



**Provision  
on the conditions of admission to the four-year Doctoral study programmes during the  
academic year 2024/2025**

Pursuant to Sections 48 to 50 of Act No. 111/1998 Coll. in the current wording, I announce the conditions for admission to Doctoral study programmes at the Faculty of Science (hereinafter referred to as FSc) of the University of South Bohemia in České Budějovice (hereinafter referred to as USB) in the academic year 2024/2025.

**Article 1. Doctoral Study Programmes**

The admission procedure is opened for study in the listed study programmes in full-time form, and the maximum number of students accepted to study in individual programmes is to be:

<b>Doctoral Study Programme / programme code</b>	<b>Collaborating institutes of CAS</b>	<b>Max. number of students to be admitted</b>	<b>Tuition fee for study in English</b>
Applied Physics/ P0533D110048		5	1200 EUR/year*
Biophysics/ P0533D110041	Biology Centre and Institute of Microbiology	5	1200 EUR/year*
Biochemistry/ P0512D130004		5	1200 EUR/year*
Ecosystem Biology and Ecology/ P0511D030057	Biology Centre	5	1200 EUR/year*
Botany / P0511D030056	Institute of Botany	5	1200 EUR/year*
Entomology/ P0511D030058	Biology Centre	5	1200 EUR/year*
Limnology/ P0511D030059	Biology Centre and Institute of Microbiology	4	1200 EUR/year*
Integrative Biology/ P0511D030060	Biology Centre and Institute of Microbiology	20	1200 EUR/year*



Parasitology/ P0511D030061	Biology Centre	4	1200 EUR/year*
Zoology/ P0511D030062	Biology Centre	7	1200 EUR/year*

\*Students enrolled in programmes carried out in English pay an annual tuition as determined by the [Statutes of the University of South Bohemia](#). The current tuition can be reduced to an amount of 20,000 CZK per year upon the student's request. In accordance with the Statutes of JU, a payment instalment plan is offered to students.

Information about individual fields of study is available at the faculty website [PhD study](#)

## Article 2. Entrance exam terms

FSc USB lists two main entrance exam dates: winter (for the start of studies in the summer semester 2024/2025) and summer (for the start of studies in the winter semester 2025/2026). Applicants who wish to participate in the winter date must submit the application, including all the documents listed in Article 4 and payment of the fee, no later than January 20, 2025 (the e-application form in IS STAG will be available from 1 November 2024); in the case of the summer term, the same applies to 20 May 2025 (the e-application form in IS STAG will be available from 1 February 2025). Applicants that have not yet successfully graduated from their Master's study programme may request to postpone the duty of declaration of completed study. In such case, applicants will attach the request for postponement to the application.

The winter dates of the entrance exams are set for each study programme by the Specialist Board between the end of January and mid-February 2025, the summer entrance exams take place in June 2025. Exceptionally, in justified cases (e.g., obtaining a new project shortly after the main term of the admission procedure or failure to fulfil the capacity of individual fields after the summer entrance exams), the Dean may, on the inquiry of the Specialist Boards, authorize the announcement of an additional date for the entrance exams, until the available PhD positions for the given study programme in Article 1 are filled. Applicants are to be invited to the entrance exams via the Department of Student Affairs according to the instructions of the Chairs of the Specialist Boards.

## Article 3. Applications

An applicant who submits an electronic study application including the required annexes to the STAG information system and pays the fee for the admission procedure (see Article 5) may be accepted to study Doctoral study programmes, namely:



- a) a citizen of the Czech Republic who fulfils the conditions stated further in this decision,
- b) a foreign national who, in addition to fulfilling these conditions, must comply with special regulations for the study of foreign nationals at universities in the Czech Republic.

The form for application to study is available on the website of the University of South Bohemia in the IS STAG [Portál JU - Electronic application \(jcu.cz\)](http://portál.jcu.cz). The application is to include the name of the study programme the applicant wishes to enter and the name of the intended supervisor who agrees to train the applicant.

Attachments to the application are to include:

- a detailed CV (compulsory attachment)
- certified PDF of their university diploma/s obtained through an [authorised document conversion](#) service pursuant to Section 22 of Act No. 300/2008 Coll., and details of the content of completed studies (a photocopy of the Study Report or diploma supplement) (compulsory attachment)
- information about the planned dissertation project on a [prescribed form](#). A part of the form is an annotation of the proposed dissertation project prepared with the intended supervisor, which is to be presented and discussed at the entrance examination (compulsory attachment)
- an applicant is to attach a personal recommendation from an academic staff (other than the prospective supervisor) (compulsory attachment)
- a list of the applicant's published and unpublished papers, including any professional evaluations of these papers and other relevant documents, such as certificates of completed professional courses, internships, language examination certificates, etc. (optional attachment)

It is also possible to deliver the certified copies of diploma/s via post service to the [Department of Student Affairs address](#)<sup>1</sup>. An applicant of a foreign national is to attach a certified copy of their university diploma/s (or corresponding documents from a foreign university, or a document on the recognition of the previous Master's degree by the Czech authorities), and the diploma supplement. If the applicant has not yet completed their Master's degree at the time of submitting the application, they are to submit with the application a list of the subjects completed so far within the framework of their Master's studies issued by their home university, and a request for postponement of the duty of declaration of completed study.

