Instructions regarding electronic enrolment for doctoral students – 1st year

Your questions concerning study matters should be addressed to noskova@vut.cz or phone ext. 6328

Students of a doctoral degree study program enrol electronically in the central information system Apollo. Access to IS Apollo is enabled after installation of application interface (https://www.vut.cz/en/is).

After signing in IS Apollo (the present login and password are still valid for this year's graduates of FEEC BUT, other students will obtain them along with the letter of admission), proceed as follows:

- Klick on **Studies** in the menu
- Select **PhD studies**
- Tab **Studies** – fill in the fields under the tabs: **Time Schedule**, **Scientific-research activity**, **Pedagogic activities**, **Participation at events**. (The text you fill in will be included in your individual study plan.) To confirm the changes, click on **Save** button.
  In this stage, do not yet tick the box **"approved by the student"**. Once this box is ticked, the access to editing the contents is blocked.

- Tab **Subjects**.
- Click the button **Add** to select the courses to enrol to and add them to the list of courses.
- To alternatively delete the courses from your list, click the button **Delete**.

In the course of the enrolment procedure you can view the print report of the unfinished individual study plan in **Studies** tab **File/Print - Náhled (Preview).**

If the enrolment in the subjects was carried out - you have filled in all the particulars needed in your individual study plan and enrolled in the subjects selected from the menu – tick the box **"approved by the student"** in **Studies** tab. Your supervisor will confirm your enrolment in a similar way.

Attention: Once the enrolment is confirmed, the system will not allow you to edit the entries. Therefore, check your entries thoroughly before you take this step!!!

By internal decision, the Chair of the Study program board sets the deadline for the completion of the individual study plan by the student (in cooperation with the supervisor) in order to ensure that the IS Apollo ISPs are also approved by the Chair of the Study program board by October 15. Subsequent approval by the dean will be ensured by the Scientific Department.