

**BRNO UNIVERSITY OF TECHNOLOGY**  
**FACULTY OF BUSINESS AND MANAGEMENT**

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**INSTRUCTION no. 1/2021**  
**on enrolments for study in the academic year 2021/2022**

**Article 1**  
**Subject matter**

This internal directive amends and concretizes the enrolment procedure pursuant to Article. 17 of the BUT Study and Examination Rules (SER) and Directive no. 1/2019 concerning the organization of bachelor and follow-up master courses at the Faculty of Business and Management – amendment to Article 17 SER and announces the enrolment dates.

**Article 2**  
**Enrolment of 1<sup>st</sup> year students**

- 1. Enrolment of 1<sup>st</sup> year students in** bachelor's and follow-up master's programmes will take place online based on the Enrolment In Study document printed out from the STUDIS BUT information and provided with an officially authorised signature and sent to the Faculty by the announced date. The enrolment will take place on 1<sup>st</sup> September 2021 with the document submitted by **20<sup>th</sup> August 2021**.
2. An exception will be graduates of the FBM bachelor programmes eligible for being waived the entrance exam having passed a state final exam in the academic year 2020/2021. These will come in person to the study department on the date of passing a bachelor programme state final exam.
3. Students or applicants admitted to study will sign up in the VUT STUDIS information system, Registration of Courses module, for selective and elective courses.

**Article 3**  
**Registering courses for the next study year**

1. **Students will sign up for selective and elective courses of the next study year** in the VUT STUDIS information system, Registration of Courses module, from 01. 07. to 20. 08. 2021. The required courses will be registered by default.
2. In the event a course being not opened in the next academic year due to a low number of signed-up students, students will be informed about this by the study department in a message informing the required course of further actions.
3. Pursuant to paragraph 1, registration will not be carried out by 3<sup>rd</sup> year bachelor and 2<sup>nd</sup> year follow-up master students who will enrol in study of the same year (that is, students who wish to prolong the study).

#### **Article 4** **Uncompleted courses**

1. An uncompleted **required** course will be transferred by default.
2. If a student has not completed a registered **selective course**, for the next study year, the student must register either this course again or choose another from the given group of selective courses with the same or higher number of credits. The option to register another selective course does apply to courses belonging to the courses of the profiling basis (that is, those included in the state final exam).
3. If a student has not completed a registered **elective course**:
  - a) whose credits are required for achieving the number of credits needed to complete the study, for the next year of study, the student must re-register this course or register another course with the same or higher number of credits.
  - b) whose credits added exceed the number of credits necessary to complete the study, the student does not have to re-register such a course.
4. The below uncompleted courses will not be transferred to the next year of study:
  - a) elective courses Practical Class in Mathematics 1 and 2, Practical Class in Mathematics 1 and 2 – in Russian, Practical Class in Mathematics for Computer Experts 1 and 2, Practical Applications of Investment Strategies in Financial Markets (both autumn and spring semesters);
  - b) elective courses – foreign languages taught at the Institute of Languages of BUT Faculty of Electrical Engineering and Communication and the Institute of Social Sciences at the BUT Faculty of Civil Engineering;
  - c) elective sports class at the BUT Centre of Sports;

- d) free courses.
5. A **written application** for change of a registered selective course (Paragraph 2), change of an elective course (Paragraph 3a)), cancellation of an elective course for the next academic year (Paragraph 3b)), must be submitted by a student (in person, by post, by e-mail) to the study department **by 20. 08. 2021**. No application is required for the courses not to be transferred, this is the default option.
  6. If a student does not submit an application pursuant to Paragraph 5 by the set deadline, the courses transferred to the next academic year by 01. 09. 2021 will include all uncompleted selective and elective courses (except for the courses listed in Paragraph 4).
  7. The uncompleted courses requiring a final exam or graded class credit will be graded by an "F" pursuant to Article. 11 Paragraph 3 SER. The grade of "F" will be entered into the information system by default on 01. 09. 2021.

## **Article 5**

### **Enrolment of students for the year of study combined with check on the current study**

1. **Students eligible for a higher or the next year of study will enrol online** in the VUT STUDIS information system **from 01. 7. to 20. 08. 2021**. The eligibility is conditioned by:
  - meeting the conditions of continuing the study (to be checked by the study department in the information system),
  - a check of the electronic student's book (to be carried out by the student in the information system),
  - registering the prescribed number of credits (courses) for the higher year (see Article. 3) (this does not apply to students who wish to prolong the study by re-enrolling in the 3<sup>rd</sup> year of a bachelor's programme or the 2<sup>nd</sup> year of a follow-up master's programme).

#### **Method:**

- 1) In the "Electronic student book" module, the student verify the data for the academic year 2020/2021. The incompatibilities if any must be resolved in cooperation with the teacher in charge of the course or with the director of the institute. This verification and approval of the data will then be confirmed by clicking on the "OK" button.
- 2) Given that all the conditions are fulfilled, in the Enrolment module, the student will click OK to give consent to being enrolled in the academic year 2021/2022.
- 3) Based on a confirmed consent with the enrolment in the next year, the student will be asked by a study-department officer to get enrolled in the **first week of September** without being present at the study department. The student may then check whether the enrolment has been carried out in the Study module, where the year 2021 will be

set for the selected study, in the Change Description column, the item „11 – regular enrolment" will appear dated 01. 09. 2021. Then an application can be filed for **electronic confirmation of study** in the "Electronic application filing" module – application type "*Confirmation of study for the current academic year*".

- 4) The confirmations needed in paper form, the validation marks for the student ID, etc. can be obtained at the study department in the office hours on Thursday **02. 09.** and on Wednesday **08. 09.** and **15. 09. 2021 from 8:30 to 11:00. and from 12:30 to 15:00. from 20. 09. 2021** in the working hours at the study department.

**2. The following students will come in person to enrolment at the study department:**

- after suspending the study,
- not meeting any of the above conditions for electronic enrolment pursuant to Article 5 Paragraph 1) and those granted a waiver for the conditions of study.

**Method** (does not apply to students after study suspension) - a student:

- 1) checks on his/her electronic book in the STUDIS BUT information system for the academic year 2020/2021 ("Electronic student book" module).
  - 2) in the event of any inconsistencies, will resolve these in cooperation with the teacher in charge of the course or with the director of the institute.
  - 3) will print the verified electronic 2020/2021 student book, check approval and sign the printed document.
  - 4) on **02.09. or 06.09. from 8:30 to 11:00** will come to the study department for enrolment.
3. If a student will not enrol on the above dates without excuse or with an excuse that is not accepted by the dean, pursuant to Section 56 Paragraph 1 Item b) of Act 111/1998 Coll. concerning universities, the student's study will be terminated. An excuse must be sent to the dean within 5 working days of the enrolment date or of the disappearance of obstacle preventing the excuse (BUT Study and Examination Rules no. 17 Paragraph 6).

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Dean