**Advancement of FAFNR students to higher years without participation in common enrolment.**

***Enrolment into a higher year can be done in the system from 1 July 2022.***

**Students who:**

1. **have already fulfilled, or will fulfil by 2 September 2022, all study obligations** (exams, credits) prescribed by the study plan for the academic year 2021/2022, will enrol themselves into a higher year in UIS via "**Student´s Portal → Registration/Enrolments → E-enrolment**" by clicking on the button "**Make e-enrolment**" no later than 8 September 2022. In the enrolment sheet for the period of WS 2022/23 and SS 2022/23, click in both periods

**Add required courses**. This button will enrol your courses for the next term

*(the system will ask you to confirm your academic results before enrolling in the next term).*

1. **have not fulfilled, and will not fulfil by 2 September 2022**, other study obligations prescribed by the study plan for the academic year 2021/2022, **but have simultaneously obtained 50 or more credits** (Study and Exam Rules Art. 10). These students will **notify** (by 8 September 2022 at the latest) their student officer that they wish to advance to a higher year and transfer their unfulfilled study obligations to a higher year, (the form can be found on the faculty's website **"Study → Study documents → Forms and Requests → form REQUEST GENERAL**

*Please note: If you have more than 50 credits and have not already completed the course for the second time, submit a request for a third enrolment in the course (form* **REQUEST GENERAL***), this request will be granted.*

1. **have not fulfilled, and will not fulfil by 2 September 2022**, other study obligations prescribed by the study plan for the academic year 2021/2022, **and at the same time have not obtained 50 credits** (Study and Exam Rules Art. 10). These students **will apply** (no later than 8 September 2022) to their student officer for advancement to a higher year and transfer of the unfulfilled study requirements to a higher year according to the following rule:

* you have not fulfilled 1 to 2 courses => form **REQUEST GENERAL**

(this request will be granted)

• you have not fulfilled 3 to 5 courses => form **REQUEST GENERAL**

(this request will be granted)

* you have not fulfilled 6 or more courses => you can notify the student officer of termination of your study (form **INTERRUPTION AND TERMINATION OF STUDIES**).

*Please note: If you have less than 50 credits and have not completed the course for the second time, you may notify the student officer of your termination*

*(form* **INTERRUPTION AND TERMINATION OF STUDIES***).*

Forms can be found on the faculty's website **"Study → Study documents → Forms and Requests: https://www.af.czu.cz/en/r-9372-study/r-9482-study-documents**

1. do not comply with the conditions of points 1-3, or **need consultation with the study department**, will attend the enrolment into the higher year on the specified dates (under the sanitary measures in force at that time) directly at the study department:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office** | **Date** | **Time** | **Programmes** | **Student Officer** |
| **A114** | **6.9.2022** | **9,00-11,00 am** | **Bc. up to 2nd year** | **Mgr. Petra**  **Hofmanová** |
| **7.9.2022** | **9,00-11,00 am** | **Bc. up to 3rd year** |
| **8.9.2022** | **9,00-11,00 am** | **MSc. up to 2nd year** |

**The Dean of FAPPZ will decide on the submitted request and announce the result by the end of September.**

The student officer will continuously monitor the fulfilment of study obligations and after checking will enrol the students (complying with points 2 and 3) into a higher year. Similarly, students can track "their" enrolment progress in UIS in the "Student´s Portal" (line under the Student´s Portal). **After the promotion date, you can print out and have your "Study confirmation form" verified at the Czech Point** (Student´s Portal -> Print documents)". **You can then upload the electronic confirmation of studies to the Czech Point depository** at: https//www.czechpoint.cz/uschovna and have it verified at any Czech Point. It can be signed and stamped by student administrative officer during office hours.

**Enrolment into the timetable**

Enrolment will be open to Master's students on 19 September 2022 from 16:00 to 23:00. Enrolment will be open to Bachelor's students on 20 September 2022 from 16:00 to 23:00.

The closing date for enrolment remains the same for all, namely Sunday 25 September 2022 at 23:59.

**Applications for a merit scholarship** (form **Request** can be found on the Faculty's website **"Study → Study documents → Forms and Requests**) for the academic year 2021/2022 should be submitted on a rolling basis (by post, via email, in person) to your student administrative officer, but no later than 31 October 2022. Information about the merit scholarship can be found on website:

**https://www.af.czu.cz/dl/99783?lang=en**