



**Directive of the Dean of the Faculty of Economics, of the Technical University of Liberec
No. 1/2021**

Title	Electronic Submission of Applications in the Field of Study Administration			
	Name	Position	Date	Signature
Guarantor:	Ing. Otakar Ungerman, Ph.D.	vice-dean	16. 10. 2024	
Approved by:	doc. Ing. Aleš Kocourek, Ph.D.	dean	31. 10. 2024	
Review:	03	Effective from:	31. 10. 2024	
File symbol:	A I 2 2	Shredding symbol:	A 5	

For information purposes only. The Czech version of the Dean's Directive is legally binding.

**Article 1
General Provisions**

- (1) This Directive defines electronic submission of study administration in accordance with [Section 68 of Act No. 111/1998 Coll.](#), on Higher Education Institutions and on Amendments to Other Acts, as amended (hereinafter referred to as the "Act"), with the valid [Statutes of the Technical University of Liberec](#) (hereinafter referred to as the "TUL") and the valid [Study and Examination Regulations of the TUL](#).
- (2) This Dean's Directive extends the Rector's Directive No. 5/2020 on Electronic submission of applications in the field of study administration, to which it is subordinated.
- (3) FE TUL students submit electronic applications related to study administration via the information system STAG and FE TUL staff process applications. These are as follows:
 - a) Application for the recognition of courses completed during previous or concurrent studies at the TUL or at another university.
 - b) Application for the 3rd examination date.
 - c) Application for the 3rd registration of a course.
 - d) Another types of requests in the field of study administration according to Article 5 of this Directive.
- (4) The Dean of the FE TUL or the appointed Vice-Dean (who has been assigned the role of Secretary in IS STAG) of the relevant faculty decides on the applications referred to in paragraph (3).
- (5) An appeal against a decision issued by the Dean of the FE TUL within the procedure concerning the applications referred to in paragraph (3) is admissible. The Rector is the appeal authority. The Rector reviews the compliance of the disputed decision and the proceedings that preceded the issuance of the decision with the legal regulations and internal regulations of the TUL and the FE TUL. The Rector may assign the review of the application to the appropriate Vice-Rector who has been assigned the role of Vice-Rector in IS STAG.
- (6) The following types of applications are also submitted and processed electronically via IS STAG:
 - a) Application for social scholarship.
 - b) Application for accommodation scholarship.



Submitting and processing of applications is governed by the [Scholarship Regulations of the TUL](#), details for allocating social and accommodation scholarships are published on the TUL intranet. The submission and processing of applications is not the subject of the Rector's Directive.

(7) Following applications cannot be submitted and processed electronically via IS STAG:

- a) Appeal against the decision to charge the tuition fee.
- b) Appeal against the decision on not being admitted to studies.
- c) Appeal against the decision on termination of studies.
- d) Request for study interruption.
- e) Request for extension of study interruption.
- f) Request for termination of study interruption.
- g) Request for a change in the content of the Individual Study Plan of a Ph.D. student.
- h) Application for the Dissertation Defence of a Ph.D. student.
- i) Withdrawal of the application for the Dissertation Defence.

The above mentioned applications are submitted in a paper form through the relevant Study Department or Dean's Office.

(8) In accordance with Article 29, paragraph (2) of the [Study and Examination Regulations of the TUL](#), the Rector decides on the recognition of the previous education obtained at a university abroad following an application submitted in a paper form.

Article 2

Submission of Application for Recognition of Courses Completed in Previous or Concurrent Study at TUL or Another University

- (1) In accordance with Article 29 of the [Study and Examination Regulations of the TUL](#), a student submits an application for **recognition of courses** completed in previous or concurrent study (at TUL or another university in the Czech Republic or abroad) electronically via IS STAG no later than **in the first two weeks** of the semester in which the course is taught.
- (2) Within IS STAG in the section "My study" in the tab "Student application forms" the student selects "Application for the recognition of the courses". The application form has three sections:

- a) The left part displays the courses of the current study plan.
- b) The right part displays successfully completed courses from previous or concurrent study at the TUL.
- c) Paired courses are displayed in the middle part.

