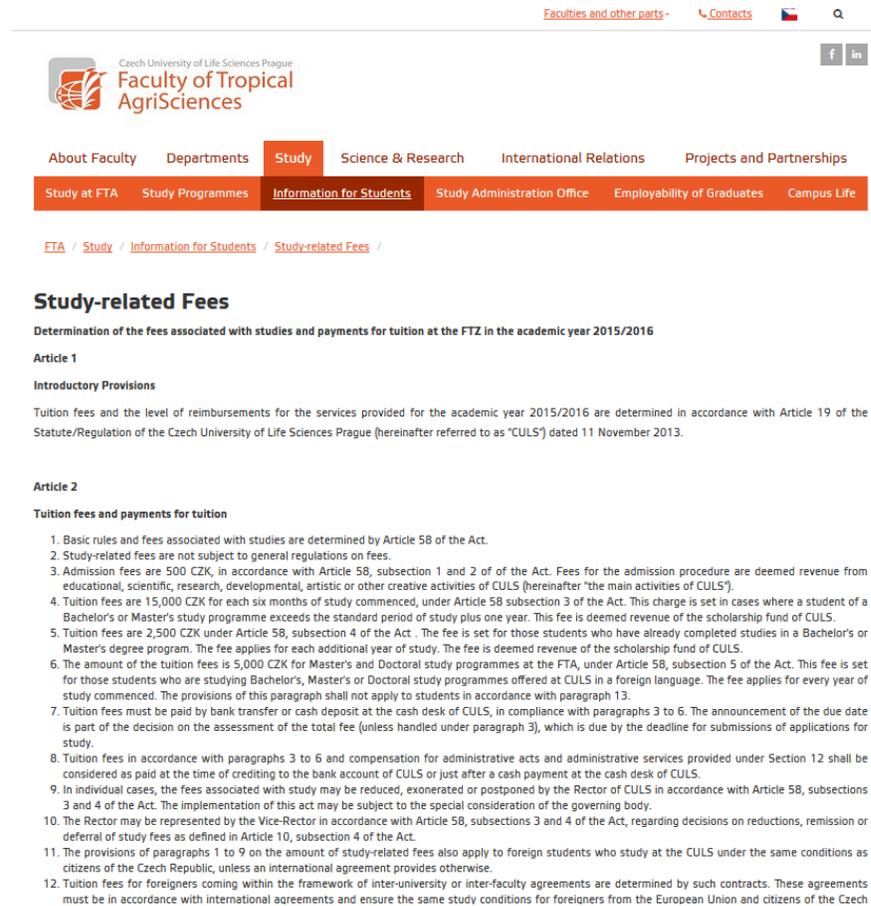
60 000,- CZK self-financed students at TFS

Students studying in English for more than 3+1 Bachelor or 2+1 years Master at any Czech university

40 000,- CZK per year

In Czech

42 000,- CZK per year



The screenshot shows the website navigation and content for 'Study-related Fees'. The breadcrumb trail is: FTA / Study / Information for Students / Study-related Fees. The page title is 'Study-related Fees'. Below the title, it states: 'Determination of the fees associated with studies and payments for tuition at the FTZ in the academic year 2015/2016'. The page is organized into sections: Article 1 (Introductory Provisions) and Article 2 (Tuition fees and payments for tuition). Article 2 contains a list of 12 numbered points detailing the fee structure and conditions.

**Study-related Fees**

Determination of the fees associated with studies and payments for tuition at the FTZ in the academic year 2015/2016

**Article 1**

**Introductory Provisions**

Tuition fees and the level of reimbursements for the services provided for the academic year 2015/2016 are determined in accordance with Article 19 of the Statute/Regulation of the Czech University of Life Sciences Prague (hereinafter referred to as 'CULS') dated 11 November 2013.

