

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 2025/2026 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 2025/2026 academic year will be open for the degree programme specified under a) 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

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)	20	–	full-time	20

- (2) It is within the powers of the Dean of the Faculty to adjust the expected number of students in agreement with the programme guarantor.
- (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.

Section 3 Submitting Applications and 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 1 December 2024 inclusive. 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 their application to study via the information system.
- (3) Applicants must fill in the ‘Personal Data’ and ‘Address’ sections. Once the above data are entered correctly, the sections v 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 v Rector’s Order 13/2020. The fee for submitting an application is CZK 0.
- (5) Applications are evaluated in the admissions procedure once all the required sections of the application form in the Information System are marked as complete.
- (6) Any deficiencies in an application must be removed by applicants to study when requested to do so 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 or concerns 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 Admissions 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 the 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 attend the course enrolment day. The applicant will be provided information about the date of his/her enrolment in studies on the MENDELU FA website, <https://af.mendelu.cz/en/admissions/admission-process/>. At the same time, the information will be sent by the designated study administrator to the applicant’s e-mail address provided in the application.
- (5) An alternative enrolment date may be set no later than 14 October 2025. With regard to the start date of the academic year, it is not possible for a candidate to be enrolled after this date.
- (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 6,
 - b) they have excused their absence, but their excuse was not accepted.
- (8) 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 of admission to study, a resolution on the suspension of the admissions procedure will be issued. These documents are delivered to applicants in compliance with the generally binding regulations.
- (9) 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 for viewing. 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.
- (10) 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 only by the SD of the FA (or by the Rector of the university in case of an appeals procedure) and the respective applicant.
- (11) Applicants may appeal against a decision within 30 days of its announcement. The appeal must be accompanied by a certified copy of proof of completion of previous education, 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. 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' rank order is established according to the total number of points scored, and this is the decisive factor on which decisions on new admissions are made. (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 entrance examinations will take place continuously from October to November 2024 following the completeness of an application. The applicant will be provided information about the exact date(s) of his/her entrance examination on the MENDELU FA website, <https://af.mendelu.cz/en/admissions/admission-process/>. At the same time, the information will be sent by the designated study administrator to the applicant's e-mail address provided in the application, and the invitation will be uploaded to the Applicant Repository.

- (4) The result of an entrance examination is valid for 24 months from the date of the examination. Notification of passing the entrance exam will be uploaded to the Applicant Repository.
- (5) Applicants who have received their previous education abroad, with the exception of the Slovak Republic, must meet the conditions specified in 5a) to 5c) of this section by 31 March 2025 in order to be admitted to study.
- a) passing the entrance examination,
 - b) providing a certified copy of a foreign diploma with its certified translation by a sworn translator and a certified copy of the nostrification clause on the recognition of higher education in the Czech Republic, or a positive assessment of the applicant's foreign higher education in the admissions procedure according to the Rector's Order 12/2022. The above documents are to be submitted in paper format.
 - c) submitting proof of the payment of fees in a degree programme accredited in a foreign language in accordance with Rector's Order 13/2020.

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) 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 charge. The amount of the fee for assessing foreign education was established by Rector's Order 13/2020 on fees associated with studies. All fees paid are always non-refundable.
- (2) 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 5
- (5).
- (3) (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, point 5.

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.
- (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 on the MENDELU FA website.

- (3) The dean reserves the right to open a second round of an 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.

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 20 May 2024.

Assoc. Prof. Ing. Jiří Čupera, Ph.D.

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