

Dean's Regulation No. 13/2023

Conditions for the admission procedure to Bachelor's and Master's degree programmes taught in English for the Academic year 2024/2025 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 2024/2025 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 2024/2025.

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.

Fee: CZK 750 Bank name: Česká spořitelna, a. s. Insert: 500022222/0800 IBAN: CZ38 0800 0000 0005 0002 2222 SWIFT: GIBACZPX Constant symbol: 179 Variable symbol: 4275000124 Specific symbol: application reg. number	Address of the International Relations Office of the Faculty of Environmental Sciences: 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 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 **14 January 2024 at the latest (first phase) and by 31 March 2024 at the latest (second phase)**. The fee is not refundable in any phase of the admission procedure.

When a payment sent for an application is not indicated as paid within 10 working days, the applicant should contact a coordinator of the FZP International Relations Office (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 Schedule of the admission procedure

First phase

Submission of e-application, the required documents, the application fee payment	1 October 2023 – 14 January 2024
Registration for the GAP test	by 18 January 2024
General Academic Prerequisites test	3 February 2024
Final results of the admission procedure	by 27 February 2024

Second phase

Submission of e-application, the required documents, the application fee payment	1 February 2024 – 31 March 2024
Registration for the GAP test	by 15 April 2024
General Academic Prerequisites test	1 May 2024
Final results of the admission procedure	by 24 May 2024

2.2 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 2024, will submit a confirmation from their high school with the expected date of completion of the studies.

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.

2.3 General Academic Prerequisites (GAP) Test:

The GAP test, which will be conducted on **3 February 2024 for the first phase** and **1 May 2024 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 2023 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. 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.

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 2.1).

The result of the first phase of the admission procedure will be based on the score awarded for the GAP test [0-100 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 2024**. The results of the second phase of the admission procedure will be sent to applicants in the same way by **24 May 2024**.

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 the following documents:

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 2024/2025. 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 the Dean's regulation on the tuition fee. After the enrollment, the fee cannot be refunded. The fee amount is valid for the academic year 2024/2025. 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 2024**. Details of the enrollment process and the required documents will be sent to admitted applicants in advance via the portal <https://is.czu.cz/prihlaska/>.

The possibility of additional individual enrollment of admitted students is regulated in Annex 2.

Part B

Conditions of the admission procedure for Master's degree programmes taught in English for the Academic year 2024/2025 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 Master's degree programmes taught in English for the academic year 2024/2025.

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.

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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 **26 January 2024 at the latest (first phase) and by 31 March 2024 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).

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 other phases of the admission procedure for selected programmes and forms of studies. The admission procedure consists of two rounds.

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 2.2). Applicants who have succeeded in the first round of the admission procedure are invited to the second round, which is specified for individual study programmes in the table below:

Study programmes	1st round of admissions	2nd round of admissions
Environmental Geosciences	- Evaluation of similarity of previous university study programme	Interview
Landscape Planning	- Evaluation of previous study results (transcript of records)	
Nature Conservation		
Environmental Modelling	Online admission test	Interview
Land and Environmental Engineering		

2.1 Schedule of the admission procedure

First phase

Submission of applications, required documents and payment of the application fee	1 October 2023 – 26 January 2024
Online test of academic prerequisites *	5 – 9 February 2024
Results of the first round of the admission procedure	by 19 February 2024
Interviews with selected applicants	14 February - 15 March 2024
Final results of the admission procedure	by 20 March 2024

*) applying only to Environmental Modelling and Land and Environmental Engineering

Second phase

Submission of applications, required documents and payment of the application fee	1 February – 31 March 2024
Online test of academic prerequisites *	8 – 12 April 2024
Results of the first round of the admission procedure	by 22 April 2024
Interviews with selected applicants	17 April - 10 May 2024
Final results of the admission procedure	by 24 May 2024

2.2 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 2024, 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.

2.3 The first round of the admission procedure

2.3.1 Environmental Geosciences, Landscape Planning, Nature Conservation

In the first round, applicants are assessed based on:

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

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	10
A	93-96	4.0	1	9
A-	90-92	3.7	1	8
B+	87-89	3.3	2	7
B	83-86	3.0	2	6
B-	80-82	2.7	2	5
C+	77-79	2.3	2	4
C	73-76	2.0	2	3
C-	70-72	1.7	3	2
D+	67-69	1.3	3	1
D	65-66	1.0	3	0
F	< 65	0.0	4	0

The first round of the admission procedure for Environmental Geosciences, Landscape Planning and Nature Conservation programmes 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
Landscape Planning	24
Nature Conservation	24

2.3.2 Environmental Modelling, Land and Environmental Engineering

For these programmes, an online admission test of the applicant's academic background in relation to the respective study programme, will determine the ranking of the applicants. Information about the content and form of the test and will be sent to applicants via the web portal <https://is.czu.cz/prihlaska/>.

The result of the first phase of the admission procedure will be based on the score awarded for the online admission test [0-100 points]. Based on the results of the examination, the Admissions Committee will set a score threshold for passing the examination.

2.3.3 Announcement of the first-round results

The results for the first phase will be announced by **19 February 2024** 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 **22 April 2024**.

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 **19 February 2024**, and in the second phase of the admission procedure by **22 April 2024** via the web portal <https://is.czu.cz/prihlaska/>.

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 20 March 2024. The results of the second phase of the admission procedure will be sent to applicants in the same way by 24 May 2024.

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 following documents:

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 2024/2025. 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

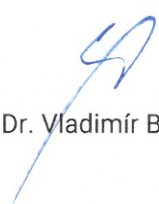
The tuition fee for studies in one academic year is set in the Dean's regulation on the tuition fee. After the enrollment, the fee cannot be refunded. The fee amount is valid for the academic year 2024/2025. The fee amount for the following years can change.

3.3 Enrollment for the programme

The enrollment in person for all bachelor's degree programmes will take place on **19 September 2024**. Details of the enrollment process and the required documents will be sent to admitted applicants in advance via the portal <https://is.czu.cz/prihlaska/>.

The possibility of additional individual enrollment of admitted students is regulated in Annex 2.

Approved by the Academic Senate of FZP on 29 September 2023


prof. RNDr. Vladimír Bejček, CSc.
Dean

Annexes:

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



Annex 1

Maximum number of applicants admitted to study for the Academic year 2024/2025

Study programme	Form of study	Maximum number of applicants admitted for the academic year 2024/2025
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
Land and Environmental Engineering (LEE)	full-time	15

Annex 2

Instructions for enrollment in Bachelor's and Master's degree programmes taught in English for the Academic year 2024/2025

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 2024/2025.

Important deadlines

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

In-person enrollment for each programme	19 September 2024
Tuition fee payment for studies in English	until 31 August 2024
Document submission deadline for Internal Foreign Education Evaluation within Admissions	until 25 November 2024

Additional option of individual in-person enrollment to study

Newly admitted students who are going to enrol in the academic year 2024/2025 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 2024 to 31 October 2024
- 2) from 20 January 2025 to 7 February 2025 (except Land and Environmental Engineering)

In the period from 1 November 2024 to 19 January 2025 (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 2024/2025. 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 2024/2025. In the next academic year, 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.