**Article 2**

**Tuition fees and payments for tuition**

1. Basic rules and fees associated with studies are determined by Article 58 of the Act.
2. Study-related fees are not subject to general regulations on fees.
3. Admission fees are 500 CZK, in accordance with Article 58, subsection 1 and 2 of the Act. Fees for the admission procedure are deemed revenue from educational, scientific, research, developmental, artistic or other creative activities of CULS (hereinafter "the main activities of CULS").
4. Tuition fees are 15,000 CZK for each six months of study commenced, under Article 58 subsection 3 of the Act. This charge is set in cases where a student of a Bachelor's or Master's study programme exceeds the standard period of study plus one year. This fee is deemed revenue of the scholarship fund of CULS.
5. Tuition fees are 2,500 CZK under Article 58, subsection 4 of the Act. The fee is set for those students who have already completed studies in a Bachelor's or Master's degree program. The fee applies for each additional year of study. The fee is deemed revenue of the scholarship fund of CULS.
6. The amount of the tuition fees is 5,000 CZK for Master's and Doctoral study programmes at the FTA, under Article 58, subsection 5 of the Act. This fee is set for those students who are studying Bachelor's, Master's or Doctoral study programmes offered at CULS in a foreign language. The fee applies for every year of study commenced. The provisions of this paragraph shall not apply to students in accordance with paragraph 13.
7. Tuition fees must be paid by bank transfer or cash deposit at the cash desk of CULS, in compliance with paragraphs 3 to 6. The announcement of the due date is part of the decision on the assessment of the total fee (unless handled under paragraph 3), which is due by the deadline for submissions of applications for study.
8. Tuition fees in accordance with paragraphs 3 to 6 and compensation for administrative acts and administrative services provided under Section 12 shall be considered as paid at the time of crediting to the bank account of CULS or just after a cash payment at the cash desk of CULS.
9. In individual cases, the fees associated with study may be reduced, exonerated or postponed by the Rector of CULS in accordance with Article 58, subsections 3 and 4 of the Act. The implementation of this act may be subject to the special consideration of the governing body.
10. The Rector may be represented by the Vice-Rector in accordance with Article 58, subsections 3 and 4 of the Act, regarding decisions on reductions, remission or deferral of study fees as defined in Article 10, subsection 4 of the Act.
11. The provisions of paragraphs 1 to 9 on the amount of study-related fees also apply to foreign students who study at the CULS under the same conditions as citizens of the Czech Republic, unless an international agreement provides otherwise.
12. Tuition fees for foreigners coming within the framework of inter-university or inter-faculty agreements are determined by such contracts. These agreements must be in accordance with international agreements and ensure the same study conditions for foreigners from the European Union and citizens of the Czech Republic.

# SELECTION OF OPTIONAL COURSES FOR MASTER'S

Optional courses A – profile courses for state exams

Optional courses B – other recommended courses

Other optional courses

Even from other faculty (request with explanation approved by the Vice-dean for Education)

Be careful about clashes in the courses schedule!

Think about the “corridors” for your state exams!

*Procedure for selection of optional courses of the study program*

## Agri-food Systems and Rural Development (ASRD)

During the registration of optional courses, students must follow the updated list of available optional courses in UIS associated with the study program, and take into regard following minimum ECTS amount obligation. Students should also consider their intended professional orientation, focus of their research and future selection of optional courses during the Final State Examination.

There are three types of optional courses:

- Optional courses type A which are crucial for the profile of the graduate
- Optional courses type B which can enlarge the scope of the graduate but do not directly focus on the core profile of the graduate
- Other optional courses. Upon the condition of fulfilment of minimum number of ECTS from optional courses A and B, students are free to choose any course from any other study program of the faculty or university. However, they must ensure the timing of the course will avoid any conflicts in their schedule of classes.

The minimal number of ECTS from every group of optional courses is listed below. The fulfilment of the minimum amount of ECTS from each group will be evaluated before the State Examination by respective officer at the Administration Office.