(3) When submitting the application, the student may combine three basic options:

- a) Recognition of all courses from previous or concurrent studies at TUL:

At the end of the course list of the current study plan, the student selects the "Pair all" option. All courses of the current study plan are thus added to the application for which there is an alternative course from previous or concurrent study at the TUL which the student has already completed.

By clicking on the "Pair courses and submit an Application for recognition" button, the student includes these courses in the application. If necessary, the student can add a reason to the application and save the application by pressing the "Submit application" button.

- b) Recognition of individual courses from previous or concurrent studies at TUL:



The student selects the appropriate course in the list of courses of the current study plan (on the left) by clicking on its abbreviation. In the list of completed courses, the student selects the corresponding course by clicking on its abbreviation. If necessary, the student can add a reason and a note to the course.

By clicking on the "Pair courses and submit an application for recognition" button, the student includes this course in the application. If necessary, the student can add a reason to the application and save the application by pressing the "Submit application" button.

The student will repeat this process for all courses for which the recognition is requested.

- c) Recognition of individual subjects from previous or concurrent studies at another university:

The student selects the appropriate course in the course list of the current study plan (on the left) by clicking on its abbreviation. In the right part of the application, the student fills in all the required information on the completed course (including a link to the syllabus of the course).

By clicking on the button "Add course to pair", then on the button "Pair courses and submit an application for recognition" the student includes this subject in the application. If necessary, the student can add a reason to the application and save the application by pressing the "Submit application" button.

The student will repeat this process for all courses for which the recognition is requested.

- (4) After filling in all courses for recognition, it is necessary to press the "Submit application" button. Until the receipt of the application is confirmed in IS STAG by the FE TUL Study Department, the student can modify or supplement it.

Article 3

Submission of Application for the Third Examination Date

- (1) In accordance with Article 10, paragraph (10) of the [Study and Examination Regulations of the TUL](#), the student submits an application for **the third examination date** electronically via IS STAG **without undue delay**.
- (2) Within the IS STAG, section "My study", tab "Student application forms", the student selects "Application for the third examination date".
- (3) In the application form, the student fills in the reason for the application and may attach supporting documentation in pdf format.
- (4) The student saves the application by pressing the "Submit application" button. Until the receipt of the application is confirmed in IS STAG by the relevant Study Department, the student can modify or supplement it.
- (5) Upon confirmation of the request, the lecturer of the relevant subject shall recommend or not recommend the granting of a third resit via IS STAG. The course lecturer will navigate to the "Detail" link in IS STAG for the specific request, which will open the comment form. In this form, one of the options ('Recommend' or 'Do not recommend') is selected and an explanation in the form of a "Comment" may be added if necessary. After completing the form, the subject lecturer submits the statement by pressing the "Save" button. This is followed by a decision of the Dean of the Faculty.
- (6) If the request for the third examination date is approved, the examiner will allow the student to participate in the examination date announced in IS STAG without being formally registered for this date in IS STAG. The relevant department will ensure that the student is additionally registered in IS STAG for the 3rd resit examination date at the same time as the examination result is entered.



Article 4

Submission of Application for the Third Registration of a Course

- (1) In accordance with Article 9, paragraph (9) of the [Study and Examination Regulations of the TUL](#), the student submits the Application for the third registration of a course electronically via IS STAG **without undue delay** and **no later than the date set by the TUL calendar of the academic year**. Specific deadline for submitting the application may be set by the Dean of the Faculty.
- (2) Within IS STAG, section "My study" in the tab "Student application forms", the student selects "Application for the third registration of a course".
- (3) In the application form the student fills in the reason for request and may attach supporting documentation in pdf format, which consists of the course of study form generated from IS STAG, section "My study", tab "Course of study".
- (4) The student saves the application by pressing the "Submit application" button. Until the receipt of the application is confirmed in IS STAG by the FE TUL Study Department, the student can modify or supplement it.

