

Enrolment in higher years of study for the 2024/2025 academic year

WILL TAKE PLACE THROUGH THE CONTACT CENTRE

Enrolment in higher years for full and part-time students for the 2024/2025 academic year will take place on the following dates:


9 - 13 September 2024

1. Students who have **attained 50 credits or more** and have completed all assessments and exams, and students who are transferring a maximum of 2 incomplete courses, select the **Request to enrol to the subsequent study year (I have obtained at least 50 ECTS)** form in the Contact Centre and attach their study overview (found in the student portal – Print documents – Study overview).
2. Students who have **attained at least 25 credits up to and including 49 credits** can advance to a higher year of study based on the decision of the faculty management and therefore select the **Request to enrol in the subsequent study year (I have obtained a minimum of 25 and a maximum 49 ECTS)** form in the Contact Centre, list which courses they have not fulfilled and attach their study overview (found in the Student portal – Print documents – Study overview).
3. Students who will be **repeating a year** will select the **Request to repeat Study year/Study Programme** form in the Contact Centre, list the uncompleted courses and attach their Study overview (found in the student portal – Print documents – Study overview). **If they also need to apply for an exception** from the Dean of the Faculty due to enrolling in a course for a third time or repeating a repeat year, they **should note that on this form!**
4. Students who decide **not to continue their studies** will select the **Announcement of Study termination/Leave** form from the Contact Centre.

We would like to inform you that the last date for taking assessments and exams is 6 September 2024. Before enrolling each student will check that all assessments and exams have been completed in UIS. The 2024/2025 academic year will begin on 30 September 2024.

If you have any questions, please contact your Student Affairs Officer.

In Prague, 20 March 2024


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