Optional courses type A	Minimum 20 ECTS for whole Master's studies
Optional courses type B	Minimum 10 ECTS for whole Master's studies
<b>Optional courses type A</b>	<b>Optional courses type B</b>
Introduction to Engineering	Project Monitoring and Evaluation
Quality, Storage and Processing of Plant Products	Processing and Interpretation of Biological Data
Quality, Storage and Processing of Meat Products	Project Cycle Management
Economic Botany	Cooperation and Farmer Associations
Social and Demographic Aspects of Rural Development	Economics of Farming Systems
Rural Development	Forum Group Discussion
Environmental Engineering	Tropical Products Marketing
Environmental Engineering (Dokumeny o vyuziti prirody)	Master Sports
Agrobiodiversity	Personal Security and Risk Management
Rural Construction and Extension	Management of Tropical Land Use Systems
Resource Ecology	Gender in Agriculture and Rural Development
Organic Waste Management	Applied Research Methods in Agriculture
	Winter Sports
	Fair Trade and Ethical Business in International Trade
	Agricultural Market Information Services (Материальные информационные системы и услуги в аграрном секторе)

\*Courses are also available in different language other than English

# STUDY SUPPORT SYSTEMS

*Communication and information sharing*

# UIS – UNIVERSITY INFORMATION SYSTEM

Czech/English language

Personal information

Detailed study plans of all study programs

Courses schedule

Registration to examination

2 weeks before exam period

Selection of tutorials

Every last week before the start of semester

Selection of optional courses – 2 rounds

In October and April

Selection and submission of final theses

Regularly check your study records and fill missing credits!

## change your password!



PEF FAPZ TE ELD FŽP ETZ IVP KONTAKT

**UNIVERZITNÍ INFORMAČNÍ SYSTÉM**

Univerzitní informační systém České zemědělské univerzity v Praze zřizuje akademické obci, zaměstnancům univerzity i široké veřejnosti řadu informací. Systém je na univerzitě zaváděn dlouhodobě usilovnou prací mnoha osob. Budeme proto rádi, když se s veškerými problémy či náměty budete obracet na pracovníky provozu informačního systému, abychom Vám mohli pomoci nebo doplnit tento informační systém o adekvátní funkce. Nejlépe nás můžete kontaktovat elektronickou poštou na naši kontaktní adresu.

**Osobní administrativa**

- Přihlášení do osobní administrativy UIS
- Návod k prvnímu přihlášení do UIS
- Systémová integrace
- Kde naleznu vhodné prohlížeče
- Nástroje pro UIS

**Přijímací řízení**

- Elektronická přihláška ke studiu na ČZU
- Výsledky přijímacích zkoušek
- Návratka k přihlášce ke studiu na ČZU

**Informace o ČZU**

- Lidé na ČZU
- Orgány
- Pracoviště
- Procházet blogy
- Veřejný dokumentový server
- Základní informace o univerzitě

**Studijní informace**

- Brožura katalog předmětů
- Brožura Studijní programy
- Harmonogram akademického roku
- Studijní plány
- Úřední hodiny stud. oddělení
- Veřejný katalog předmětů
- Zahraniční dohody
- Závěrečné práce
- Zobrazení a tisk rozvrhů

**O informačním systému**

- Dokumentace UIS
- Kontaktní adresa
- Vývojový tým
- Statistika využití UIS
- Uvažujete o zavedení studijního informačního systému na Vaší univerzitě?

