



COLLECTION OF DECISIONS AND ORDINANCES OF THE FACULTY OF AGRICULTURE AND TECHNOLOGY UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number: 11/2023

October 11, 2023

Dean's Ordinance announcing the admission procedure to the follow-up master's degree programme Multifunctional Agriculture at the Faculty of Agriculture and Technology (hereinafter FAT) starting in the academic year 2024/2025

Article 1

General provisions

1. This ordinance announces the rules for the admission procedure to studies in the follow-up master's degree programme Multifunctional Agriculture at the Faculty of Agriculture and Technology of the University of South Bohemia in České Budějovice starting in the academic year 2024/2025.
2. The rules for the admission procedure are announced based on Sections 48 to 51 and Section 58 (1) of Act No 111/1998, on Higher Education Institutions (hereinafter referred to as the 'Act'), and Articles 18 to 22 of the Statutes of the University of South Bohemia in České Budějovice (hereinafter as the 'Statutes').

Article 2

Rules for submission and processing admission applications

1. Admission applications are submitted only using the electronic application forms 'Application for study at the higher education institution' available electronically on the website of the Faculty of Agriculture and Technology.
2. Admission of applications to the programme Multifunctional Agriculture can be submitted from **October 16, 2023 to December 31, 2023**.
3. Applicants who are graduates of a foreign higher education institution must attach the additional mandatory attachments listed in Article 5 to the application.
4. The applicant shall pay the administrative fee of 500,- CZK only after receiving an invitation from the International Relations Officer of the Faculty of Agriculture and Technology of the University of South Bohemia.
5. The admission application will only be considered submitted when the faculty receives the electronic application with all necessary information and required attachments. An incomplete application will be considered invalid and will not be considered in the admissions process.
6. The applicant who does not pay the fee in accordance with Section 58(1) of the Act and Article 18 of the Statutes by the set deadline (December 31, 2023) and does not do so even after upon request does not meet the basic condition for the inclusion of the application in the admission procedure. The student demonstrates that this obligation has been met by providing a proof of payment.



Article 3

Admission examinations

1. Applicants for admission to the Multifunctional Agriculture degree programme taught in English are admitted without an admission examination, but they must pass an online interview with a representative of the International Relations Office of the Faculty of Agriculture and Technology.
2. The Vice-Dean for International Relations shall, based on the assessment of the submitted materials and on the online interview with the applicant, propose to the Dean the admission or refusal of admission of the applicant.

Article 4

Evaluation and admission of applicants to the follow-up degree programme Multifunctional Agriculture

1. The following applicants will be admitted to study in the follow-up study programme Multifunctional Agriculture:
 - a. who successfully completed bachelor's higher education studies in the field of agriculture, veterinary medicine, food processing or pisciculture and who provides evidence of this fact by a diploma or an officially certified copy and
 - b. whose position in the ranking of all applicants is equal to or higher than the number of applicants to be admitted to study in the study programme Multifunctional Agriculture. The estimated number of students to be admitted to the follow-up degree programme Multifunctional Agriculture in the academic year **2024/2025 is 20** and
 - c. **the time passed from the graduation from the bachelor's degree to the last day to file the application on December 31, 2023 has not passed 5 years (i.e. the applicant graduated from his/her previous bachelor's degree no sooner than on January 1, 2019).**
2. The condition according to point a) is also met if the graduate of a foreign university provides evidence of this fact by a notarised document or a certified copy of the state final examination awarding an equivalent of a bachelor's degree at a higher education institution in the Czech Republic.
3. The applicant who fails to attend the online interview on the due neither on the alternative date will not be admitted to study.
4. The FAT of USB reserves the right to terminate the admission procedure before December 31, 2023 in case the number of applicants outreaches the capacity of the study programme Multifunctional Agriculture.

Article 5

Specific conditions for foreign graduates

1. For the admission of foreigners to studies within the framework of international agreements by which the Czech Republic is bound, the above conditions are applied appropriately, with possible modifications of the time limits of the admission procedure particularly, the method of recognition of the education achieved.
2. The conditions for assessing foreign higher education in the admissions process for the academic year 2024/2025 are set by the Rector's Ordinance on assessing compliance with the condition of previous education of applicants for admission No R 450 issued on November 18, 2020.
3. A graduate of a foreign university who is an applicant for admission to the follow-up master's degree programme Multifunctional Agriculture is to attach a notarised document or a certified copy of the state final examination awarding an equivalent of a bachelor's degree at a university in the Czech Republic.
4. A graduate of a foreign university who is an applicant for admission to the follow-up master's degree programme must additionally attach the following documents to the admission application:



- a. a document of general recognition of foreign higher education in the Czech Republic obtained in accordance with Sections 89 and 90 or in accordance with earlier legal regulations (the co-called **nostrification**);
 - b. all documents issued in another state, with the exception of Slovakia, must be provided with a super legalisation clause, in case they were issued in states where the Apostille Convention does not apply or where exception from verification based on a bilateral treaty failed to be agreed upon. In countries where the Apostille Convention applies, the documents must be provided with the Apostille. The procedure for the recognition of foreign university degrees is governed by Article 6(2) of the Rector's Ordinance No R 450.
5. The FAT USB has the right, as part of the admission procedure, to request additional original or officially verified documents that completely eliminate any doubts, or it may insist on the nostrification of:
- a. additional information about the content and scope of foreign university studies;
 - b. additional information that the degree programme was conducted by an institution authorised to provide education comparable to higher education according to the Education Act;
 - c. confirmation from the relevant foreign university or other relevant foreign institution (e.g. the Ministry of Education) that the graduate of the university educational programme of the foreign university is entitled to apply for admission to study in the Master's degree programme in Multifunctional Agriculture.

Article 6

Applicants with special needs

1. Applicants with special needs (disability, chronic illness, or other health problems) have the right to use the support measures and services provided by the University of South Bohemia in České Budějovice during their studies. If the student wishes to make this claim, he must select YES in the 'Taking special needs into account' option in the electronic application.
2. After completing all administrative requirements associated with applying for admission to studies, the applicant with special needs will be contacted by the University Support Centre for Students with Special Needs. The staff of the centre will agree on the next procedure with the applicant. More detailed information can be obtained on the centre's website (www.centrumssp.jcu.cz), by e-mail (centrum-ssp@jcu.cz) or by phone (389 036 026). It is also possible to consult the staff of the centre concerning the appropriateness of choosing the degree programme even before applying for admission to studies.

Article 7

Viewing the materials and reviewing the admission procedure

1. Pursuant to Section 50(5) of the Act, the applicant has the right to inspect the materials, which are relevant to the decision on his or her admission to studies, namely at the International Relations Office of the Faculty of Agriculture and Technology.
2. The applicant has the right to ask the Rector to review the decision on admission/non-admission. The application is to be submitted within 30 days from the date of its delivery. The Rector can change such a decision of the Dean that was issued in violation of the law, the university's internal regulations or the conditions set in accordance with Section 49(1)(3) of the Act. Otherwise, he rejects the request and confirms the Dean's original decision.

Article 8



Final provisions

1. In cases that are not addressed by this measure, the final decision will be made by the Dean of the faculty.
2. This measure was discussed and approved by the Academic Senate of the Faculty of Agriculture and Technology of the University of South Bohemia in České Budějovice on October 11, 2023.

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Dean of the faculty