

## **Dean's Regulation No. 6 /2024**

### **Conditions for the admission procedure to bachelor's and master's degree programmes taught in English for the academic year 2025/2026 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 2025/2026 at the Faculty of Environmental Sciences CZU**

#### **1 Announcement of the conditions of admissions**

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 Sciences (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 2025/2026.

The essential condition for the admission to study in the bachelor's degree programme is a successfully completed secondary education study programme and successful completion of the General Academic Prerequisites Test (GAP test). 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 is possible to 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 by email after their applications are confirmed.

<b>Fee:</b> CZK 750 <b>Bank name:</b> Česká spořitelna, a. s. <b>Account:</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> 4275000125 <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 by online payment card via the payment gateway in the electronic application form. The fee is payable by the latest date of submission of the application for the relevant phase of the admission procedure. 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](mailto:admission_fes@fzp.czu.cz)).

## 2 Organisation of the admission procedure

By this regulation, the first and the second phase of the admission procedure to bachelor's degree programmes taught in English for the academic year 2025/2026 at the Faculty of Environmental Sciences are announced. If the determined maximum number of admitted applicants is not reached in individual programmes (see Annex 1), the Dean may decide to open additional phases of the admission procedure for selected programmes and forms of studies.

### 2.1 Schedule of admission procedure

#### First phase

Submission of e-application, the required documents, the application fee payment	<b>1 September 2024 – 15 December 2024</b>
General Academic Prerequisites test (GAP test)	<b>14 November 2024 / 13 January 2025</b>
Meeting of the main Admission Committee and announcement of the results of the first phase of the admission procedure	<b>by 10 February 2025</b>

#### Second phase

Submission of e-application, the required documents, the application fee payment	<b>1 January 2025 – 31 March 2025</b>
General Academic Prerequisites test (GAP test)	<b>1 March 2025 / 29 March 2025 / 26 April 2025</b>
Meeting of the main Admission Committee and announcement of the results of the second phase of the admission procedure	<b>by 26 May 2025</b>

## 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 2025, will submit a confirmation from their high school with the expected date of completion of the studies.
- The result of the GAP test completed in the period 2022 to 2024 (the result of the GAP test completed in 2025 is not provided by the applicant; see point 2.3 for more details).

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

## 2.3 General Academic Prerequisites test (GAP test)

The GAP test 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 Office. Candidates do not send the test results to FZP.

If an applicant has already passed the GAP test between 2022 and 2024 and wishes to use the result of the test for the admission procedure in the academic year 2025/2026, 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 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 point Chyba! Nenalezen zdroj odkazů.).**

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.

- The proposal for admission to study based on the results of the GAP test is determined by the main Admissions Committee. The results of the admission procedure will be made available to applicants via the web portal <https://is.czu.cz/prihlaska/>.



## 4 Once admitted

### 4.1 Decision on being accepted to study

The Admissions Committee proposes admission based on the fulfilment 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 2025/2026. 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 will be 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 enrolment, the fee cannot be refunded. The fee amount is valid for the academic year 2025/2026. The fee amount for the following years can change.

### 4.3 Enrolment for the programme

Details of the enrolment process and the required documents will be sent to admitted applicants in advance via the portal <https://is.czu.cz/prihlaska/>. The enrolment schedule of accepted applicants 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 CZU

#### 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 Sciences (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 2025/2026.

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>Account:</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> 4275000125 <b>Specific symbol:</b> application reg. number	<b>Address of the International Relations Office of the Faculty of Environmental Sciences:</b> Czech University of Life Sciences Prague Faculty of Environmental Sciences International Relations Office Kamýcká 129 165 00 Praha – Suchbátka
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The fee for the registration of an application can be paid by transfer to the above account number, or by online payment card via the payment gateway in the electronic application form. The fee is payable by the latest date of submission of the application for the relevant phase of the admission procedure. 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](mailto:admission_fes@fzp.czu.cz)).

## 2 Organisation of the admission procedure

By this regulation, the first and the second phase of the admission procedure to master's degree programmes taught in English for the academic year 2025/2026 at the Faculty of Environmental Sciences are announced. If the determined maximum number of admitted applicants is not reached in individual programmes (see Annex 1), the Dean may decide to open additional phases of the admission procedure for selected programmes and forms of studies.

The admission procedure consists of two rounds within each phase. The points obtained in the individual rounds of the admission procedure are not added together.

### 2.1 Schedule of the admission procedure

#### First phase

Submission of applications, required documents, and payment of the application fee	<b>1 September 2024 – 15 December 2024</b>
Online test of academic prerequisites	<b>9 January 2025</b>
Results of the first round of the admission procedure	by <b>19 January 2025</b>
Interviews with selected applicants	<b>20 January 2025 – 21 February 2025</b>
Meeting of the main Admission Committee and announcement of the results of the first phase of the admission procedure	by <b>28 February 2025</b>

#### Second phase

Submission of applications, required documents, and payment of the application fee	<b>1 January 2025 – 31 March 2025</b>
Online test of academic prerequisites	<b>10 April 2025</b>
Results of the first round of the admission procedure	by <b>18 April 2025</b>
Interviews with selected applicants	<b>21 April 2025 – 23 May 2025</b>
Meeting of the main Admission Committee and announcement of the results of the second phase of the admission procedure	by <b>30 May 2025</b>

### 2.2 Documents to be submitted

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



- bachelor's diploma; applicants who will complete their university degree after the application submission deadline, but no later than by September 2025, 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 part of the application and must be uploaded through <http://is.czu.cz/prihlaska>) before submitting the application.

