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MASTER'S DEGREE PROGRAMMES - information about admission procedure

A condition for acceptance to studies to a Master's programme is the submission of a Bachelor's Diploma from any university in agricultural, technical, economics or natural sciences. It also takes into account the interest of the applicants in the specific programme concerned. **For foreign applicants, it is necessary to prove the "nostrification" of the acquired level of education or Recognition of previous studies issued by the CZU in Prague (more information below).**

Applications for study at the FTZ can be submitted electronically at the address <https://is.czu.cz/prihlaska/?lang=en>

To study in English, a fee of CZK 5,000/academic year is to be paid for all Master programmes of the FTZ except for the Tropical Farming Systems programme, where the fee is CZK 40,000/academic year, via credit card (Information about this can be found in the electronic information system after passing the entrance exam.), bank transfer, postal payment, or personally at the cash desk of the CZU Study and Information Centre. **These fees are payable before student's registration and are non-refundable.**

The applicants can find further information on the requirements and content of the admission procedure in the Czech and English language on the FTZ website in the section "Applicants for study". Information shall be further provided on "Open Days" on 20th of November 2020, 23rd - 25th of January 2021, and in March 2021 (date will be specified) and in selected print media.

Contact for FTZ admission procedures: +420 22438 2164, admission_FTZ@ftz.czu.cz

Contact address: CZU Prague, Study Administration Office of FTA, Kamýcká 129, 165 00 – Prague 6 – Suchdol

Admission Procedure Process

The application must be filled in electronically. It must contain the prescribed requirements and also name one selected study program for the subsequent Master's course of study:

- **Agri-food Systems and Rural Development (ASRD)**
- **Wildlife and Livestock Production, Management and Conservation (WLPMC)**
- **Tropical Crop Management and Ecology (TCME)**
- **International Development and Agricultural Economics (IDAE)**
- **Tropical Forestry and Agroforestry (TFA)**
- **Tropical Farming Systems (TFS)**

In addition to a duly completed application, a **handling fee of 500, - CZK** shall be paid, via a payment card (Information on this can be found in the application form in the electronic information system.), by bank transfer, by post, or personally at the cash desk of the Study and Information Centre of the CZU. The payment must include the following information:

Account number: 500022222/0800

Account name: Česká zemědělská univerzita v Praze

Address of the account holder: Kamýčká 129, 165 00 Prague 6 - Suchdol, Czech Republic, EU

Name of the bank: Česká spořitelna, a.s.

Address of the bank: Česká spořitelna a.s., Budějovická 1518/13b, Prague 4 - 140 00, Czech Republic

Variable symbol (to be included with foreign payments): 5175000121

Specific symbol: application number

Transfer post office: Prague 6 – Suchdol

If paying from abroad, you need to add:

SWIFT (BIC): GIBACZPXXXX

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

When submitting more applications than one, fees must be paid separately for each application (with different specific symbols). Multiple applications cannot be paid using a single payment. Applications without a single payment associated with them by the last day for the submission of applications will not be processed. **Fees are non-refundable at any stage of the admission procedure.**

All applicants shall be informed by e-mail about the entrance examination at least 30 days before the date of the exam. (Processes for the admission procedure will be published on the portal is.czu.cz/přihláška). The invitation shall state the day, place, and time for the exam.

Candidates have to bring ID (or a passport) to the admission exam. An applicant is accepted to study studies after meeting the conditions of the admission procedure and paying the tuition fee.

Information for Foreign Applicants - Based on the valid CZU Institutional Accreditation (whereby the University meets the condition set out in Section 48 (6) of Act No. 111/1998 Coll.,

On Higher Education Institutions), recognition of prior education is carried out by the University (we no longer require Nostrification). As a result of the admission procedure, the university will assess the fulfillment of the condition of achieving secondary education with a school-leaving examination pursuant to Section 48 (4) of the Higher Education Act or due completion of a Bachelor's or Master's degree program pursuant to Section 48 (5) of the Higher Education Act.

When enrolling in the study, the applicant must submit an officially certified copy of the bachelor's diploma.

More information about the evaluation of previous education for foreign applicants for study at FTA can be found [HERE](#).

If for serious reasons, a candidate cannot attend the 1st or 2nd stage of the entrance examinations, he or she may do so on a substitute date. Applications for an **alternative date** must be delivered with a written explanation electronically at the latest on the day of the regular admission exam to the FTZ Study Department via e-mail.

A supplementary round of entrance examinations may be organized to reach a program's capacity. This may be filled at the 1st or 2nd stages of the normal due date, or at the alternative dates of a regular round.

