

Information on the admission procedures at CULS

General Requirements:

Legal disposition:

Admission procedures for students applying for degree studies at CULS Prague conform to the Act 111/98, Coll. Sections 48 – 50 of the Czech Legal Provisions on Higher Educational

Institutions.

BSc degree studies:

Czech Secondary School Leaving Certificate (maturita). Secondary School Certificates from other countries are accepted (Abitur, A Levels, Baccalaureat), but should be validated by the Czech Ministry of Education Sports and Youth and/or CULS Study Administration Office.

Enrolment examination

MSc degree studies:

BSc undergraduate degree (or equivalent) in relevant subject area. Degree from universities in the EU, USA, and all other countries must be recognised by the head of the relevant Faculty International Relations Office and/or CULS Study Administration Office.

Language proficiency test (English and/or French, German, Spanish, other.)

PhD degree requirements:

MSc graduate degree (or equivalent) in relevant subject area. Degrees from universities in the EU, USA, and all other countries must be recognised by the head of the relevant Faculty International Relations Office and/or CULS Study Administration Office.

Interview and submission of scholarly papers with relevant PhD studies commission

Publication record

Tuitions:

Degree studies in Study Programmes offered at CULS Prague in Czech language are freed from tuition fees in the academic year 2008 - 2009.

Degree studies in Study Programmes offered at CULS Prague in English language are conditional to the payment of a tuition fee (will be paid for student staying more than 10 months), which amounts EUR 3 000. – per academic year (kindly contact the relevant Faculty and/or Institute International Relations Office for further information).

Students studying on a scholarship or grant programme pay tuition fees through their respective scholarship and/or grant coordinator office.

Visa requirements

Visa regulation and police registration for incoming students:

Non EU students must register with the foreign police Non EU citizens section in Prague after their arrival.

Visa application guide:

If you need a visa to enter the Czech Republic kindly read the following information.

When you receive the Letter of Acceptance and a Confirmation for Accommodation apply for the visa at the Embassy of the Czech Republic in your country of origin. You will get visa application forms (in five main European languages) that are to be filled out with the help of the Embassy personnel.

There are two types of visas: short term (90 days), and long term (1 year). Both types of visa are issued by the Czech Foreign Police. For receiving a student visa you must have the following documents:

1. A valid passport.

2. A Letter of Acceptance supplied by our university.
3. A Financial Agreement or written Confirmation that you are a beneficiary of a study/research grant. You may need a letter from your bank with a statement assuring that you have sufficient financial means to fund your studies in the Czech Republic.
4. A Confirmation of guaranteed accommodation (this will be supplied by our university, provided you have chosen to be accommodated at our dormitories).
5. A valid international health insurance.
6. A Certificate of absence of criminal records from your country of origin (this document is compulsory and must be translated into Czech by a translator with an official rubber stamp)

The Czech Foreign Police will examine your application and notify the Czech Consulate (or Embassy) in your country of origin to issue your student visa. The whole procedure may take up to two months, so make provisions to get your visa on time. There is no chance to get a visa *ad hoc*, after your arrival in the Czech Republic!

Foreign students who need a visa and have not made the necessary arrangements before coming to the Czech Republic will **not** be registered.

Housing arrangements

The International Office of the CULS Prague will be happy to arrange your stay in one of our student dormitories at the university campus, once Application and Reservation forms have been duly handed in. As we have limited capacities, please send all your documents early enough, to avoid any unpleasant surprise.

COSTS PER PERSON: 2.500 CZK / month (about 90 EUR)

INTERNET CONNECTION: 160 CZK / month (about 6 EUR)

ROOM EQUIPEMENT: Each room has 2 beds, 2 desks, shelves, 2 large wardrobes, a small entry hall and a kitchenette, including a small fridge (no cooking equipment available, you'll have to bring your own.)

There are no attached bathroom/ toilet facilities in the room. Bathrooms and toilets are on the same floor and are generally shared by two rooms.

LAUNDRY SERVICE: You will be provided with a set of clean sheets at the start of your stay. Every two weeks you are entitled to have them washed at our laundry room, which is situated at the ground-floor of each dormitory.

REGISTRATION/CHECK IN: To register you will need to present your passport (for EU citizens a valid ID card), bring two photographs and fill in a registration form.

Opening hours for registration at the dorms are MONDAY to FRIDAY from 8.30 to 15.30. Duly announced students arriving out of these hours will receive accommodation, but are expected to register the next day.

ADDRESSES and PHONE NUMBERS OF CAMPUS DORMITORIES:

JH - Kamýcká 1069, 165 21 Praha 6 Suchdol, Phone – 224 383 538 (reception desk)

G - Kamýcká 1072, 165 21 Praha 6 Suchdol, Phone - 224 383 467 (reception desk)

EF - Kamýcká 1071, 165 21 Praha 6 Suchdol, Phone - 234 381 846 (reception desk)

Reservation for accomodation can be found at <http://www.culs-prague.eu/en/?r=213>

Language courses offered

The Department of Languages of the Faculty of Economics and Management offers comprehensive courses in English, Russian, Spanish, German, French, Italian, Dutch and Portuguese. A new course of Mandarin Chinese has been introduced recently. For more detailed information kindly consult the Complete Listing of Language Courses.

