

Faculty of Science

University of South Bohemia in České Budějovice, Czech Republic

Academic policies and regulations in doctoral studies

General information. Faculty of Science is a part of the University of South Bohemia in České Budějovice. The Faculty is an exciting, active school which provides education and excellent research environment in a number of areas of modern biology, biochemistry and biophysics. It offers 9 study programmes of doctoral studies.

The goal of doctoral study is the education for highly qualified scientific and research work. The main duty of Ph.D. students is seen in an individual work on their thesis. During the study programme which lasts 4 years, students enlarge their knowledge in a specific field of study. They attend recommended lectures and courses and they are also involved in teaching undergraduate students. Each year the students have to give a seminar or talk focused on the methodology (first year) and the results of own experimental work. The students are expected to present their results on international conference(s) and to stay at a recognized foreign institutions. The study is completed by passing the final examinations and by the defence of the student's doctoral thesis. It is desirable that the thesis comprises of published and accepted papers in recognized international journals.

The student is supervised by a thesis advisor, who is responsible for appropriate scientific content of the work. The title Doctor of Philosophy (Ph.D.) in a given area of specialization is awarded to successful graduates.

Study programmes involve Biochemistry, Biophysics, Biology of Ecosystems and Ecology, Botany, Entomology, Limnology, Integrative Biology (with five research specialisations), Parasitology, and Zoology.

Ph.D. programme	Co-operating institutions
Botany	Institute of Botany AS CR
Zoology	Biology Centre of AS CR
Entomology	Biology Centre of AS CR
Ecosystem Biology and Ecology	Biology Centre of AS CR
Limnology	Biology Centre of AS CR, Institute of Microbiology AS CR
Integrative biology	Biology Centre of AS CR, Institute of Microbiology AS CR
Parasitology	Biology Centre of AS CR
Biophysics	Biology Centre of AS CR, Institute of Microbiology AS CR
Biochemistry	

Requirements. Citizen of any country is eligible for enrolment if he/she has finished master's degree in a related field, meets the requirements for the selected area of specialisation, and is able to meet the financial obligations related to the studies – namely tuition fees and residency requirements in the Czech Republic. It is expected that the applicant already has found a local staff member who is willing and capable to be his/her thesis advisor (**do not apply without agreement of an academician from the Faculty of**

Science USB or from the co-operating institution) . The application form is attached below.

Financial rules and stay in the Czech Republic. Throughout the study the students must conform to the rules for residency of foreigners in the Czech Republic. Foreign students should meet the health standards which are required for all foreign nationals living in the Czech Republic. Czech side reserves the right to examine the health conditions of an applicant. Student is obliged to have medical insurance for the duration of his/her stay in the Czech Republic. All medical expenses are paid by the student or by using his/her insurance.

Fees. Study in Czech language is free of any fee, but foreign students must pass an exam concerning their command of the Czech language. The annual composite fees (covering tuition, examinations, assessment, graduation) which applies to the study conducted in English is currently approx. 120 Euro. This fee is due within 90 days of enrollment.

Application fee: EURO 20

Account number: 104725778 / 0300

SWIFT: CEKOCZPP

IBAN: CZ2003000000000104725778 (without spaces, copy it meticulously)

reference number: 6020106

specific symbol: date of birth (year/month/day)

bank name and address:

Československá obchodní banka, a.s.

Radlická 150

Praha

Czech Republic

Kindly notify the department of student affairs of the Faculty of Science (e-mail address studijni@prf.jcu.cz) about sending the application fee so the economic department can identify your payment.

Additional information to accompany graduate application form

When to apply

Deadline for the following academic year is the mid of May; deadline for the additional winter term admission exam is start of January (for precise deadlines in a particular academic year please visit our faculty web page). Foreign applicants may complete the admission exam by teleconferencing (Skype).

Completing the application form

It is requested that the applicants fill the form as completely as possible and feel free to attach any additional information they consider appropriate.

Personal information: The Faculty welcomes applications from disabled students and is willing to help in whatever way is necessary. To do so, we, however, need a complete disclosure of your disability. This will not affect judgements concerning your academic suitability for the programme and will be treated confidentially (as is the whole information provided by you in the forms).

Addresses: Please give the address(es) to which you wish any correspondence to be sent. E-mail correspondence is preferred.

Proposed date of entry: Please, keep in mind the time needed for the visa arrangement and your previous study validation

References: Persons providing references are expected to be academicians who are familiar with your undergraduate/postgraduate studies. You may suggest your adviser of previous studies or your academic tutor.

Criminal convictions: You are requested to state whether or not you have any criminal convictions for which you received a fine (except minor driving offences) or were imprisoned.

Transcripts: Notarized Czech or English translations of the documentation of your previous Bachelor and Master university studies. Course work including credit hours (Diploma supplement or transcript of records) are to be attached to the application form. Do not enclose originals. Documents from countries which have a bilateral agreement with the Czech Republic do not have to be legalized. Documents from states which are party to the Hague Convention (regarding Apostille's) must be attached with an Apostille Certificate. Documents from other countries require so-called Super Legalisation. Guideline How to prove your prior education can be found on the university web page

<https://www.jcu.cz/study-at-usb/degree-students/study-programmes-in-foreign-languages-1/how-do-you-prove-your-e>

Information (regarding individual contract and agreements) regarding types of legalisation may be obtained abroad at Czech consular offices.

