

## Dean's Regulation No. 6/2023

### Conditions of the admission procedure for the Master's Double Degree Land and Environmental Engineering programme taught in English for the Academic year 2023/2024 at the Faculty of Environmental Sciences in cooperation with University of Naples Federico II (UNINA)

#### 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 the Master's Double Degree Land and Environmental Engineering programme 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 – Suchdol
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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 **5 June 2023 at the latest**. 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 phase of the admission procedure is announced. If the determined maximum number of admitted applicants is not reached in the programme, the Dean may decide to open other phases of the admission procedure and forms of studies.

The conditions for admission to the Land and Environmental Engineering study programme 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 candidates, on the basis of the evaluation of the submitted documents (see point 2.1 and 2.3). Applicants advancing to the second round of the admission procedure will be interviewed in English (see point 2.4).

**Only applications that meet the formal requirements and are submitted by the deadline according to the timetable of the admission procedure will be evaluated (see point 2.2).**

### 2.1 Documents to be submitted

The 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.

### 2.2 Schedule of the admission procedure

Submission of applications, required documents and payment of the application fee	<b>1 May - 5 June 2023</b>
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Evaluation of previous study results and announcement of the results of the first round of the admission procedure	by <b>12 June 2023</b>
The second round of the admission procedure (interviews with selected applicants)	<b>19 – 23 June 2023</b>
Final results of the admission procedure	by <b>28 June 2023</b>

### 2.3 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
Land and Environmental Engineering	related to Natural Sciences, Environmental Sciences, Environmental Engineering, Environmental Protection, Water Management etc.

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. Points from the first round are not transferred to the second round of the admission procedure.

Study programme	The minimum score required for the second round of the admission procedure
Land and Environmental Engineering	25

### Announcement of the first-round results

The results for the first round will be announced by **12 June 2023** and will be sent to applicants via the web portal <https://is.czu.cz/prihlaska/>.

### 2.4 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 **14 June 2023** by email sent to the address specified in the application.

For the interview, which will be conducted in the form of electronic communication (MS Teams), 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 15.

The overall results of the admission procedure will be sent to applicants via the web portal <https://is.czu.cz/prihlaska/> by **28 June 2023**.

## 3 Once admitted

### 3.1 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 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 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.

### 3.2 Tuition fee

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. The tuition fee for studies in Land and Environmental Engineering programme in one academic year is 20 000 CZK.

Tuition fees for study programmes undertaken in a foreign language apply to each commenced year of study and are payable by **15 September** for newly admitted students. 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.

### 3.3 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 1.

Prague, 17. 4. 2023

Approved by the Academic Senate of FZP on 13. 4. 2023

prof. RNDr. Vladimír Bejček, CSc.  
Dean



**Annex:** 1) Instructions for enrollment

Annex 1

## Instructions for enrollment in Master's Double Degree Land and Environmental Engineering programme 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 Master's Double Degree Land and Environmental Engineering programme taught in English in the academic year 2023/2024.

### 1 Important deadlines

In-person enrollment for each programme	19 September 2023
Tuition fee payment for studies in English	until 15 September 2023

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

Newly admitted students who are going to enroll in the academic year 2023/2024 in Master's Double Degree Land and Environmental Engineering programme taught in English are granted the option to enroll in study later than during the standard enrollment day. Admitted applicants consistently enroll 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 from **19 September 2023** to **10 November 2023**.

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.

Prague, 17. 4. 2023

Approved by the Academic Senate of FZP on 13. 4. 2023

prof. RNDr. Vladimír Bejček, CSc.

Dean