■ English version of the information system  
 ■ Slovenská verzia informačného systému (Slovak version)  
 ■ Zjednodušená verze informačního systému bez designu  
 ■ Česká zemědělská univerzita v Praze

# UNIVERSITY EMAIL

Obligatory communication channel

Study departments messages

Lecturers messages

MOODLE

CULS messages

<https://mail.studenti.czu.cz>

At least transfer your emails to normal email box

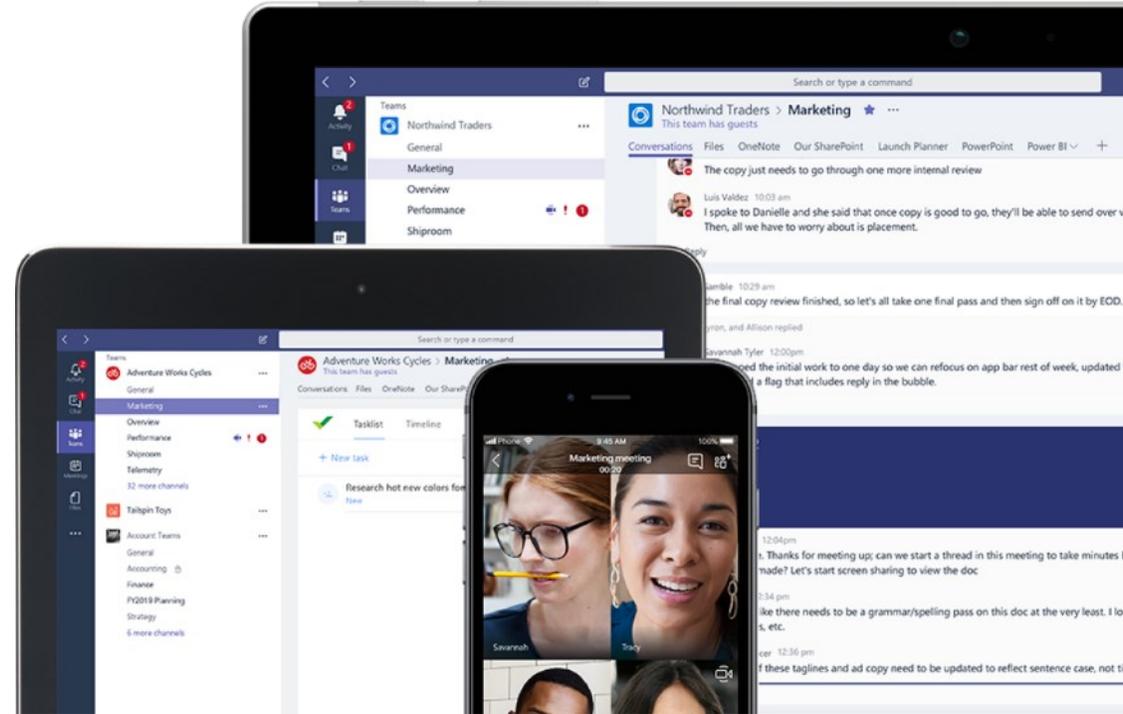


## Students' e-mail box !!!

# MS TEAMS FOR ONLINE TEACHING

Part of Microsoft Office 360 pack, which is free for all university students

If you are not automatically assigned to the MS Team for the course, you must contact the teacher!



# ISIC CARD

## University Library (former SIC)

Card Centre (1st floor)

8-12, 13-15 hours

250 CZK / card issue

300 CZK / deposit (refund)

## University electronic wallet (UEW)

Students' Menza (cafeteria, buffe)

Copy, print, library, ...

Charge by cash in Menza's hall, SIC, dorms, ... (Charging kiosks) or via a bank transfer

[food.czu.cz](http://food.czu.cz) – where to pay with UEW

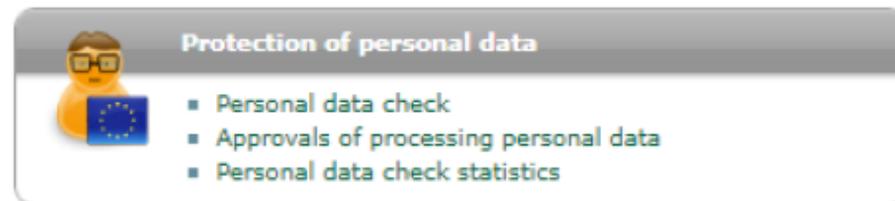
[uep.czu.cz](http://uep.czu.cz) – how to use the UEW



