
Conditions for Admission to Study in Consecutive Master's Degree Programmes provided in English at the Faculty of AgriSciences of Mendel University in Brno in the 2024/2025 academic year

Section 1

Introductory Provisions

- (1) The Conditions for admission to the consecutive Master's degree programmes (hereinafter 'Conditions for Admission to Study') at the Faculty of AgriSciences, Mendel University in Brno, (hereinafter 'MENDELU FA') comply with the provisions of Sections 48 to 50 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended (hereinafter the 'Higher Education Act'), with the relevant provisions of the Statute of Mendel University in Brno and the relevant provisions of the Study and Examination Regulations of Mendel University in Brno.
- (2) The Conditions for Admission to Study are published in accordance with Section 49 (5) and (6) of the Higher Education Act.
- (3) The admissions procedure for applicants to study at FA MENDELU is governed by Act No. 500/2004 Coll., the Administrative Procedure Code (hereinafter referred to as the "Administrative Procedure Code"), unless otherwise stipulated by the Higher Education Act.

Section 2

The Degree Programme and the Expected Number of Students Enrolled in Studies

- (1) The admissions procedure to study at MENDELU FA in the 2024/2025 academic year will be open for the degree programme specified under of this sub-section. The expected number of students enrolled in studies was determined according to the capacity of the faculty

a) Consecutive Master's degree programmes and specialised courses

Degree Programme	Expected number of students enrolled in a degree programme	Specialised course	Mode of study	Expected number of students in a specialised course
General Agriculture (in English)	10	–	Full-time	10

- (2) It is within the powers of the Dean of the Faculty to adjust the expected number of students in agreement with the programme guarantors.
 - (3) The dean reserves the right not to open a second round of an admissions procedure if the number of students enrolled in the first round of the admissions procedure does not reach the number specified in sub-section 1 for a given degree programme/specialised course.
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Section 3

Submitting applications fees for studies provided in the English language

- (1) Applications for admission to study can **only be submitted electronically**. Applications must be filled in via the Information System no later than 4 April 2024. The form that must be used to fill in the electronic part of a study application is available at <https://is.mendelu.cz/prihlaska/>.
- (2) Applicants can express their interest in applying through the “Admissions” university portal (<https://mendelu.cz/en/admissions/degree-programmes/>). Following their expressed interest, applicants will be contacted by the relevant study officer and informed about the application to study via the information system.
- (3) Applicants must fill in the ‘Personal Data’ and ‘Address’ sections. If the above data are entered correctly, the sections in the Information System will be marked as complete.
- (4) Studying in a degree programme taught in a foreign language is subject to a charge. The fees are specified in Rector’s Order 13/2020. The fee for submitting an application is CZK 0.
- (5) Applications are included in the admissions procedure when all the sections of the application form in the Information System are marked as complete.
- (6) Any deficiencies in the application must be removed by applicants to study upon a request sent to them by the SD of the FA. Applicants are obliged to factually and duly respond to all comments sent to them by the SD of the FA in a timely manner. If an applicant fails to resolve the issues raised, his/her admissions process will be suspended.

Section 4

General Conditions of the Admissions Procedure

- (1) Decisions on new admissions to study are made by the dean. The advisory body is the Admission Board which must include the Vice-Dean for Educational Activities and Admissions Procedures, the Head of the Study Department.
 - (2) The results of the admissions procedure are available to be viewed by applicants in the Information System.
 - (3) Decisions must be issued within 30 days of verification of the admission to study conditions in accordance with Section 49 (5) of the Higher Education Act. Prior to any decision on a matter being issued, the higher education institution is not obliged to inform applicants about the option to express their opinion regarding the supporting documents pertaining to the decision. Decisions on admission/notifications of the fulfilment of the admissions procedure conditions are delivered to applicants in compliance with generally binding regulations. If a decision issued as part of the procedure set out in Section 50 of the Higher Education Act is made in an applicant’s favour and he/she is admitted to study, it can be delivered to the applicant via the Information System, provided that the applicant has agreed to this form of delivery by indicating this in his/her application to study beforehand; in such cases, the date of delivery and decision notification is deemed the next day after the day on which the decision is made available to be viewed in the Information System.
 - (4) Applicants who have met the admissions procedure conditions and have been admitted to study are invited to enrol in their course during which the conditions of attained education will be verified pursuant to Specific Provisions related to the assessment of foreign higher education specified in Section 6.
 - (5) An alternative enrolment date may be set no later than 15 October 2024. With regard to the start date of the academic year, it is not possible for a candidate to be enrolled after this date. However, if the applicant’s interest in studying continues, he/she can reapply for the next academic year and the results of the entrance examination will be valid until the deadline specified in Section 5 (5).
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- (6) Applicants can excuse their absence at enrolment in writing
- a) before the enrolment date,
 - b) after the enrolment date, only if there are serious and verifiable reasons, but this must be done no later than 7 calendar days after the final date of enrolment.
- Decisions on excusing one's absence and setting an alternative date of course enrolment are made by the dean. If the excuse is accepted, an alternative date of enrolment will be set. Applicants are notified of the decision in accordance with Section 69a(1) of the Higher Education Act.
- (7) Applicants who have been admitted to study but fail to attend their enrolment appointment forfeit the right to be enrolled if
- a) they have not excused their absence as per sub-section 6,
 - b) they have excused their absence, but their excuse is not accepted.
- (8) Applicants will be informed of the course enrolment date via the email address provided in their application. The enrolment dates will also be posted on the faculty's website.
- (9) Applicants to study who have not met the conditions for admission to study will be issued a non-admission decision. If it is not possible to verify that an applicant has met the conditions for admission to study, a resolution on the suspension of the admissions procedure will be issued. These documents are delivered to applicants in compliance with generally binding regulations.
- (10) Applicants are entitled to view their files only after a decision has been released. The University can also provide applicants with a copy of their file as an alternative to making their file available to view. The administrative procedure is closed to the public. Viewing the file of a study applicant is only possible in accordance with the provisions of Section 15 (3) and Section 49 of the Administrative Procedure Code.
- (11) FA MENDELU does not disclose information about the course or result of the admissions procedure or any other information from the applicants' files by telephone. All administrative and clerical matters related to the admissions procedure are dealt with by the SD of the FA (or by the Rector of the University in case of an appeals procedure) and the respective applicant only.
- (12) Applicants may appeal against a decision within 30 days of its announcement. An officially certified copy of a document confirming prior completed education must be included as part of the appeal. The appellate administrative body is the Rector, and appeals are made via the dean.

