



**SILESIAN
UNIVERSITY**

SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Dean's Decision No. 9/2023

Study check for the ac. year 2022/2023, registration of courses in the winter semester for the ac. year 2023/2024 and enrollment in the ac. year 2023/2024 for students of full-time and part-time forms of study in Bachelor's and Master's degree programs at the School of Business Administration in Karviná

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Article 1

Introductory provisions

In accordance with Articles 14, 15 and 16 of the Study and Examination Regulations for students of Bachelor's and Master's degree programs at the Silesian University in Opava, as amended (hereinafter referred to as "SER") and the Dean's Decision No. 5/2023 Schedule of educational activities for the academic year 2023/2024, I hereby establish the following procedure for conducting the study check for the academic year 2022/2023, registration of courses in the winter semester of the academic year 2023/2024 and enrollment of Bachelor's and Master's students in the academic year 2023/2024 in full-time and part-time forms of study.

Article 2

General guidelines

- 1) The date of fulfilment of study obligations for the academic year 2022/2023 was set by the schedule of the academic year at **August 31, 2023**.
- 2) Registration of courses (including seminar groups) for the winter semester of the academic year 2023/2024 (applies to all years of study) **in the IS SU** will take place **in the period from September 12, from 5:00 p.m. to September 24, 2023 11:59 p.m.**

Article 3

Registration of courses

- 1) Registration of courses for the winter semester of the academic year 2023/2024 is conducted electronically via IS SU <https://is.slu.cz/>.
- 2) Detailed instructions and guidelines for registering courses in the IS SU are available in Help section: <https://is.slu.cz/help/student/registrace?lang=en>.

Article 4

Study check and enrollment in the academic year

- 1) Enrollment in the academic year is fulfilled if the student completes the registration of courses in the IS SU within the set deadline.
- 2) Students are required to check completed course-credits and grades for courses for the previous academic year in the IS SU.
- 3) The Study Office will conduct study check for the academic year 2022/2023 electronically in the IS SU after the examination period specified in the Dean's Decision No. 5/2022 Schedule of educational activities for the academic year 2022/2023, without personal participation of students.

Article 5

Conditions for enrollment in the academic year

- 1) If the student does not meet the conditions for enrollment in the academic year and does not apologize within 5 working days, he / she ceases to be a student according to § 56 par. 1 b) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as the "Act").
- 2) A student who meets the following conditions may be enrolled:
 - no later than on the date of study check for the last evaluated academic year, he / she has gained 40 or more credits in the IS SU on the date of fulfilment of study obligations provided that it is not a graduate year (SER Art. 11 par. 7),
 - no later than on the date of study check for the previous academic year, it is registered in the IS SU on the date of fulfilment of study obligations that he / she has successfully completed repeatedly enrolled courses.
- 3) If the student has no registered courses in the IS SU in the winter semester of the first year of study, his / her study is terminated according to § 56 par. 1 b) of the Act under Article 21 par. 3 b) SER.

Article 6

Changes in the registration of courses

- 1) Changes in the registration of courses for the winter semester of the academic year 2023/2024 can be made no later than October 1, 2023.

Article 7
Final provisions

- 1) This Decision shall enter into force and effect on September 1, 2023.

In Karviná on August 14, 2023

doc. RNDr. Ing. Roman Šperka, Ph.D.
Dean

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