

**Date of issue:** 16. 6. 2022

**Responsible for the question of fact:** Ing. Josef Bednář, Ph.D., Vice-Dean for studies

**Binding effect:** Faculty of Mechanical Engineering, Brno University of Technology

**Replaces:** Dean's Directive No. 12/2021

**Number of pages:** 2

**Distribution list:** Study Department, System Integrator, students of FME

## **DEAN'S DIRECTIVE NO. 8/2022**

### **Enrolment in to the next year of study in the academic year 2022/2023**

Enrolment of students of higher years at FME BUT in to the next year of study in the academic year 2022/2023 will take place **only electronically through the study information system STUDIS in the period from September 1 to September 10, 2022.**

Electronic enrolment is performed by the student in the Studis information system.

#### **Electronic enrolment consists of the following steps:**

##### **1. Checking and confirming the electronic index**

- A necessary condition for enrolment is checked and confirmed study results for the previous academic year.
- According to the BUT Study and Examination Regulations, Article 11, Paragraph 5, students are obliged to check and confirm the results in their electronic index no later than 7 days after the end of the examination period. Any discrepancies must be reported immediately.

##### **2. Registration of subjects of the individual study plan**

- In Studis in the Individual plan tab, students register the subjects of the individual study plan, which they intend to study in the academic year 2022/2023.
- In Studis, the 2nd round of compulsory elective courses registration will run in the PV course registration tab. Students who did not register compulsory elective courses in the 1st round, or their registered courses were not confirmed after the 1st round, can have PV courses assigned administratively here.
- Students will not be enrolled in the academic year 2022/2023 without prior registration of courses. After enrolment, students will not be able to intervene in the Individual Plan.

##### **3. Electronic enrolment**

- In Studis, in the Enrolment tab, students complete electronic enrolment.
- Students who do not enrol in the next year of study will automatically terminate their studies after September 10, 2022.
- Enrolment will be done in accordance with Article 17 of the BUT Study and Examination Regulations. If students do not enrol without an apology within the set deadline (Article 17,

Paragraph 6), or if their apology is not accepted, their studies are terminated according to § 56, Paragraph 1, letter b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended, (hereinafter referred to as the “Act”). An apology is given to the Dean. § 68 of the Act applies to the decision-making procedure in this matter.

**The enrolment of the accepted applicants from the admission procedure in the academic year 2022/2023 takes place remotely according to the instructions from the admission procedure.**

**Handling administrative matters**

Students apply for confirmation of study in the STUDIS information system, in the link "Electronic submission of requests". Here they choose the type of confirmation for the academic year 2022/23, submit a request and receive an electronic confirmation by BUT.

The validity of the student card will be extended to students at the Study Department.

Assoc. prof., Ing. Jiří Hlinka, Ph.D.  
Dean