

Enrolment of full-time and combined study students for the 2018-2019 academic year (subsequent years of study)

The enrolment in subsequent years of study of all Bachelor and Master fields of study (both full-time and combined study) will take place in August 27 – 29, 2018, in September 3 – 5, 2018 and in September 10 – 12, 2018, on Monday and Wednesday from 1 p.m. to 4 p.m. and on Tuesday from 8 a.m. to 11 a.m.

All students are obliged to attend the enrolment including those with an individual study plan as well as those repeating their study. This regulation does not apply to persons who interrupted their study or enrolled in study in 2018.

Attention! Students who will not attend the enrolment in the above mentioned date and will not duly apologize for their being absent within the period of 5 days (for serious reasons, for example health problems) will be excluded from study.

Documents required for the enrolment:

- a credit book with records of the completion of all subjects,
- a signed “Transcript of Academic Results” printed from the UIS containing completed and uncompleted subjects of the 2017-2018 academic year (Attention! In no case a “Study results overview”).

- possible applications for subject transfer to a higher year of study, individual study plans or repeating study in line with the Study and Examination Regulations of the CULS for Bachelor and Master fields of study. We take the liberty to inform you that the enrolment in any subject cannot be additionally cancelled due to the failure to complete such a subject.

At the same time it is necessary to check if all results of credits and examinations are entered in the UIS (cf. is.czu.cz). If this is not the case, contact the department concerned and ask them to do so.

We advise you to fill in applications, certificates and a credit book (including optional subjects and field tutorials) in advance to speed up the process of registration. However, those who apply for the individual study plan or repeating study, are asked to enter the subjects in the credit book after the application has been approved.

The enrolment will not take place until all requirements are met.

The transfer of uncompleted subjects to a higher year of study: the example of the application can be found on the FFWS web.

Repeating an academic year: In line with the regulations of the Study and Examination Rules of the CULS it is not allowed to enter subjects from a higher year of study in the credit book in the repeated year of study. Students will enter the subject that they did not complete in the previous year of study and the other uncompleted subjects in line with the study plan for the 2018- 2019 academic year.

The individual study plan (ISP): in line with the regulations of the Study and Examination Rules of the CULS it is possible to apply for the merging of two or more years of study into one year or for the distribution of one year of study to two years of study. It is not allowed to enter the subjects that are not a part of the ISP.

The submitting of the application for subject recognition: applications will be accepted within the first two weeks in the term at the latest. Applications submitted later will not be accepted.

For the study plans for the 2018 – 2019 academic year cf. the FFWS web (www.fld.czu.cz) and notice-boards of the Study Department of the FFWS.