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<sup>1</sup> USB graduates do not need to provide the diploma.



## Article 4. Approved Applications

An application containing all the requirements listed in Article 4 will be included in the admission process after the application fee has been recorded. The application fee is set at 700 CZK. The applicant will pay it through the JU payment gateway (a payment link will be sent directly to the applicant in the e-application system).

Any deficiencies in the application must be corrected by the applicant based on a request that will be sent via the IS STAG system. The applicant is required to respond to the comments promptly and appropriately within the given timeframe. If the applicant fails to address the comments, the admission process will be terminated. In this case, the fee will not be refunded.

## Article 5. Admission Requirements

Graduates of Master's degree programmes who at the admission interview demonstrate their competences to pursue continuous scientific work may be admitted to study in Doctoral study programmes accredited at FSc. The applicant's competences are primarily substantiated by previous study results, quality of the Master's thesis, publication activity, and the ability to clearly formulate plans and goals of the doctoral study and dissertation thesis. The documents necessary for assessing the fulfilment of the condition of the applicant's previous Master's education and the method of their verification are set out in [Provision of the Rector R450](#).

### Article 5.1. Admission Interviews

The entrance exams are to take place in a form of an interview with admission committees, which are appointed by the Dean based on the proposal of the relevant Specialist Board. The goal of the entrance exam is primarily to verify the qualities and abilities of the applicant to pursue a doctoral study programme and to evaluate the feasibility of the goals set in the proposed dissertation topic. For applicants who have completed their Master's degree in a field different from the programme they intend to enter, the entrance exam may take on the character of an examination aimed at determining the level of knowledge essential to study the chosen field. Another goal of the interview is to determine suitable courses that would supplement and deepen applicant's existing knowledge background to be included into applicant's Study Plan. Finally, the interview is to verify the applicant's ideas about the focus of the Doctoral studies and the topic of the dissertation thesis. The interview may also focus on verification of applicant's English language skills. Applicants of foreign nationals may participate in the admission interview in a form of a virtual event using one of the selected video conferencing platforms (e.g., MS Teams, Zoom). The virtual admission



interviews are to take place on the same date as the in-person interviews held for the given study programme.

## Article 6. Admission Decisions

According to the course of the admission procedure, the admission committees, in cooperation with the Specialist Boards, recommend to the Dean the acceptance or rejection of the prospective PhD student. Such decision is based on several aspects, i.e., the applicant's professional qualities, the feasibility of the proposed doctoral research, the number of students already supervised by the proposed supervisor, and the capacity of the supervisor and the training workplace to financially, spatially, and materially ensure the professional growth and development of the prospective PhD student. Applicants proposed for admission to study in each study programme are to be ranked by the admission committee based on the results of the admissions interviews.

Based on the recommendations of the admission committees and taking into account the capacity options, the Dean is to decide within 30 days from the day of the admission interview whether or not to accept the applicant. The applicant is to be notified immediately of the dean's decision in a written decision letter.

Applicants from other universities who have not obtained a Master's degree by the deadline for the admission procedure, or applicants from abroad who, at the time of the entrance examination, have not yet provided evidence of having completed a previous Master's degree, certified in the manner appropriate to the country in which the degree was obtained, are to be informed of the result of the admission procedure, but the official letter of admission is only to be issued after all legal conditions have been met, including the delivery of the required documents on completed university education of the Master's type.

Applicants who did not appear for the admissions procedure and who, no later than the fifth working day after the set date of the admissions procedure, submit a medical certificate proving their medical incapacity to participate in the procedure, are to be invited to an alternative date.

If the applicant does not agree with the Dean's decision on non-admission to study, they have the right to ask the Dean to review their decision by submitting a request to the Dean within 30 days of the date of delivery of the decision. If the Dean does not comply with the request and does not change his decision, they are to forward the request to the Rector of USB for further consideration. The Rector's decision is final. The request for review of the decision must be justified by the fact that the fulfilment of the conditions specified in this decision was not correctly assessed. In other cases, the review request is considered unfounded. For the necessary argumentation, the applicant has the right to inspect, at an



agreed time, their own documentation providing the basis for the Dean's decision. They do not have the right to inspect the documentation of other applicants or the protocols of the admissions committee.

### **Article 7. Applicants with special needs**

An applicant with special needs (with a disability, chronic illness, or other health problems) has the right to use the support measures and services provided by the university during the entrance examination and, if accepted, also during their study. If they wish to assert this claim, they must select the option YES in the column "Consideration of special needs" in the online application form. After fulfilling all the administrative requirements associated with the application for study they will be contacted by the staff of the Support Centre for Students with Special Needs and acquainted with the next steps. More detailed information can be obtained on the centre's website ([www.centrumssp.jcu.cz](http://www.centrumssp.jcu.cz)), by email ([centrumssp@jcu.cz](mailto:centrumssp@jcu.cz)) or by telephone (00420 389 036 026). It is also possible to consult with the staff of the centre about the suitability of choice of a study programme before submitting an application for study.

These conditions for admission to study in Doctoral study programmes at FSc USB in the academic year 2024/2025 were discussed and approved by the Academic Senate of FSc USB on September 20, 2024.

In České Budějovice

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