Article 5

Submission of Other Types of Requests in the Field of Study Administration

- (1) In accordance with the [Study and Examination Regulations of the TUL](#), students submit other requests electronically through IS STAG, section "My studies", tab "Student application forms", where the student selects "Another type of request". The purpose of the request is specified manually. These are as follows:
 - a) **request to be excused from preliminary enrolment into the next year of studies** (in accordance with Article 8, paragraph (8) of the [Study and Examination Regulations of the TUL](#)). The student states the type and purpose of the request in the "Reason for Request". Based on the student's request, the Dean may decide on an exceptional form of enrolment in further studies.
 - b) **request for a compensatory or other date of enrolment into the next year of studies** (in accordance with Article 7, paragraph (7) or in accordance with Article 30, paragraph (13) or in accordance with Article 33, paragraph (1) b) of the [Study and Examination Regulations of the TUL](#)). The student states the type and purpose of the request in the "Reason for Request". Along with the request the supporting documentation in pdf format shall be attached. The supporting documentation includes Enrollment Sheet A for the past academic year and Enrollment Sheet B for the current academic year. The student generates Enrollment Sheets from IS STAG, section "My studies" in the tab "Course of study".
 - c) **request for a commission review of the reasons for not awarding credit** (in accordance with Article 10, paragraph (4) of the [Study and Examination Regulations of the TUL](#)). The student states the type and purpose of the request in the "Reason for Request". The student attaches to the request supporting documentation in pdf format, which consists of the General Application for Study Purposes (available on the FE TUL [website](#) under Official Board → Faculty Documents → Forms and Applications) with the lecturer's statement.
 - d) **request for a resit of an examination in front of a commission** (in accordance with Article 10, paragraph (12) of the [Study and Examination Regulations of the TUL](#)), the student states the type and purpose of the request in the "Reason for Request". If the request is approved, the Dean will appoint a commission and schedule the resit of an examination.



- e) **request for remission of the minimum number of 35 credits for enrolment in the next year** (in accordance with Article 7, paragraph (6) of the [Study and Examination Regulations of the TUL](#)), the student states the type and purpose of the request in the "Reason for Request" and attaches supporting documentation in pdf format, which consists of the course of study form generated from IS STAG, section "My study", tab "Course of study". Based on the student's request, the Dean may decide on a remission of the minimum number of 35 credits for enrolment if the student has to obtain less than 35 credits for proper study termination..
- f) **request for cancellation of the enrolment of a course from the student's personal study plan** (in accordance with Article 4, paragraph (6) of the [Study and Examination Regulations of the TUL](#)), the student states the type and purpose of the request in the "Reason for Request". Based on the student's request (or the Dean's own initiative), the Dean may decide on cancellation of a compulsory or optional subject from the student's study plan and at the same time determine which subject equivalently replaces cancelled subject.
- g) **request for change in the student's study plan** (in accordance with Article 9, paragraph (2) of the [Study and Examination Regulations of the TUL](#)), the student states the type and purpose of the request in the "Reason for Request". The student attaches supporting documentation in pdf format which consists of list of subjects for enrolment along with the scheduling event (day, time). Changes in the study plan beyond the set deadline are approved by the Dean upon the student's request.
- h) **request for permission of a mobility abroad** (in accordance with Article 7, paragraph (3) of the Dean's Directive 3/2022 on providing foreign mobility of the FE TUL students), the student states the type and purpose of a request in the "Reason for Request" and fills in reasons for not meeting the necessary study conditions for mobility abroad.
- i) **request for granting an exceptional scholarship to foreign students studying in the Czech language** (in accordance with Article 2, paragraph (5) of the Dean's Directive 4/2017 on awarding and determining the amount of scholarships to foreign students studying in the Czech language at the FE TUL), the student states the type and purpose of the request in the "Reason for Request" and indicates the extent of fulfilling the conditions for awarding an exceptional scholarship.
- j) **a request for the possibility to process the final thesis in a language other than the language in which the study programme is accredited** (in accordance with Article 12, paragraph (9) of the [Study and Examination Regulations of the TUL](#)), the student states the type of the request in the "Purpose of Request", states in the "Reason for Request" why the student wants to process the final thesis in a language other than the language in which the study programme is accredited, and attaches to the request an e-mail correspondence in pdf format, which clearly shows the agreement of the thesis supervisor with the student to process the final thesis in another language. This type of request may be submitted between 1st April and 30th September of the year in which the student chooses the topic of the final thesis.
- k) **request for extension of the validity of the final thesis assignment** (in accordance with Article 2, paragraph (4) of the Rector's Directive 5/2018 on the unified regulation and publishing of bachelor's, master's, rigorous, dissertation and habilitation thesis), the student states the type and purpose of the request in the "Reason for Request". The valid period of the assignment approved by the Dean is usually two years. If the student fails to submit the thesis within the valid assignment period, the Dean may extend the validity period by one year upon request.



