



Unofficial English Translation

The terms and conditions for the admission procedure to
doctoral degree programmes in the academic year
2024/2025 at the Faculty of Tropical AgriSciences

Article 1

Introductory provisions, general principles

In accordance with § 48 to 50 of Act No. 111/1998 Coll. on Higher Educational Institutions, and in accordance with the internal regulations of CULS Prague, the Dean of the Faculty of Tropical AgriSciences (FTA) announces the following requirements for admission into doctoral degree programmes taught in English in the academic year 2024/2025.

The admission procedure takes place from 8th January, 2024 to 14th December, 2024. After this date it is not possible to issue the Dean's Decision on acceptance to study.

The basic condition for admission into the doctoral degree programme is successful completion of a master's degree programme.

In addition to passing the admission procedure, the crucial requirement for admission to the doctoral study programme is the proper completion of studies in the master's study programme. Applicants who have completed their master's studies outside the Czech Republic must provide evidence of:

- nostrification of the degree,

or

- Recognition of foreign higher education and qualifications in the Czech Republic according to the Rector's Directive 3/2019 "*Assessment of foreign secondary and higher education at the Czech University of Life Sciences Prague during the admission procedure*",

no later than on the day of enrolment in doctoral studies.

Article 2

Programmes and form of doctoral studies, tuition fees and contact details

Doctoral studies at FTA are focused on independent scientific research. FTA offers doctoral studies in three doctoral study programmes (all in full-time and distance form):

- **Agriculture in Tropics and Subtropics**, 3 academic years, tuition fee 80 000,- CZK/year
- **Sustainable Rural Development**, 4 academic years, tuition fee 6 000 CZK/year
- **Tropical Agrobiological and Bioresource Management**, 4 academic years, tuition fee 6 000 CZK/year

The fee is payable by the student's enrolment and is non-refundable.

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Contact for FTZ admissions: +420 22438 2021, PhDandResearch@ftz.czu.cz

Contact address: Department of Research and Development, ČZU in Prague, Kamýcká 129, 165 00 Prague 6 – Suchbátol.

Article 3

Terms and deadlines for Admission Procedures

The deadline for submitting applications ends on three dates, followed by application interviews:

1st Stage of the Admission Procedure:

Applications received till **13th February 2024**; entrance examination will be held on **12th March 2024**

2nd Stage of the Admission Procedure:

Applications received till **14th May 2024**; entrance examination will be held on **11th June 2024**

3rd Stage of the Admission Procedure:

Applications received till **13th August 2024**; entrance examination will be held on **10th September 2024**

Stage 3 may be cancelled if capacity is reached on the previous dates.

Application submission:

Applications should be submitted via internet application at: <https://is.czu.cz/prihlaska/?lang=en>

All application forms must include the following:

- Personal data
- Proposed topic of dissertation (selected from those offered)

The application is always accompanied by:

- **Certificate of graduation from previous level of study** (Diploma/s attached – if the applicant already has)
- **List of professional and scientific papers** (works of art) **published to date, results of professional activity**
- **List of marks for previous study** – (graduates: Diploma Supplement /students Transcript of Records)
- **Curriculum vitae in English**

Conditions for successful completion of the application form include filling in all details required on the electronic application for payment of the application fee and the final submission of the application form.

All applicants will be informed by e-mail concerning the admission procedures, the invitation will contain day, place and time of the entrance examination.

Application fee

In addition to the properly filled-in application form, a handling fee of CZK 750 (or 30 EUR) must be paid by payment card, bank transfer or personally at the cash desk of the Library of the Czech University of Life Sciences in Prague.

Payment must include the following information:

Account number: 500022222/0800

Account name: Czech University of Life Sciences Prague

Account owner address: Kamýcká 129, 165 21 Prague 6-Suchbátol, Czech Republic, EU

Bank address: Česká spořitelna a.s., Budějovická 1518/13b, Prague 4 - 14000, Czech Republic

SWIFT(BIC): GIBACZPXXXX

IBAN (current account): CZ38 0800 0000 0005 0002 2222

Variable symbol: 5175000124

Specific symbol: number of the application

Post: Prague 6-Suchdol

In the case of submission of multiple applications, the fee is paid separately for each application (specific symbols vary), it means that it is not possible to pay more applications by one payment. The fee is non-refundable at any stage of the admissions process.