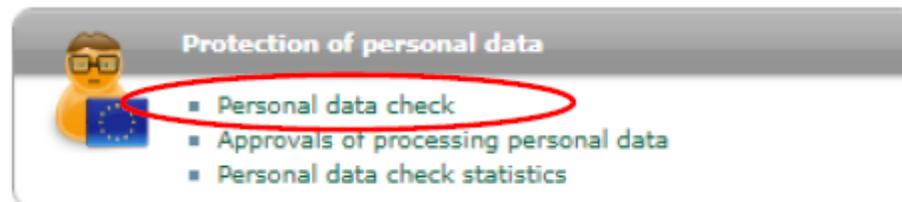
# HOW TO CHARGE YOUR ISIC CARD ON-LINE

Log in to [is.czu.cz](https://is.czu.cz)

Find the box „Protection or Personal Data“



Click on „Personal data check“



# HOW TO CHARGE YOUR ISIC CARD ON-LINE

Remember your Identification Number

## Personal information

The following information about staff is partly provided by software to process the personal administration. User can modify some information him/herself in personal preferences.

Name	Entry	Changed
First name and surname	[REDACTED]	14/07/2017
Identification number	XXXXXX	14/07/2017

Create the following payment from your bank account

Receiving account number: 35-500022222/0800

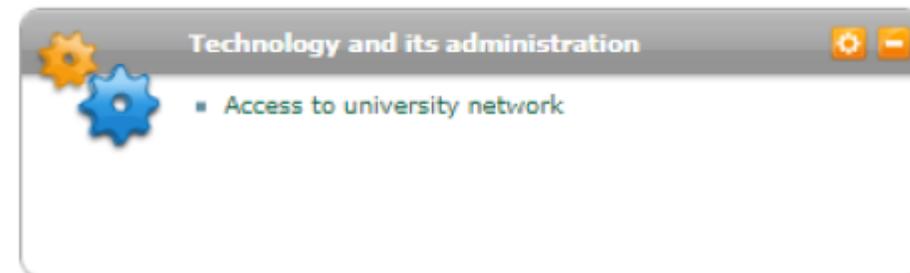
Variable symbol: 997502

Specific symbol: YOUR IDENTIFICATION NUMBER

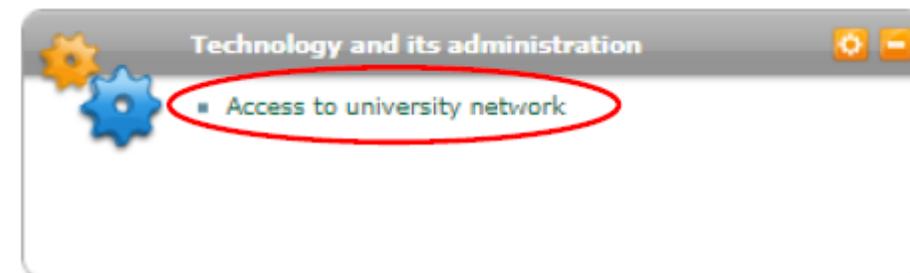
# HOW TO CONNECT TO CZU WIFI - EDUROAM

Log in to [is.czu.cz](https://is.czu.cz)

Find the box „Technology and its administration“



Click on „Access to the university network“



# HOW TO CONNECT TO CZU WIFI - EDUROAM

Click on „Generate password“

## Access to university network

### Wireless network (WiFi) with password

Wireless network (WiFi) can run in a mode with certificates or with credentials (passwords). This application is used to create secondary password to access wireless network (access with certificates can be available in a different application).

### Generate password to access wireless services

The following table contains your login, password and validity period of password (if password is entered or if it is valid). If you haven't entered the password, click on the Generate password button. If validity of the password expired, click on the Re-generate password button. Valid password can also be re-generated.

