

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY

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GUIDELINE NO. 3/2023

Enrolment to the next year of study

1. This guideline establishes the procedure for enrolment to second and higher years of study in bachelor, follow-up master and doctoral study programs.
2. Confirmation of the results of study for the last year of study is the basic condition for enrolment. The confirmation is performed in the BUT information system (abbreviated as "BUT IS").
3. Students in the doctoral study program confirm their results after obtaining the recommendation for continuing their study according to Article 15 par. 1 [Guideline no.13/2018 Rules for organisation of studies at FIT](#).
4. Students in the doctoral study program that do not pass one or more of the enrolled courses shall submit Request for change of individual study plan using BUT IS, with the request specifying that the courses shall be transferred to the following academic year. The supervisor has to approve the request and it has to be submitted no later than the 15th of August.
5. The following types of students can enrol electronically
 - a. Students of the bachelor and the follow-up master study that fulfilled all of the conditions to continue their study in the year they want to enrol in, and
 - b. Students of the doctoral study program, that fulfilled all requirements to move to the next year of study – no higher than the eighth year and did not submit the dissertation thesis thus far.
6. In-person enrolment is allowed only for students that are not able to enrol electronically (for example they continue their study based on an exception or they are enrolling after suspending the study).
7. Electronic enrolment using BUT IS usually takes place in the second half of August.
8. In-person enrolment usually takes place at the beginning of September
 - a. At the Study affairs department for the bachelor and master students and
 - b. At the Science department for doctoral study.
9. The precise dates for the academic year are going to be announced using BUT IS at least 4 weeks before the beginning of enrolment.

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