



**Conditions for Admission to Study in Doctoral Degree Programmes
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 study in the doctoral 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. Podmínky pro přijetí ke studiu jsou zveřejňovány podle § 49 odst. 5 a 6 zákona o vysokých školách.
- (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

Degree Programmes and the Expected Number of Students Enrolled in Studies

- (1) The admissions procedure to study at MENDELU FA for the 2024/2025 academic year will be open for the following degree programmes, both in full-time and combined forms of study. The expected number of students enrolled in studies was determined according to the capacity of the faculty.

Degree Programme	Expected number of enrolled students
Aplikovaná a krajinná ekologie / Applied and Landscape Ecology	20
Aplikovaná bioklimatologie / Applied Bioclimatology	3
Aplikovaná zoologie / Applied Zoology	10
Biologická chemie / Biological Chemistry	15
Chemie a technologie potravin	10
Molekulární biologie, genetik a fyziologie živočichů / Molecular Biology, Genetics and Physiology of Animals	3

Molekulární fyziologie, genetika a biotechnologie rostlin / Molecular Physiology, Genetics and Biotechnology of Plants	7
Obecná a speciální zootechnika / Animal Production	10
Obecná produkce rostlinná	6
Provoz strojů a zemědělských technických systémů	10
Rybářství a hydrobiologie	5
Speciální produkce rostlinná / Special Plant Production	5
Výživa a krmení zvířat	10
<i>Technologie odpadů a prevence rizik*</i>	5
<i>Rostlinolékařství*</i>	4

* An admissions procedure will take place provided that these degree programmes are accredited.

Section 3

The Submission of Study Applications and Admissions Procedure Fees

- (1) Applications for admission to study can **only be submitted electronically**. Applications must be filled in via the University Information System of Mendel University in Brno (hereinafter 'Information System') no later than 20 May 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 may express their interest in applying for doctoral degree programmes accredited in English at <https://admission.mendelu.cz/>. 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) Those applying to doctoral degree programmes shall submit an application to study in a degree programme.
- (4) 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.
- (5) An application may be included in the admissions procedure only if the "Payment" section is marked as complete. The admissions fee is payable on the date of submission of an application. In compliance with Rector's Order 13/2020, the fee for an application to a doctoral degree programme has been set at CZK 600. The fee is to be sent to the bank account number specified in the electronic application form. Payment must be referenced with the variable symbol that is assigned individually to each applicant to study and is included in the E-přihlášky application. All payments coming from abroad must use the international payment format, and the payer must confirm that he/she will pay all fees charged to both sides of the transaction (the payment order is marked as OUR). Fees can also be paid via the electronic payment gateway available in the application through which application forms are submitted. More detailed payment information is available on the MENDELU FA website. All fees paid are always non-refundable. If an applicant fails to pay the

fee by the deadline, but by no later than the last day set for the submission of applications, the application will be considered incomplete.

- (6) Part of the application includes choosing a topic for the doctoral dissertation and the supervisor. All applicants shall enter 'Free topic' and mark the Chair of the Doctoral Studies Board of the relevant degree programme as the supervisor.
- (7) A mandatory annex to every application to study is the 'Application Supplementary Information' form available on the MENDELU FA website. Applicants may fill in the form in the Czech, Slovak or English languages. A specific topic and the name of a supervisor must be selected from the list provided on the MENDELU FA website and entered in the form. An essential part of the document is the signature of the supervisor who confirms his/her consent to the submission of the application. An application without a completed mandatory enclosure and signature of the supervisor will be considered incomplete. The name of the supervisor and the topic of the doctoral thesis can be adjusted at the entrance examination.
- (8) By submitting an application, applicants confirm that they are able to pursue studies in the language in which their selected programme is taught or for which it is accredited (Czech or English). The level of language skills will be verified by the Admissions Board during the entrance examination.
- (9) Applications are entered into the admissions procedure:
 - a. when all sections of the application form in the Information System are marked as complete,
 - b. when receipt of the 'Application Supplementary Information' form in the form of an enclosure has been confirmed by a student administration officer.
 - c. after payment of the fee has been recorded.
- (10) 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 any comments sent to them by the SD of the FA in a timely manner. If an applicant fails to resolve the questions raised, his/her admissions process will be suspended. In such cases, the admissions fee will not be refunded. The admissions procedure will also be suspended if an application to study has been submitted, but the admissions fee remains unpaid.