Login: XXXXX00X  
 Password: NOT GENERATED  
 Password validity period: 11. 02. 2020

### Permitted WiFi services

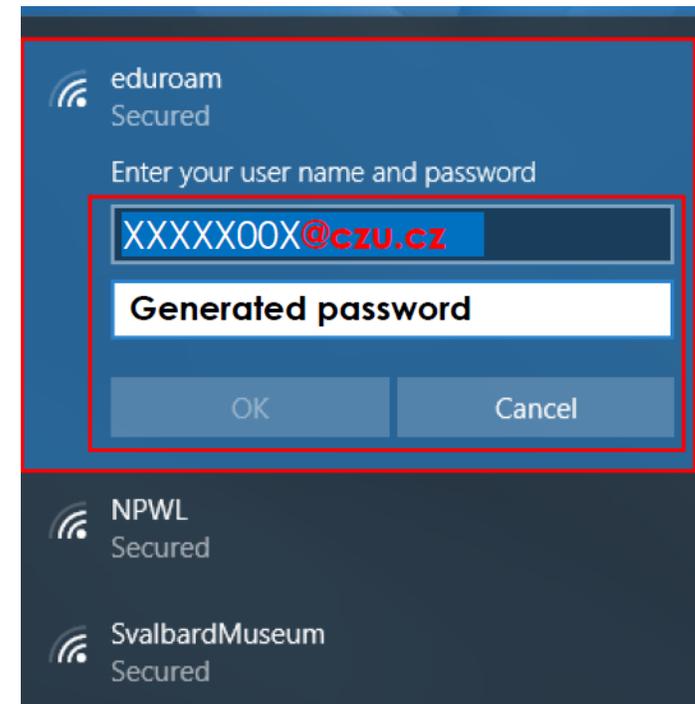
Within the university's wireless network you are authorized to use the following WiFi services.

Server name	Server's domain name	Details of service
eduroam	eduroam.czu.cz	

# HOW TO CONNECT TO CZU WIFI - EDUROAM

Use your login and password to connect to  
EDUROAM

**Don't forget to use  
the domain @CZU.CZ**





# STUDENTS' FACEBOOK GROUP

This facebook group was made for all students of Faculty of Tropical AgriSciences.

Aim is to improve communication across study programmes by sharing information related to study.

What to share:

Information related to the field of study – it may be open lectures, conferences, interesting links, events...

<https://www.facebook.com/groups/547662159332333>



# ACADEMIC YEAR SCHEDULE

Available on-line on:

<https://www.ftz.czu.cz/en/r-9420-study/r-9506-information-for-students>

## Important deadlines!

### 2018/2019 Academic Calendar Faculty of Tropical AgriSciences

First-year bachelor's students Welcome Ceremony  
September 24<sup>th</sup> 2018 at 14:00 in the SIC

#### 1<sup>st</sup> and 2<sup>nd</sup> year Bachelor's students and 1<sup>st</sup> year Master's students

Winter (Autumn) Semester - 12 weeks	First day	Last day
Lectures and seminars	October 1 <sup>st</sup> 2018	December 21 <sup>st</sup> 2018
Examination Period	January 2 <sup>nd</sup> 2019	February 10 <sup>th</sup> 2019
Holidays	December 24 <sup>th</sup> 2018	January 1 <sup>st</sup> 2019

Summer (Spring) Semester - 12 weeks	First day	Last day
Lectures and seminars	February 11 <sup>th</sup> 2019	May 3 <sup>rd</sup> 2019
Examination Period	May 6 <sup>th</sup> 2019	June 30 <sup>th</sup> 2019

#### 3<sup>rd</sup> year bachelor's students and 2<sup>nd</sup> year master's students

Winter (Autumn) Semester - 12 weeks	First day	Last day
Lectures and seminars	October 1 <sup>st</sup> 2018	December 21 <sup>st</sup> 2018
Examination Period	January 2 <sup>nd</sup> 2019	February 10 <sup>th</sup> 2019
Holidays	December 24 <sup>th</sup> 2018	January 1 <sup>st</sup> 2019

