

Pilsen, June 12, 2023
Č. j.: ZCU 013915/2023

Instruction No. 2DP/2023 of the Dean of the Faculty of Economics UWB

Organization of enrollment of doctoral students in the academic year 2023/2024

Art. 1 – General information

1. The examination period in the academic year 2022/2023 ends on August 31, 2023.

Art. 2 – Enrollment form and deadlines

1. The student enrolls for the 2023/2024 academic year **in person**.
2. Enrollments always take place from 9:00 a.m. in the UL 405 office as follows:
 - a) September 1, 2023 – students of the first year of doctoral studies in Czech;
 - b) September 4, 2023 – students of the second and higher years of doctoral studies in Czech;
 - c) September 5, 2023 – students of all years of doctoral studies in English;
 - d) September 15, 2023 – students admitted in the second round of the admission procedure and alternative date for other students.
3. The student is obliged to check the data in IS/STAG before enrolling in the higher year. Any inconsistencies between the data in IS/STAG must be resolved by the student with the relevant department **before the enrollment deadline**. If inconsistencies in the data in IS/STAG are detected during enrollment, the enrollment cannot be performed.
4. **Enrollments are mandatory**. Failure to fulfill this obligation is grounds for termination of studies according to the Study and Examination Order (hereinafter referred to as "SZŘ"), Art. 114, paragraph 1, letter c).

Art. 3 – Enrollment conditions

1. In accordance with Article 18, paragraph 3 of the SZŘ, I stipulate: **A student may enroll in a maximum of 65 credits in a study program in one academic year**. If there is a serious reason for this, the dean may, at the student's request, allow the enrollment of subjects above this limit.

Art. 4 – Alternative date of enrollment

1. If the student does not make a proper enrollment within the set deadline, he can ask the dean (through the study department) within three working days after the deadline, or after the removal of the obstacle preventing the excuse, to excuse the missed deadline for realizing the enrollment; the dean will consider the seriousness of the reason, and if she grants the request, she will set the student a date for extraordinary enrollment (SZŘ, Art. 16, paragraph 2).
2. A student going on an internship abroad can request an earlier enrollment date.



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