Section 4

General Conditions of the Admissions Procedure

- (1) Decisions on new admissions to study in degree programmes provided by the faculty are made by the dean of the faculty. The advisory body is the Admissions Board.
- (2) The results of the admissions procedure are available to view 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 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 the applicant's favour and he/she is admitted to study, it can be delivered to the applicant via the Information System of the higher education institution, provided that the applicant has agreed to this form of delivery by indicating this in his/her application form beforehand; in such cases, the date of delivery and decision notification is deemed to be the next day after the day on which the decision is made available to view by the applicant 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 Section 3, point 10. Specific provisions related to the assessment of foreign higher education are provided in Section 6.
- (5) Applicants are obliged to supply an officially certified copy of their Master's degree certificate in documentary format on their enrolment day. The requirement to submit proof of attained education does not apply to those graduates from the Faculty of AgriSciences at Mendel University in Brno who complete their studies in 2024.
- (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 their right to be enrolled if
 - a. they have not excused their absence as per sub-section 5,
 - b. they have excused their absence, but their excuse is not accepted.
- (8) Applicants will be informed of the course enrolment date via the e-mail address provided in their application. The enrolment dates will also be posted on the faculty's website. According to the timetable for the 2024/2025 academic year, the course enrolment day will be held on 12 September 2024, followed by a compulsory seminar called 'An Introduction to Doctoral Studies'. No student status certificates will be issued before the enrolment day.
- (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 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 Doctoral Degree Programmes

- (1) An entrance examination is a mandatory part of the admissions procedure.
- (2) The entrance examination will be held on 26 June 2024 for all doctoral degree programmes. The specific time of the entrance examination is set individually for each applicant well in advance. Applicants will be informed of the time of their exam via an application contained in the Information System.
- (3) If an applicant fails to attend their entrance examination, the fee that has been paid in relation to the application to study will not be refunded.
- (4) The entrance examinations for admission to doctoral studies are held in oral form and take place before a Board of Examiners appointed by the dean of the faculty.
- (5) The Board of Examiners shall assess the specialised knowledge of all applicants, their prerequisites for scientific work based on their previous scientific, publication and other creative activities and issue an appraisal either recommending or not recommending the applicant. The Board will establish a ranking order of recommended applicants to respective doctoral degree programmes and forward it to the dean of the faculty, who will then issue decisions on admissions.
- (6) If the need arises, the dean of the faculty has the right to make changes to the date and form of the entrance examinations for entry into doctoral degree programmes, as well as cancel oral entrance examinations. This information must be made public on the official notice board and the MENDELU FA website.

Section 6

Specific Provisions Pertaining to the Admission of Applicants who have Completed a Master's Degree Programme Abroad and Admissions to Degree Programmes Taught in a Foreign Language

- (1) The dean of the faculty and the Admissions Board appointed by him/her have the authority to modify the form of the entrance examination for foreign applicants, assess their qualifications based on received additional documents and verify, among other things, the required level of their language skills as per Section 3 (7). In cases deserving special consideration, the dean may exempt an applicant from taking an entrance examination upon their written request received before the entrance examination day.
- (2) 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
- (3) An officially certified copy of the nostrification clause on the recognition of higher education in the Czech Republic, together with an officially certified copy of a foreign diploma and its certified translation produced by a sworn translator should be provided no later than on the course enrolment day.
- (4) 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 will be posted 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.
- (5) 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, paragraph 3.
- (6) 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, point 3.
- (7) Studying 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.

Section 7

Final Provisions

- (1) If the need arises, the dean of the faculty has the right to extend the deadline for submission of applications to study in doctoral degree programmes. This information must be made public on the official notice board and the MENDELU FA website.
- (2) 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.
- (3) 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.
- (4) The contact details of student administration officers are available in the Study Department section of the MENDELU FA website.
- (5) These conditions for admission to doctoral degree programmes at MENDELU FA shall come into force on the day of their 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
of Mendel University in Brno

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

doc. Ing. Jiří Čupera, Ph.D.
Chair of the Academic Senate
of the Faculty of AgriSciences, Mendel University in Brno