### **3 Evaluation of the admission procedure**

#### **3.1 First round – online test of academic prerequisites**

In the first round of the admission procedure, an assessment is carried out based on an online test of academic prerequisites in relation to the relevant study programme. Information about the content and the form of the test will be sent to the applicants in the invitation via the web portal <https://is.czu.cz/prihlaska/>.

Based on the result of the test, the Admission Committee determines the point threshold for advancing to the second round of the admissions.

Students in the final year of bachelor study programmes at the Faculty of Environmental Sciences and their graduates may be exempted from the first round of the admission procedure if the following conditions are met:

- a) In the academic year 2024/2025, they are enrolled in the third year of their bachelor's studies at the FZP CZU or completed their bachelor's studies at the FZP CZU in the academic years 2023/2024 or 2022/2023. This fact will be verified by the International Relations office through the University Information System. The relevant diploma is a condition of registration.
- b) The student submitted a request to waive the online academic prerequisites test.

If the online test of academic prerequisites is waived, the applicant proceeds directly to the second round of the admission procedure.

The results of the first round of the admission procedure will be sent to applicants via the web portal <https://is.czu.cz/prihlaska/>.

#### **3.2 Second round – online interview**

Applicants who will advance to the second round of the admission procedure will undergo an interview in English. Applicants will be informed about the date and the method of the interview after the announcement of the results of the first round via the web portal <https://is.czu.cz/prihlaska/>.

The interview 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. For the online interview, 0-30 points can be awarded. A minimum of 23 points is required for admission. The maximum number of admitted applicants is given in Annex 1.

The proposal for admission to study based on the results of the second round of the admission procedure is determined by the main Admission Committee. The final results of the admission procedure will be made available to applicants via the web portal <https://is.czu.cz/prihlaska/>.

## 4 Once admitted

### 4.1 Decision on being accepted to study

The Admissions Committee proposes admission based on the fulfilment 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 university** 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 2025/2026. 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 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 will be invited to collect the decision in person.

### 4.2 Tuition fee

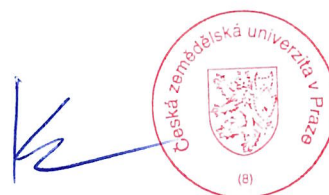
The tuition fee for studies in one academic year is set in the Dean's regulation on the tuition fee. After the enrolment, the fee cannot be refunded. The fee amount is valid for the academic year 2025/2026. The fee amount for the following years can change.

### 4.3 Enrolment for the programme

Details of the enrolment process and the required documents will be sent to admitted applicants in advance via the portal <https://is.czu.cz/prihlaska/>. The enrolment schedule of accepted applicants is regulated in Annex 2.



Approved by the Academic Senate of FZP on 26 June 2024.



prof. RNDr. Michael Komárek, Ph.D.

dean

**Annexes:**

- 1) Maximum number of admitted applicants
- 2) Instructions for enrolment

## Annex 1

### Maximum number of applicants admitted to study for the academic year 2025/2026

Study programme	Type of study	Form of study	Maximum number of applicants admitted for the academic year 2025/2026
Environmental Engineering (BEE)	Bachelor	full-time	60
Environmental Data Science (BEDS)	Bachelor	full-time	60
Environmental Geosciences (EGS)	Master	full-time	30
Environmental Modelling (ENVA)	Master	full-time	40
Landscape Planning (LPA)	Master	full-time	40
Nature Conservation (NCO)	Master	full-time	40
Land and Environmental Engineering (LEE)	Master	full-time	15

## Annex 2

### **Instructions for enrolment in bachelor's and master's degree programmes taught in English for the academic year 2025/2026**

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 2025/2026.

#### **Important deadlines**

These deadlines apply to all bachelor's and master's degree programmes taught in English at the Faculty of Environmental Sciences CZU.

<b>In-person enrolment for each programme</b>	24 September 2025
<b>Tuition fee payment for studies in English</b>	by 31 August 2025
<b>Document submission deadline for Internal Foreign Education Evaluation within Admissions</b>	by 25 November 2025

#### **Additional options of enrolment to study**

Applicants admitted to a master's programme taught in English, who are currently completing a bachelor's degree programme at the FZP CZU, will also be allowed to enrol between 30 June and 1 July, 2025.

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 the study later than during the standard enrolment day. Admitted applicants consistently enrol with the FZP Study Administration Office in cooperation with the FZP International Relations Office without the option of dividing up or changing the course of the prescribed study plans. An individual study plan is granted for exceptional and reasonable cases.

Additional individual enrolment is possible in two periods:

- 1) from 24 September 2025 to 30 October 2025
- 2) from 26 January 2026 to 12 February 2026 (except the programme Land and Environmental Engineering)

In the period from 31 October 2025 to 25 January 2026, it is not possible to enrol in the study.

Students enrolled during the first enrolment period will have the option to study for the winter and summer semesters of the academic year 2025/2026. These students will follow the Study and Exam Rules CZU's requirements and duties.



Students enrolled during the second enrolment period will have the option to study only for the summer semester of the academic year 2025/2026. 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 enrolment in the study. Unenrolled students will not have the option to use scholarships reserved for enrolled CZU students.