

Dean's Regulation No. 09/2019

The terms and conditions for the admission procedure to doctoral degree programmes taught in English in the academic year 2020/2021 at the Faculty of Environmental Sciences of the Czech University of Life Sciences Prague

In accordance with § 48 to 50 of Act No. 111/1998 Coll. on Higher Educational Institutions, and in accordance with the internal regulations of CZU Prague, the Dean of the Faculty of Environmental Sciences (FES) announces the following requirements for admission into doctoral degree programmes taught in English in the academic year 2020/2021.

The basic requirement for admission into the doctoral degree programme is successful completion of a master's degree programme. In accordance with § 49 of Act No. 111/1998 Coll. on Higher Educational Institutions, the Faculty of Environmental Sciences (FES) specifies the following additional requirements:

In order to enrol for the PhD study programme taught in English, a candidate must submit an application between **1. 12. 2019 and 31. 3. 2020**. The application should be submitted online at the following address: <http://is.czu.cz/prihlaska/>.

The application fee

The application fee can be paid by bank transfer to the account number below, or paid online by payment card via the payment gateway on the application form. Payment should be made on the day of submitting the application; the **deadline** for submission is **March 31st 2020**. The fee is non-refundable at any stage of the admission procedure. If payment confirmation does not show up in the online system within 10 working days, the applicant should contact Ms. Petra Kadlecová (phdstudies@fzp.czu.cz).

A candidate who filled the application form and submitted it but did not pay by the deadline, will be asked to pay a fee for the admission procedure otherwise the application will be removed from the candidates register.

A candidate who did not fill the application form properly by the deadline but paid, will be asked to correct it, otherwise the application will be removed from the candidates register.

A candidate who paid but did not submit the application form (did not confirm consent to the processing of personal data), will be asked to submit it, otherwise the application will be removed from the candidates register.

Application fee: 500 CZK / 20 €
Bank name: Česká spořitelna, a. s.
Account no.: 500022222/0800
IBAN CZ38 0800 0000 0005 0002 2222
SWIFT: GIBACZPX
Variable symbol: 4275000120
Specific symbol: application registration number

Study programmes for full-time and combined (part-time) study:

- **Ecology**, field of study: *Ecology*¹
- **Applied and Landscape Ecology**
- **Environmental Earth Sciences**, *Specialization Environmental Modelling, Specialization Spatial Sciences, Specialization Environmental Geosciences*²

¹ The field of study Ecology is in the process of transformation to a new study programme Ecology. In case of the successful accreditation before the completion of the admission procedure (enrolment in the study), applicants who have submitted an application for an existing Ecology field of study will be automatically transferred and subsequently admitted to the new Ecology study programme if the admission procedure is fulfilled. The terms and conditions of the admission procedure will remain the same. Successful applicants will be enrolled in the Ecology study programme in the academic year 2020/2021.

² The study programme is in the process of accreditation. This programme will be open for admission for the academic year 2020/2021 after approved accreditation.

The requirements for admission into doctoral degree study programmes in English include the ability to communicate in English and the relevance of the selected study programme to the completed master's degree programme.

Entrance examination dates

The entrance examinations for doctoral degree programmes in English will take place on **April 14th 2020** from 9:00 in the meeting room Z234 (Faculty of Environmental Sciences, CZU Prague). Starting from 9:15, the examination will continue in the office of the chairman of the committee for the relevant field of study. Information about the exact place of the examination will be provided on the <https://is.czu.cz/prihlaska/> portal by April 1st 2020.

If the candidate cannot attend the entrance examination on the specified date, it is possible to conduct the exam online (provided that there is good reason to do so). Information about the date and the form of the online exam will be sent to the e-mail address indicated by the candidate in the application form. To set up a date, the candidate must send a request to phdstudies@fzp.czu.cz by April 1st 2020. For communication with the applicant during the whole admission procedure is strictly used the e-mail address registered in the application only.

Necessary documents

The following documents (in English or in Czech) will be necessary for the admission procedure:

- CV
- proof of completion of the master's degree - Diploma

- a list of grades received in the master's programme (diploma supplement / transcript of records).
- motivation letter (only in English)

The above-mentioned documents should be sent to the following e-mail address: phdstudies@fzp.czu.cz.

Entrance exam procedure and results

The candidates for PhD study choose a topic of their PhD theses listed by the supervisors for the given discipline and apply to them. The topics listed for the academic year 2020/2021 are published on the website of the Faculty of Environmental Sciences.

A point system is used to evaluate the candidates. The evaluation is based on the candidate's interest in the chosen field of study, supported by the approval of the potential supervisor, their ability to work independently (diploma thesis, publications), their awareness of the cost of planned research and funding possibilities, as well as their familiarity with the chosen field of study and the contents of the particular study programme at CZU Prague (max. 20 points). Submitting a motivation letter in English will be necessary to assess the candidate's interest in the study programme.

The candidate also proves adequate English knowledge (max. 10 points). The entrance examination in English can be replaced by a certificate at the B2 level according to the Common European Framework of Reference for Languages (CEFR), which will be sent by e-mail together with the necessary documents for the admission procedure.

A ranking list based on the number of points (0-30) received by the candidates will be published on the <https://is.czu.cz/prihlaska/> portal.

Admission procedure results and notification of admission

The candidate is admitted to the study programme if they have met all of the specified formal requirements and possess the specified professional qualifications. Formal requirements include, in particular, having attained the specified level of education and submitting the application correctly. A ranking list of candidates is compiled based on the number of points. A table with the minimum and maximum number of students admitted on the basis of this ranking list is given in Table 1.

Table 1: Maximum number of students admitted to the English doctoral degree programmes in the academic year 2020/2021.

PROGRAMME	TYPE	MAX. NO.
Applied and Landscape Ecology	full-time	20
	combined	2
Ecology	full-time	15
	combined	2
Environmental Earth Sciences	full-time	25
	combined	2



Applicants will be notified of the results of the entrance examination through the <https://is.czu.cz/prihlaska/> web site. Following the entrance examination, candidates will be required to provide documents to verify their degree. Once it has been verified, a letter will be sent to the candidate to notify them of the admission dean's decision. The letter will be sent to the contact address given on the application form or the applicant will be asked to collect the letter in person.

Candidates who are graduates of a foreign higher education institution should submit:

- proof of completion of higher education in Czech or English, meeting the conditions specified in §48, paragraph 5, letter a) and b) of Act No. 111/1998 Coll., On Higher Education Institutions (so-called nostrification or evaluation of foreign education within the admission procedure).

Documents confirming previous education should be submitted no later than five working days before the registration process takes place.

Admission to the study programme is determined by the Dean on the basis of entrance examination results and the decision of the Head of the Department. Candidates must be notified of the results no more than 15 days after the admission procedure is completed. Information on the outcome of the admission procedure will be published by April 29th, 2020.

The candidate has the right to access the files only after the results have been published. The dates of the registration are determined by the Dean.

Tuition fee

A tuition fee to the amount of 5000 CZK per academic year is charged for studies in a foreign language. The tuition fee is non-refundable once a student has enrolled for a programme.

This regulation becomes valid and effective upon approval by the Academic Senate of FES.

prof. RNDr. Vladimír Bejček, CSc.
Dean