Section 5

Conditions for Admission to Study in a Consecutive Master's Degree Programme Taught in the English Language

- (1) An entrance examination is part of the admissions procedure. The entrance examination is taken as an electronically submitted written test in the subjects of the State Final Examination passed upon completion of prior Bachelor's degree studies at MENDELU FA. The applicants' ranking ordered according to the total number of points scored is the decisive factor on which decisions on new admissions are made. The entrance examination is taken as an electronically submitted written test in the subjects of the State Final Examination passed upon completion of prior Bachelor's degree studies at MENDELU FA. The applicants' ranking ordered according to the total number of points scored is the decisive factor on which decisions on new admissions are made.
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- (2) The test consists of 50 multiple-choice questions that offer 4 answers, of which only one is correct. Two points are granted for each correctly answered question. To pass the entrance examination successfully and to be admitted to study, applicants must score at least 34 points. The time allowance for the test is 60 minutes.
- (3) The dean is entitled to make changes to the scope and form of the entrance examination that will be held during April 2024, as well as to assess the qualifications of applicants based on any additional documents provided, and exempt applicants from taking the entrance examination.
- (4) The result of the entrance examination is valid for 18 months from the date of the examination.

Section 6

Specific Provisions Pertaining to the Assessment of Foreign Higher Education as part of the Admissions Procedure to Consecutive Master's Degree Programmes

- (1) In order to be enrolled in studies, applicants who have obtained prior education abroad, with the exception of the Slovak Republic, must provide an officially certified copy of a nostrification clause on the recognition of higher education in the Czech Republic, or a favourable assessment of the applicant's higher education obtained abroad as part of the admissions procedure pursuant to Rector's Order 12/2022.
- (2) An officially certified copy of the nostrification clause on the recognition of higher education in the Czech Republic and an officially certified copy of a foreign diploma and its certified translation produced by a sworn translator will be provided by the applicant no later than on the course enrolment day. The above documents are to be submitted in paper format during the enrolment.
- (3) Applicants can apply for an assessment of their higher education obtained abroad as part of the admissions procedure pursuant to Rector's Order 12/2022. More detailed information is available on the MENDELU FA website. Assessments of foreign higher education are subject to a charge. The amount of the fee for assessing foreign education was established by Rector's Order 13/2020 on fees associated with studies at CZK 800. All fees paid are always non-refundable.
- (4) If there are any doubts about the sufficiency of the level, scope or content of an applicant's prior education gained abroad documented by a foreign certificate of foreign higher education, the applicant will be required to provide proof of his/her foreign higher education by submitting an officially certified copy of a nostrification clause on the recognition of their higher education in the Czech Republic in compliance with the generally binding regulations of the Czech Republic within the timelines specified in Section 6, point 2.
- (5) If the fee for assessing foreign education is not paid, or if the documents required to verify foreign higher education are not provided, it will be required for one to prove their foreign higher education by submitting an officially certified copy of a nostrification clause on the recognition of their higher education in the Czech Republic in compliance with the generally binding regulations of the Czech Republic within the timelines specified in Section 6, paragraph 2.

Section 7

Final Provisions

- (1) The dean reserves the right not to open studies in a given degree programme/specialised course if the number of applicants/admitted applicants or enrolled students is low. Applicants to study/admitted applicants or students enrolled in these degree programmes/specialised courses will be offered a chance to study in a related degree programme/specialised course.

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- (2) The dean of the faculty has the right to extend the deadline for the submission of applications to study in consecutive Master's degree programmes. This information must be made public on the official notice board and the MENDELU FA website.
 - (3) The dean reserves the right to open a second round of the admissions procedure. In such case, the information will be published on the official notice board and the MENDELU FA website.
 - (4) If the entrance examination is held abroad, the dean can set slightly different deadlines for the individual steps and conditions of the admissions procedure.
 - (5) The faculty will publish the information on the admissions procedure progress, pursuant to Section 50 (9) of the Higher Education Act, on the MENDELU FA website.
 - (6) The contact details of student administration officers are available in the Study Department section of the MENDELU FA website.
 - (7) These conditions come into force on the date of approval by the Academic Senate of the Faculty.

In Brno, on 16 October 2023

prof. MVDr. Leoš Pavlata, Ph.D.

Dean of the Faculty of AgriSciences, Mendel University in Brno

Approved by the Academic Senate
of the Faculty of AgriSciences on 16 October 2023

Assoc. Prof. Ing. Jiří Čupera, Ph.D

Chair of the Academic Senate of the Faculty of AgriSciences,
Mendel University in Brno
