

Advancement of FAFNR students to higher year

Enrolment into a higher year can be done in the system from 1 July 2023.

Students who:

- 1) **have already fulfilled, or will fulfil by 5 September 2023, all study obligations** (exams, credits) prescribed by the study plan for the academic year 2022/2023, will be automatically enrolled into a higher year by their study coordinator during August and September.
- 2) **have not fulfilled, and will not fulfil by 5 September 2023**, other study obligations prescribed by the study plan for the academic year 2022/2023 **but have simultaneously obtained 50 or more credits** (Study and Exam Rules Art. 10). These students will **notify** (by 8 September 2023 at the latest) their study coordinator 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 "**Student's portal → Contact centre → Notification of enrolment in a higher year**").

*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 **GENERAL REQUEST**), this request will be granted.*

- 3) **have not fulfilled, and will not fulfil by 5 September 2023**, other study obligations prescribed by the study plan for the academic year 2022/2023, **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 2023) to their study coordinator 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 **Notification of enrolment into a higher year** (this request will be granted)
 - you have not fulfilled 3 to 5 courses => form **Request for repeating a year** (this request will be granted)
 - you have not fulfilled 6 or more courses => you can notify the study coordinator of termination of your study (form **Declaration of 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 study coordinator of your termination (form **Declaration of termination of studies**).*

- 4) **have fulfilled all study obligations for the whole study, but did not attend the FSE**, will first consult the study coordinator ideally via email about the next steps and subsequently will fill in the form for Request for repeating a year, General Request or ISP, or Request for interruption of studies.

All forms are available at **Student's portal → Contact centre**.

5) do not comply with the conditions of points 1-4, 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	5.9.2022	9,00-11,00 am	Bc. up to 2nd year	Mgr. Petra Hofmanová
	6.9.2022	9,00-11,00 am	Bc. up to 3rd year	
	7.9.2022	9,00-11,00 am	MSc. up to 2nd year	

The Dean of FAFNR 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 study coordinator during office hours.

Enrolment into the timetable

Enrolment will be open to master's students on 18 September 2023 from 16:00 to 23:00. Enrolment will be open to bachelor's students on 19 September 2023 from 16:00 to 23:00. The closing date for enrolment remains the same for all, namely Sunday 24 September 2023 at 23:59.

Applications for a merit scholarship for the academic year 2022/2023 should be submitted through "Student's portal → Contact centre → General request, no later than 31 October 2023. Information about the merit scholarship can be found here (section LEGISLATIVE DOCUMENTS):

<https://www.af.czu.cz/en/r-9372-study/r-9482-study-documents>