Summer (Spring) Semester - 10 weeks	First day	Last day
Lectures and seminars	February 11 <sup>th</sup> 2019	April 19 <sup>th</sup> 2019
Examination Period - 3 weeks	April 22 <sup>nd</sup> 2019	May 10 <sup>th</sup> 2019

State Exam – Master's programmes: May 20<sup>th</sup> – May 24<sup>th</sup> 2019  
 State Exam – Bachelor's programmes: May 27<sup>th</sup> – May 31<sup>st</sup> 2019  
 Master's Theses Defences: June 3<sup>rd</sup> – June 7<sup>th</sup> 2019  
 Bachelor's Graduation Ceremony: June 28<sup>th</sup> 2019 at 09:00  
 Master's Graduation Ceremony: June 28<sup>th</sup> 2019 at 11:00

Detailed Academic Calendar for FTA CULS Prague	
For academic year 2018/2019 – for the students of the Bachelor's and Master's programmes	
Terms	Prepared Events
September 2018	
3 <sup>rd</sup> – 4 <sup>th</sup>	Enrolment of New Students from Supplemental Round for 2018/2019
7 <sup>th</sup>	Last day to take exams for academic year from 2017/2018
Aug 31 <sup>st</sup> – 7 <sup>th</sup>	Study Requests Submission due date to Academic Administration Office (repeating an academic year, deferring exams, etc.)
10 <sup>th</sup> – 11 <sup>th</sup>	Enrolment – 2 <sup>nd</sup> year Bachelor's students 2018/2019 academic year
12 <sup>th</sup> – 13 <sup>th</sup>	Enrolment – 3 <sup>rd</sup> year Bachelor's students 2018/2019 academic year
14 <sup>th</sup>	Enrolment – 2 <sup>nd</sup> year Master's students 2018/2019 academic year
25 <sup>th</sup> – Oct 1 <sup>st</sup>	Tutorial Registration via UIS - Winter (Autumn) Semester (only in featured courses)
24 <sup>th</sup>	14:00 Welcome Ceremony for 1 <sup>st</sup> year Bachelor's students
26 <sup>th</sup>	09:00 State Examinations for 2017/2018 – Repetition Round (Bachelor's and Master's students)
October 2018	
1 <sup>st</sup>	Winter (Autumn) Semester begins
10 <sup>th</sup>	17:30 Orientation Meeting for the 1 <sup>st</sup> year students (T building)
15 <sup>th</sup> – 19 <sup>th</sup>	Life Science Film Festival at FTA/CULS
29 <sup>th</sup> – Nov 4 <sup>th</sup>	Optional Subjects Registration for Summer (Spring) Semester via UIS – Round 1
November 2018	
12 <sup>th</sup>	1 <sup>st</sup> block of Master's programmes courses ends
12 <sup>th</sup> – 18 <sup>th</sup>	Optional Subjects Registration for Summer (Spring) Semester via UIS – Round 2
23 <sup>rd</sup>	CULS "Open House"/Campus Visits for Prospective Students
23 <sup>rd</sup> – Mar 31 <sup>st</sup>	Application for studies at FTA 2019/2020
30 <sup>th</sup>	All Thesis topics available for selection via UIS (Bachelor's and Master's)
December 2018	
12 <sup>th</sup>	Meeting of Academic Community and International Fair Party
Until 14 <sup>th</sup>	Deadline for applying for the Accommodation Scholarship
21 <sup>st</sup>	2 <sup>nd</sup> block of Master's programmes courses ends
24 <sup>th</sup> – Jan 1 <sup>st</sup> 2019	Christmas Holiday
January 2019	
3 <sup>rd</sup> – Feb 10 <sup>th</sup>	Exam Period
15 <sup>th</sup>	Deadline for new study applications at FTA for students from abroad (Academic year 2019/2020) – 1 <sup>st</sup> Period
15 <sup>th</sup> – 31 <sup>st</sup>	
Mar	Application for studies at FTA 2019/2020 – 2 <sup>nd</sup> Period