The Dean of the FTZ shall decide on success or failure in the entrance examinations based on the results of the individual Examination Boards. He shall notify the applicants in electronic form on the is.czu.cz/prihlaska portal, usually within 7 days (the course of the admission procedure must be checked). (The course of the admission procedure should be checked.) The candidate can ask the Dean to review his decision within 30 days of the publication of a decision. The applicant shall receive an original copy of proof of admission when enrolling in the course.

In the case of a successful entrance examination for applicants from countries requiring a visa, confirmation of accommodation provision shall be sent to the Embassy of the Czech Republic via a data mailbox, and that only after the electronic receipt of proof of payment of the fee for study in a foreign language by the FTZ Study Department. A single confirmation and notification of the execution of the entrance examination shall be sent to the applicant by post.

The admission procedure is two-round. In the first round, the Examination Board will select applicants according to their prerequisites for study - **based on the annotation (in English) of the Bachelor thesis (or similar written output), the results of previously completed studies (or at least results of the last finished year; in the form of a statement of results) and the experience and prerequisites for the study contained in the CV and the letter of motivation.** Required documents must be uploaded at the same time as the submission of the application to the University Electronic System (UIS).

In the first round, which evaluates the prerequisites for study based on the documents sent, up to 50 points can be earned. The evaluation criteria are:

- 20 points – Previous study results
- 10 points – Record of the Bachelor thesis (or similar written output)
- 10 points– Experience and prerequisites for study
- 10 points– Motivation letter

Selected applicants who reach the 20 point limit are invited by e-mail via the UIS to the 2nd round of the admission procedure – i.e. to a personal interview.

Dates of Master's Programme Entry Examinations

Application submission deadlines

- Study application submission – 1st period for applicants abroad: 22.11.2020 - 10. 1. 2021
- Study application submission – 2nd period: 11.1. - 31. 3. 2021
- Study application submission for the supplementary round:1.4. - 15. 7. 2021

Entrance examination dates

- Entrance examination date – **1st period** for applicants abroad
 - 1st round – study prerequisites check (without applicant attendance) - 18. 1. 2021
 - 2nd round – entrance video interviews for applicants abroad - 1. – 5. 2. 2021
 - Alternative date – video interviews for applicants abroad – 15. – 16. 2. 2021
- Entrance examination date – **2nd period**
 - 1st round – study prerequisites check (without applicant attendance) - 12. 4. 2021
 - 2nd round – entrance video interviews for applicants abroad - 19. – 23. 4. 2021
 - Alternative date – video interviews for applicants abroad– 26. – 27. 4. 2021
 - 2nd round – entrance examinations for applicants in the Czech Republic - 14. - 18. 6. 2021
- Alternative date of entrance examinations: 21. 6. 2021

- **Supplementary period** of entrance examinations (only an oral interview without the possibility of videoconferencing for applicants abroad):
 - 1st round – study prerequisites check - 26. 7. 2021
 - 2nd round – entrance interviews - 30. 8. - 3.9. 2021

Study enrolment (personal attendance of applicant is required)

- Regular study enrolment: 14. 7. 2021
- Study enrolment from the supplementary period: 15. 9. 2021

Subjects and their Evaluation

The entrance examination comprise of the interview in the English language focused on the professional subject area according to the field selected (see table 2). Applicants must reach **at least 60 out of 100 points** from the interview; criteria is set by the committee in each field (table 1). Examination committees are comprised of field experts from appropriate Departments.

Tab. 1. Evaluated criteria

Subject	Maximum/minimal number of points
Level of english language	40/20
Focused Interview	60/40
TOTAL	100/60

Applicants are admitted to study at FTA according to the number of points reached until the programme's capacity is full (see table 4). To the programme Tropical and Subtropical Agriculture students are admitted without entrance examinations.

Tab. 2 - Subjects for entering examinations and numbers of admitted students

Programme	Interview in English focused on:	Maximum of admitted students
Agri-food Systems and Rural Development	Agricultural Engineering and Technologies	20
Wildlife and Livestock Production, Management and Conservation	Animal husbandry and conservation (own experiences and plans)	20

Tropical Crop Management and Ecology	Plant Production	20
International Development and Agricultural Economics	Economics and Management in Agriculture	20
Tropical Forestry and Agroforestry	Ecology and Forestry	20
Tropical Farming Systems	No interview	50
TOTAL		150

Admission Procedure Process for Applicants Abroad

If an applicant cannot come personally to the admission procedure due to a long-term stay abroad, he/she may apply to the Dean for participation in the admission procedure via video conference. However, this form of admission procedure must be applied for at the latest by submitting an application in the University Information System.

If the application is accepted, the applicant must fulfill the admission procedure via video conference with the Examination Board on the date stated in the invitation. In this case, the applicant is responsible for the quality of the transmission and the equipment used.

Video conference interviews can only be allowed for the 1st and 2nd period of the admission procedure **not in the supplementary period.** In the 3rd period, it is no longer possible as a rule.