Return of completed forms:

Application must be sent by post as hard copies to *the Department of Student Affairs, Faculty of Science, University of South Bohemia, Branisovska 1760, 370 05 Ceske Budejovice, Czech Republic*. Application must be sent as original forms, including the applicant's recent photo attached on the first page, and signed on the last page. Please send it electronically as well to not miss the deadline. The receipt of the application will be acknowledged within two weeks.

Decisions: Official University decision will be conveyed to candidate within eight weeks after the admission exam and after obtaining all information/documents requested.



Please
attach
photo

Form of application for admission as graduate student

Instructions for applicants

This form should be completed on screen, printed and returned to the Department of Student Affairs; or printed, completed by hand (please print) and returned to the Faculty Office. Please complete each section as it appears.

Personal information

Surname or family name

Previous family name (if applicable)

Other names

Official name according to the passport
(will be written in the Decision of the Dean
on admission)

Title (e.g. Mr., Ms., Dr. etc)

Nationality

Country of domicile

Disabilityⁱ

Date and place of birth (Day/Month/Year)

Please do not forget place of birth which will be stated on
your Diploma after successful completion of your study.

Sex

Male Female

Address (for correspondence)

Town

Postcode/zip code

Country

Passport number/valid to

Telephone

Email

Dates available at this address

to

Permanent address (if different)

Town

Postcode/zip code

Country

Fax

Telephone

Email

Dates available at this address

to

Present appointment (start date, institution)

Research degree

Ph.D. Programme applied for ⁱⁱ

Study in Czech/English program

Note: You can study in a Czech study program if your knowledge of the Czech language is certified to be on the B2 level

Supervisor / local staff member who is willing and capable to be your thesis advisor

All applicants

Proposed date of entry:

Education and qualifications

Please list details of previous university degrees (five-year university study, consisting of e.g. three year bachelor and two year master programmes) you currently hold, or expect to hold by the date of entry:

	1	2
Degree title		
Class/division/grade of award		
University/college		
Dates attended		
Major subjects		
Minor subjects		
Date awarded/ to be awarded		

Note: Copies of official transcripts must be supplied, either with this application or forwarded as soon as is practicable. It is not possible to start a doctoral study before your previous university degree is recognized as being equivalent to a master degree in the Czech republic (please see the link below). <https://www.jcu.cz/photos/annexe-excerpt-from-the-usb-rector2019s-ordinance-r-450.pdf>

Professional qualifications

Please list details of any professional qualifications and state how each was obtained (e.g. by examination, by exemption, through a degree etc.)

	1	2
Qualification Obtained		
Awarding Institute		
Date awarded/ to be awarded		

Note: Copies of the official record of the qualifying award must be supplied with this application form.

English language proficiency

Is your first language English? Yes No

If not, please give details of English language qualifications you hold:

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Employment and experience

Please give details of your employment to date (starting with your current or most recent employment, including any other experience relevant to the course for which you are applying). When particularly relevant you may wish to give further details of your employment to date in the personal statement (below).

	1	2
Position		
Nature of work		
Employer		
Dates of employment		

Financial support

Please state the source from which you hope to receive support (e.g. your country Government Research Council, a salary from your supervisor' project, self-funded etc.)

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FOREIGN STUDENTS WILL BE REQUIRED TO PRODUCE EVIDENCE THAT THEY HAVE ADEQUATE FINANCIAL PROVISION FOR THEIR MAINTENANCE AND PAYMENT OF FEES. REGISTRATION CANNOT TAKE PLACE UNTIL FEES HAVE BEEN PAID.

Personal statement

Please use this section to explain why you want to join the programme for which you are applying, including details of your interest in the subject and any relevant experience or voluntary work. Enter your personal statement here:

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(Note: Please add additional sheet if necessary)

References

Please provide details of two academic references

	1	2
Referee name		
Position/relationship		
Address		

Note: Signed reports of the two referees must be supplied with this application form.

Criminal Convictions

Do you have any criminal conviction?

Yes No

If 'Yes', please give details:

Declaration

I confirm that the information given on this form is true, complete and accurate and no information requested or other relevant information has been omitted. I have read and complied with the instructions for the completion of the application form. I accept that if any information is inaccurate or has been omitted, the University reserves the right to cancel my application and I shall have no claim against the University in relation thereto.

If offered a place in due programme I understand that, in accepting, I agree to abide by the rules and regulations of the University. By signing the application form I confirm my agreements to this.

.....
Place and date

.....
Full name and signature

Instructions:

A: Please return this form to:

Department of Student Affairs
Faculty of Science
University of South Bohemia
Branišovská Street 1760
CZ-370 05 České Budějovice
Czech Republic

B: to check/uncheck any square double click on it and choose checked/unchecked in menu

i Choose any that apply:

- Dyslexia
- Blind/partially sighted
- Wheelchair user/mobility difficulties

- Personal care support
- Mental health difficulties
- An unseen disability (e.g. diabetes, epilepsy)

ii Choose one of these:

- Biochemistry
- Biophysics
- Biology of Ecosystems and Ecology
- Botany
- Entomology
- Limnology
- Parasitology
- Zoology
- Integrative Biology – research interest focused on:
 - Molecular and Cell Biology
 - Molecular Evolutionary Biology and Genetics
 - Animal Physiology and Developmental Biology
 - Plant Molecular Biology and Physiology
 - Infectious Biology and Immunology

Mailing Address:

**Faculty of Science
University of South Bohemia
Branišovská 1760
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Should you have more questions do not hesitate to contact the Department of Student Affairs by email
studijni@prf.jcu.cz
or pkorcova@prf.jcu.cz