

Vice Dean's Decree

Enrolling Full-Time Students in the 2024/25 Bachelor's and Follow-Up Master's Study Programs

1st year in all Bachelor's study programs (BSPs)

Students wishing to enroll in the 1st year must set an appointment with a responsible counsellor at the Faculty's study department, after contacting the office by e-mail.

The winter semester courses will appear in each electronic student's record book automatically, covering all the course units required for that semester.

The **winter schedules** will be made available from the Brno University of Technology's information system (hereinafter only *IS BUT*) not later than September 12, 2024.

In the BSPs, the 1st year students are enrolled in the winter semester by the study department only.

Higher years of the Bachelor's and all years of the Master's studies

All mandatory courses not completed in the previous academic year will show in the new enrollment roster.

The winter schedules will be released in the IS BUT on **August 31, 2024** at the latest.

Where a student, for **serious** reasons, has requested an **increase in the number of credits** above the preset limit, they will be required to submit a properly substantiated, hand-signed **application letter** to the Study Department.

The Application letter will indicate the following details:

- applicant's name and surname, student ID code, year of study, and study program;
- overall number of credits in all courses registered to date;
- amount of credits obtained;
- amount of credits to be collected in the given academic year;
- applicant's university e-mail address, date of application, and signature.

Applications failing to comply with the requirements will not be processed.

An Application letter can be handed over to the study counsellor responsible or delivered to the Study Department over a postal service not later than **August 31, 2024**. The number of credits is generally increased only in exceptional cases, after the applicant's reasons and study results have been considered, assuming that the student has completed all of their courses to date. If an application has been approved, the applicant's limit of credits will change in the IS BUT.

The Bachelor's and Master's students intending to complete their studies in 2024/25 are asked to verify whether they have registered all the courses needed to meet the credit requirements and satisfied the prerequisites or conditions set out in the study plans.

In the continuing Master's programs, the students cannot enroll in a course that they already completed during their Bachelor's studies at the FEEC.

When registering, the students are obliged to confirm the Results Approval in the IS BUT.

From September 6 to 11, 2024, each student will register courses for the winter and summer semesters. Scheduled course units will be registered for the winter semester only!

The registration procedure will launch in the IS BUT as indicated in the table:

<i>Date and time</i>	<i>Day</i>	<i>Study programme</i>	<i>Year</i>
September 6, 10 a.m.	Friday	All Master's	2
Sep.6, 12 p.m.	Friday	All Master's	1
Sep 6., 11 a.m.	Friday	All Bachelor's	3
Sep.6, 1 p.m.	Friday	All Bachelor's	2

In all of the **registered courses**, all types of **course units** will be scheduled.

If the **scheduled courses overlap**, one of the following steps should be taken:

- selecting a different time (the same course is available at various times)
- **dropping** the colliding course and registering another course with a corresponding number of credits.

On September 10, 2024, 10 a.m., all registered optional courses in which the students have failed to schedule all types of course units will be deleted from the IS BUT. However, the students will be able to register the deleted courses in the future.

The students are obliged to ensure that their total sum of credits ranges between **30 and 75**.

Such a prerequisite does not apply to students who:

- have been granted a **credit increase**, obtaining a higher credit limit value in the IS BUT;
- will complete their Bachelor's or Master's studies in the 2024/25 academic year and, to win the prescribed amount of credits, only need to **register courses worth less than 30 credits**.

If the **sum of credits** to be gathered through the registered courses **exceeds** the limit, the student will **drop** one or more of such courses (the sole exception being a mandatory course that has been registered again) in the IS BUT to reduce the number of credits to the permitted level.

The students register their courses in compliance with the instructions and prerequisites, and they are obliged to **confirm the enrollment** in the IS BUT **not later than September 11, 2024**.

Any student who has interrupted their studies and will continue in 2024/25 must contact the study counsellor to open the enrollment procedures before or on **September 6, 2024**, and they need to register the courses by **September 11, 2024** (Optional courses can be registered only if free capacity is available).

Further problems can be discussed with the study counsellor before the registration deadline has expired.

Any and all students who fail to confirm their enrollment in the IS BUT before or on September 11, 2024 will face study termination procedures.

If a student wishes to **re-register** a course and the course guarantor has recognized that they have fulfilled their duties, such as completing the laboratory practicals, the student will not be required to enroll again, and the guarantor will confirm the student's achievements in the IS BUT (not later than **September 11, 2024**). An application to recognize the achievements has to be e-mailed to the guarantor.

The electronic registration terms for the 2024/25 summer semester will be announced later.

Monitoring of studies

In order to be allowed to continue their studies, a student **is required to have collected at least 30 credits** within the previous academic year. Where a student participates in only 1 semester of the given academic year (after having interrupted their studies, for instance), they are required to win **not less than 15 credits**. Credits for recognized courses and Bachelor's or Master's theses are not considered.

Any and all students who have **re-registered a mandatory course** must complete the course in that particular academic year. The relevant conditions and details will be checked automatically by the IS BUT.

If a student fails to fulfil some of the prerequisites, their studies will be terminated.

The students are obliged to periodically check in the IS BUT how they comply with the study requirements, and possible issues need to be resolved with the study counsellor.