

Regulation

Registration of full - time students of bachelor and follow-up master study programmes in 2023/24

1st year for all bachelor study programmes (BSP)

Enrolment to 1st year of study is held in person after previous arrangement by an e-mail sent to the study department.

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 2023 at the latest in the BUT Information System (further referred to as IS BUT).

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

Senior years of bachelor study and all master study years

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

Winter semester schedules will be published from **31st August 2023** in the IS BUT at the latest.

In case a student, for **serious** reasons, requires an **increase in number of credits** above the set limit, he/she shall submit an **application** signed by hand requesting an increase in credits with a **proper reasoning** to the Study Vice-Dean via the Study Department.

Increase in Number of Credits Application shall contain:

- student name and surname, student ID, year of study and study programme,
- overall number of credits in all courses registered so far,
- overall number of credits obtained so far,
- overall number of required credits for a given academic year,
- study e-mail, date of application submission, autograph

Applications failing to comply with the requirements will not be handled.

Applications can either be handed over to the Study Officer or they can be delivered by post to the Study Department by **31 August 2023** at the latest. Increase in number of credits will be permitted exceptionally after considering the gravity of listed reasons and it will be conditioned by student's study results assuming a successful completion of all registered courses. If an application is approved, a student will have a number of credits increased to the requested limit in the IS BUT.

Bachelor and master study students intending to complete their studies in 2023/24 will carefully check if they have registered all the courses necessary for fulfilling 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 the IS BUT.

From 8 to 12 September 2023 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 the IS BUT according to the following schedule:

<i>Date and time</i>	<i>Day</i>	<i>Study programme</i>	<i>Year</i>
8. 9. from 10 a.m.	Friday	All Master programmes	2
8. 9. from 12 p.m.	Friday	All Master programmes	1
8. 9. from 11 a.m.	Friday	All Bachelor programmes	3
8. 9. from 1 p.m.	Friday	All Bachelor programmes	2

For all registered courses all types of course units shall be scheduled.

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 Tuesday 12 September 2022 at 10.00 a.m. all optional registered courses in which students fail to schedule all types of course units will be deleted in the 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 only to students who:

- have been allowed a **credit increase** based on their application, and a credit limit in the IS BUT was increased to the permitted number,
- in 2023/24 academic year they will complete their study and for fulfilling credit layout requirements it is enough for them to 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 delete any course (except for an obligatory course which is re-registered) in the IS BUT, so that the requested number of credits condition was fulfilled.

A student registers courses in compliance with all requested conditions and he/she **confirms the enrolment** in the IS BUT **no later than 12. 9. 2023**.

Students who interrupted their studies and will continue in 2023/24 are obliged to ask the Study Officer for enrolment opening till **7.9.2023** and till **12.9.2023 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 fails to confirm enrolment in the IS BUT till 12. 9. 2023, proceedings to study termination will be initiated!

If a student wishes to **re-register** a course 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 the IS BUT no later than **12. 9. 2023**. An application for a course recognition can be emailed to the Guarantor.

Electronic registration dates for summer semester 2023/24 will be announced later.

Continuous study check

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 **re-registers an obligatory course** within an academic year, he/she must complete it successfully in this particular year. Such conditions are checked automatically by the IS BUT.

If a student fails to fulfil some of the conditions, his/her study will be terminated.

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

Prof. Tomáš Kratochvíl
Vice-Dean for External Relations