- l) **request for change in the assignment of the final thesis** (in accordance with Article 2, paragraph (4) of the Rector's Directive 5/2018 on the unified regulation and publishing of bachelor's, master's, rigorous, dissertation and habilitation thesis), the student states the type and purpose of the request in the "Reason for Request" and attaches supporting documentation in pdf format, which consists of the original form of the final thesis assignment, proposal for a new final thesis assignment and the opinion of the thesis supervisor. The opinion of the supervisor is in the General Application for Study Purposes (available on the FE TUL [website](#) under Official Board → Faculty Documents → Forms and Applications).
 - m) **request for a new assignment of the final thesis** (in accordance with Article 12, paragraph (6) of the [Study and Examination Regulations of the TUL](#)), the student states the type and purpose of the request in the "Reason for Request". If the student fails to defend the final thesis, a new assignment of the final thesis may be requested from the Dean. If the student's thesis is not recommended for a defence, the student may hold the defence or request a new assignment from the Dean.
 - n) **request for extension of the deadline for fulfilling study obligations** in the event of extraordinary circumstances preventing compliance with the deadline set in the academic calendar (in accordance with Article 4, paragraph (3) of the [Study and Examination Regulations of the TUL](#)), the student states the type and purpose of the request in the "Reason for Request" and attaches supporting documentation in pdf format, which consists of the General Application for Study Purposes (available on the FE TUL [website](#) under Official Board → Faculty Documents → Forms and Applications) with the relevant lecturer's statement.
 - o) **request for adjustment of the fulfillment of study obligations related to the student's participation in the representation of the Czech Republic in a specific sport** (in accordance with Section 54a, paragraph (2) of the Act). The student attaches supporting documentation in pdf, where the national team leadership will confirm the inclusion in the Czech national team in the current year of the application.
- (2) The student saves the application by pressing the "Submit application" button. Until the receipt of the application is confirmed in IS STAG by the relevant Study Department, the student can modify or supplement it.

Article 6 Processing of Applications in the Field of Study Administration Submitted via IS STAG

- (1) The entire process of application processing in the field of study administration submitted via IS STAG **is carried out electronically**, including the issuance and delivery of the decision to the applicant.
- (2) In order to simplify and speed up the process of processing applications in the field of study administration, it is appropriate for students, subject guarantors, Vice-Deans and Dean to have the receipt of notification e-mails within IS STAG set (the bell icon at the top left).
- (3) The study officer of the FE TUL Study Department confirms the receipt of the application in the IS STAG, thus the application is officially submitted and the applicant does not have the opportunity to make any further modifications to the application. Thus, the process of decision making, or rather approval of the application, is started.
- (4) All other types of applications in the field of study administration are decided by the Dean or the authorized Vice-Dean of the FE TUL assigned the role of "Faculty Secretary" within IS STAG. The mandatory part of the decision on the application is also the justification and instructions. Decisions on all types of applications in the field of study administration are issued within IS STAG **no later than 30 days from the submission of the application**. In such case, the day of delivery and notification of the decision is considered to be the first day following the day when the decision was made available to the student in IS STAG.



- (5) Providing that the application is not approved by the decision of the Dean issued in proceedings on applications under Art. 1 (2), the student has the right to appeal in written form to the appeal authority through the Study Department. The appeal authority is Rector or an authorized Vice-Rector assigned the role of "Vice-Rector" within IS STAG. Decision on appeal is issued within IS STAG **no later than 30 days after the appeal submission**. In such case, the day of delivery and notification of the decision on appeal is considered to be the first day following the day when the decision was made available to the student in IS STAG.

Article 7 **Temporary and Final Provisions**

- (1) This revision supersedes Revision 02 of Directive No. 1/2021 in force and in effect as of the 16th September 2022.
- (2) This revision of Directive No. 1/2021 enters into force and effect on the 31st October 2024.