

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY

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GUIDELINE No. 10/2018

Enrolment in the second and higher years of studies

1. This Guideline regulates the enrolment in second and higher years of the Information Technology (IT-BC-3) Bachelor's programme, the follow-up Information Technology (IT-MGR-2) Master's programme and the Computer Science and Engineering (VTI-DR-4) doctoral degree programme.
2. The basic requirement for enrolment in a higher year of studies is the confirmation of study results in the previous academic year in the faculty's information system (FIT IS), where the results can be confirmed only after the grades for all courses have been entered into the system.
3. The students of VTI-DR-4 who have failed to complete a course shall submit an application approved by their Supervisor for transfer of the failed courses to the next academic year and an amendment to their individual study plan by Friday of the third week in August at the latest.
4. Students are enrolled in further year of studies as of 1 September of the given year, regardless of when they actually perform the enrolment.
5. Enrolment is performed in two ways – electronically or in person. The electronic form is preferred. Enrolment in person is intended for more uncommon situations (such as enrolment through a representative with the power of attorney).
6. Electronic enrolment of students through FIT IS will take place in late August or early September. Exact dates will be published at least three weeks before the beginning of enrolments in the student section of FIT IS (doctoral students must log in with a login name starting with an "x").
7. FIT IS only allows electronic enrolment to:
 - a. students of IT-BC-3 and IT-MGR-2 who have met the conditions for continuing in their studies in the year for which they are enrolling pursuant to the Study and Examination Rules of BUT and Rules on Organisation of Studies at the FIT;
 - b. students of VTI-DR-4 who have met all requisites for progression into the next academic year in accordance with their individual study plans in the academic year preceding the year they are enrolling to.Other students may only enrol in person.
8. Enrolment in person will take place in early September of the given year

a. at the Office of Study of FIT (hereinafter the "SSD FIT" for students of IT-BC-3 and IT-MGR-2;

b. at Research Department of FIT for students of VTI-DR-4.

Exact dates will be published at least two weeks before the beginning of enrolment in person in the student section of FIT IS.

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