

Regulation

Electronic course registration in 2022/23 Winter and Summer Semester for full time students

1ST YEAR FOR ALL BACHELOR STUDY PROGRAMMES (BPA)

Enrolment to 1st year of study is held in person during June and July 2022, but it can also be held on 1st September 2022 as a substitute date.

Winter semester courses will be registered to a student electronic index automatically. Students enrolled to study will be included in scheduled units of study.

Winter semester schedules will be published from 10 September 2022 at the latest in the BUT Information System (further referred to as IS BUT).

BPA 1st year students do not register electronically in Winter semester by themselves.

SENIOR YEARS OF BACHELOR STUDY (BPA) AND ALL MASTER STUDY YEARS (MPA)

All uncompleted obligatory courses from the previous academic year will automatically reappear in the registration.

Winter semester schedules will be published from **31st August 2022** in IS BUT at the latest.

Bachelor and master study students intending to complete their studies in 2022/23 will carefully check if they have registered all the courses necessary to fulfil the credit layout requirements. They also need to check all the conditions stipulated by study plans!

In a follow-up master study a student shall not register a course which was successfully completed in the bachelor study at the FEEC.

At the registration a student is obliged to confirm the Agreement with Results in IS BUT.

From 7 to 12 September 2022 each student is obliged to register courses for Winter as well as for Summer semesters. Scheduled course units will be registered only for Winter semester!

Registration will be published in IS BUT according to the following schedule:

| <i>Date and time</i> | <i>Day</i> | <i>Study programme</i> | <i>Year</i> |
|-----------------------------|------------|-------------------------|-------------|
| 7 September from 10:00 a.m | Wednesday | All Master programmes | 2 |
| 7 September from 2:00 p.m. | Wednesday | All Master programmes | 1 |
| 8 September from 10:00 a.m. | Thursday | All Bachelor programmes | 3 |
| 8 September from 2:00 p.m. | Thursday | All Bachelor programmes | 2 |

After the course registration each student must register also all types of course units!!

If **scheduled courses overlap**, either of the following steps should be taken:

- selection of different course time (the same course scheduled at different time),
- deregistration of the colliding course and registration of another course with an adequate number of credits.

On Monday 12 September 2022 at 10.00 a.m. all FEEC registered courses in which students fail to schedule all types of course units will be deleted from IS BUT. The aim is to enable other students to register in free capacity of the courses. Still, a student can register deleted courses in the future.

A student will make sure that the total credit sum ranges from **30 to 75 credits**.

An exemption applies to students who:

- have been allowed a **credit increase** based on their application, and credit limit in IS BUT was increased to the permitted number,
- in 2022/23 academic year they will complete their study and after having fulfilled a credit layout they can register courses with the total number of credits lower than **30 credits**.

If the **total credit sum** of registered courses **exceeds** the limit, a student is obliged to deregister such course (except for an obligatory course registered for the second time) so that the requested number of credits condition was fulfilled.

A student registers courses in compliance with the requested conditions and he/she **confirms the enrolment** in IS BUT **no later than 12 September 2022**.

Students who interrupted their studies and will continue in 2022/23 are obliged to attend the Study Department and ask for enrolment opening till **5 September 2022** and till **12 September 2022 at the latest** they shall register courses (optional courses can be registered only within a free capacity).

Further potential problems can be solved with a study officer before registration termination deadline.

If a student does not confirm enrolment in IS BUT till 12 September 2022, proceedings to study termination will be initiated!

In such a case a student is obliged to attend the Study Department to handle all final formalities no later than **13 September 2022**.

If a student registers a course **for the second time** and the Course Guarantor recognizes his/her successful completion of the instruction (e.g. laboratory lessons), such a student will not register in the course. A Guarantor shall enter the **course recognition** in IS BUT no later than **12 September 2022**. An application for a course recognition can be emailed to the Guarantor.

Electronic registration dates for summer semester 2022/23 will be added to the Regulation later on.

Continuous checking of the course of study

In order to advance to the following year of study a student shall gain **30 credits at minimum** within an academic year. In case a student studies only 1 semester within an academic year (e.g. after interruption of studies), he/she shall gain 15 credits at minimum. Credits for recognized courses and for bachelor or diploma thesis are not considered. If a student **registers an obligatory course for the second time** within an academic year, he/she shall complete it successfully as scheduled. Such conditions are checked automatically by IS BUT. If a student fails to fulfil one of the conditions, his/her study will be terminated.

A student is obliged to check continuously the course of his/her studies in IS BUT and solve any potential issues with the Study Officer at the Study Department.