<http://www.pef.czu.cz/en/?r=2452>

All students at CULS have an opportunity to study a foreign language (see above) in the first year of their studies. Students enrolled in all bachelor programmes at the Faculty of Economics and Management study foreign languages during the first two years of their studies. Students enrolled in all bachelor study programmes at the Institute of Tropics and Subtropics study foreign languages during all three years of their studies.

Erasmus students enrolled in one of the Study Programmes in English may choose to study the English for Business Purposes or English for Academic Purposes courses, to enhance their language skills in the relevant study areas.

The Erasmus Intensive Language Course – Czech Language is offered to all interested foreign students in the pre-semester period every academic year. Erasmus students enrolled at CULS for one or two semesters may also take advantage of several Czech language courses, which are credited with ECTS, e.g. : Czech for Beginners A1, Czech for Beginners A2, Czech for Beginners B1 and Czech for Beginners B2.

An introduction to Czech language and culture is also available for incoming Erasmus students during the orientation week.

Welcome activities for international guests

Orientation Week

The orientation week and enrolment will take place one week before the semester starts.

It gives us the opportunity to welcome you to the Czech University of Life Sciences Prague. The programme of events includes tours, talks and social events, giving you the chance to meet new friends and settle in, before the first week of studies starts.

All new international students are invited to join the orientation programme.

It is not compulsory but you may find it helpful.

Full details on the orientation week will be available at our web page by the end of January (spring semester) and August (winter semester).

Before classes start we provide all new students with an opportunity to familiarize with the university and complete all necessary initial administrative procedures. This will take place during the orientation week.

The orientation week forms an essential part of a new international student's introduction to our university. It gives practical help and advice. You will get the opportunity to meet members of staff, new students and also make new friends.

During the orientation week you are given:

- A warm welcome and an introduction to the university
- Plenty of advice on the study methods at Czech universities
- Introduction to the Czech academic system requirements
- Information on registration and enrolment procedures
- Introduction to support facilities, i.e. health and social services, sport, computing and library facilities etc.
- Practical advice on where to buy essential items, where to obtain insurance, travel and transport information.
- Social events where you will meet with other students make friends and find out more about the Czech way of life.

After you are accepted

Information and task list Czech University of Life Sciences Prague (CULS) Czech Republic

Financial procedure: All payments will be provided directly by CULS based on the **financial agreement** between the student and the University.

Scholarship:

- | | |
|--------------------------------|--------------------|
| • Bachelor and Master students | 1000 EUR/per month |
| • PHD students | 1500 EUR/per month |
| • PostDoc | 1800 EUR/per month |
| • Teaching staff | 2500 EUR/per month |

Insurance:

- The insurance is **provided by CULS** based on the contract with **CAREMED** insurance company. Please find attached the conditions.
- Student (teacher) will get the **insurance card** as soon as the mobility starts.
- 75 EUR/per month/student (teacher)

Travel costs:

- Students (teachers) will arrange their travel schedule themselves.
- Maximum air ticket expenses are **2000 EUR** (return ticket for economy class!!!), for Indonesia is maximum 2500 EUR.
- The travel expenses will be paid on the basis of **REAL TRAVEL EXPENSES**. The original **invoice of air ticket and all boarding passes** must be provided to CULS. The reimbursement of the travel expenses will be provided to the student at the end of the mobility.

Mobility procedure:

1. BOKU sends **Scholarship confirmation letter** to the mobile person (student or teacher).
2. CULS sends **Admission letter** (Invitation letter) to the incoming student or teacher.

3. Student (teacher) is supposed to arrange: **accommodation** (with support of the host university), **visa**, **flight booking** and provide **Learning agreement** to the host university. The learning agreement is available online at: www.boku.ac.at/zib/eurasia
4. Once student (teacher) arrives in the Host university:
 - Student (teacher) signs **Acceptance letter (financial agreement)**, **submits invoice of air ticket, boarding passes** to Petra Holíková or Jana Zámečnicková.
 - CULS will provide **insurance card**, pay the **scholarship** on a monthly basis, and arrange the regular **meetings** with student (for checks of progress/problems).
 - Student and Host University can change the Learning agreement if required.
5. When the mobility ends:
 - Student (teacher) will complete the **Evaluation questionnaire** (available online at: www.boku.ac.at/zib/eurasia) and send it to Petra Holíková or Jana Zámečnicková.
 - CULS (or Host University) will provide **Transcript of Records/Diplomas** to the student.
 - Student (teacher) will send the boarding passes of the return flights to CULS.

Other information

More information: <http://www.culs-prague.eu/en/?r=200> or contact us at zamecnikovaj@its.czu.cz