Article 4

Conduct and content of the entrance examination

Course of entrance exams

During the admission procedure, each applicant is required to present:

- Identification card or passport
- Proof of completion of university education (diploma), the holders of foreign diploma must submit recognition of previous studies (nostrification)
- Overview of the examinations in the Master's degree level (graduates: Diploma Supplement/students Transcript of Records)

The entrance exam takes place in front of a committee whose members are appointed by the Dean of the faculty based on the recommendation of the Field of Study Board of the relevant programme of study. If the holder of foreign education cannot present the recognition of previous studies (nostrification), their acceptance can only be conditional and the recognition of previous studies (nostrification) must be presented at the enrolment to the studies at the latest.

Contents of entrance examination:

The admission procedure, conducted entirely in English, includes a professional debate in which the candidate must demonstrate professional ability to study the relevant field of science and the aptitude for independent scientific work. It is assumed that the candidate is applying for a specific topic, is in contact with a potential supervisor, has at least a rough idea of how to approach the topic methodologically, how the research will be funded and how the results could be used in practice or enrich the knowledge of the field. The applicant's motivation and ability to address the topic will also be assessed.

The evaluation of whether or not the applicant is accepted for the study is based on the supervisor's statement of agreement or disagreement with the applicant's acceptance and the applicant's ability to communicate in English. If these conditions are met, then the applicant's professional CV and the discussion with the members of the admissions committee are further assessed using the following points system (the minimum number of points for admission is 9):

- Suitability of the applicant's previous field of study in relation to the chosen doctoral field of study and the results achieved by the applicant (5 points);
- Previous involvement in research activities and scientific achievements, e.g. participation in research projects, scientific publications etc. (5 points);
- Level of knowledge and understanding of the objectives of the dissertation topic for which the candidate is applying – research proposal (5 points)

If applicant cannot come in person for admission procedure due to a long stay abroad, Dean of the faculty may allow participation in the admissions through video conference. The applicant must apply for this way of entrance examination during the application for the studies. It is necessary to send copy of personal ID document with a clear photo of the applicant together with the application. The candidate is in this case responsible for a sufficient transmission quality and the quality of used equipment. During the admission procedure, the potential supervisor of the applicant is expected to be present.

Article 5

Number of admitted students and admission decisions

Maximum number of students admitted:

- Tropical Agrobiolgy and Bioresource Management:
 - full-time: 15
 - part-time: 5
- Agriculture in Tropics and Subtropics
 - full-time: 10
 - part-time: 10
- Sustainable Rural Development
 - full-time: 15
 - part-time: 5

Decisions on acceptance

Admission to study is decided by the Dean on the basis of the result of the entrance examination and the opinion of the head of the department. The decision on the result of the admission procedure is announced to the applicant electronically on the portal is.czu.cz/application, usually within 15 days. The applicant may request the Dean to review the decision within 30 days from the date of publication of the decision. Applicants will receive the original proof of admission upon enrolment.

In the case of successful completion of the entrance examination, applicants from countries from which a long-term residence permit is required for study in the Czech Republic will be sent a Certificate of Study Admission for the purpose of applying for a long-term residence permit (visa) for the purpose of study in the Czech Republic. The document will be sent only after the PhD and Research department has received (original or electronic version) of these documents:

1. confirmation of payment of tuition fee
- and
2. nostrification or decision on recognition of previous education.

The candidate has right to access the file only after the result of the admission procedure was published. Enrolment normally takes place in the second half of September 2022; the exact date of enrolment is set by the Dean.

Article 6

Final provisions

This Regulation was approved by the Academic Senate of the FTA on 27.09. 2023 and shall enter into force and effect on the date of its promulgation.

In Prague 9.10.2023

prof. dr. ir. Patrick Van Damme, Ph.D.,
Dean of FTA