21 <sup>st</sup>	1 <sup>st</sup> round of 1 <sup>st</sup> period of Entrance Exams for 2019/2020
25 <sup>th</sup> – 26 <sup>th</sup>	CULS "Open House"/Campus Visits for Prospective Students
31 <sup>st</sup>	Exam Requirements to continue studies of 1 <sup>st</sup> year Bachelor's - checked by Academic Administration Office
31 <sup>st</sup>	Deadline for requests to modify assignments of the final theses in UIS
31 <sup>st</sup>	Theses selection and registration in UIS deadline for 1 <sup>st</sup> year Master and 2 <sup>nd</sup> year Bachelor students
February 2019	
4 <sup>th</sup> – 10 <sup>th</sup>	Tutorial registration via UIS - Summer (Spring) Semester (only in featured courses)
4 <sup>th</sup> – 6 <sup>th</sup>	1 <sup>st</sup> period Entrance Exams 2019/2020 – video conference – applicants outside the Czech Rep.
11 <sup>th</sup>	Summer (Spring) Semester begins
11 <sup>th</sup> – 12 <sup>th</sup>	Alternative date 2 <sup>nd</sup> period Entrance Exams 2019/2020 – video conference – applicants outside the Czech Rep.
21 <sup>st</sup>	Students' Job Fair
March 2019	
22 <sup>nd</sup>	CULS Open House/Campus Visits for Prospective Students
31 <sup>st</sup>	Deadline for submission of final version of Bachelor's and Master's Thesis topics approved by supervisor in UIS (1 <sup>st</sup> year M.Sc. and 2 <sup>nd</sup> year B.Sc. students)
31 <sup>st</sup>	Deadline for new study applications at FTA (Academic year 2019/2020)
April 2019	
1 <sup>st</sup> – July 31 <sup>st</sup>	Period for Supplemental Round for new student applications at FTA for 2019/2020
8 <sup>th</sup>	1 <sup>st</sup> round of 2 <sup>nd</sup> period of Entrance Exams for 2019/2020
8 <sup>th</sup> – 14 <sup>th</sup>	Optional subjects registration for 2019/2020 via UIS – Round 1
22 <sup>nd</sup> – 28 <sup>th</sup>	Optional subjects registration for 2019/2020 via UIS – Round 2
19 <sup>th</sup>	Deadline for submission of Bachelor's Theses to UIS
22 <sup>nd</sup> – 24 <sup>rd</sup>	2 <sup>nd</sup> period Entrance Exams 2019/2020 – video conference – applicants outside the Czech Rep.
26 <sup>th</sup>	Deadline for submission of Master's Theses to UIS
26 <sup>th</sup>	Deadline for registering for Final State Exams via UIS and selection of optional subjects
29 <sup>th</sup> – 30 <sup>th</sup>	Alternative date 2 <sup>nd</sup> period Entrance Exams 2019/2020 – video conference – applicants outside the Czech Rep.
May 2019	
13 <sup>th</sup> and 14 <sup>th</sup>	Verification of fulfilled requirements for Final State Exams - 2 <sup>nd</sup> year Master's students
14 <sup>th</sup>	Rector's Day – no classes
16 <sup>th</sup>	University's Employees' Sports Day
20 <sup>th</sup> – 21 <sup>st</sup>	Verification of fulfilled requirements for Final State Exams – 3 <sup>rd</sup> year Bachelor's students
20 <sup>th</sup> – 24 <sup>th</sup>	Master's Final State Examinations
27 <sup>th</sup> – 31 <sup>st</sup>	Bachelor's State Examinations
June 2019	



THE END