Dean´s Directive, EF TUL No. 1/2021				
Název	**Electronic Submission of Applications in the Field of Study Administration**			
	Name	Position	Date	Signature
Guarantor:	Ing. Otakar Ungerman, Ph.D.	Vice-Dean	18.01.2021	
Approved by:	Ing. Aleš Kocourek, Ph.D.	Dean	18.01.2021	
Review:		Effective from:	18.01.2021	
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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) EF TUL students submit electronic applications related to study administration via the information system STAG, and EF TUL staff deal with the applications. These are as follows:

   a) Application for recognition of courses completed during previous or concurrent studies at TUL or at another university.

   b) Application for the 3rd re-sit date of an examination.

   c) Application for the 3rd registration of a subject.

   d) Other types of applications in the field of study administration according to Article 5 of this Directive.

(4) The Dean of EF TUL decides in the procedure on applications referred to in paragraph (3).

(5) An appeal against a decision issued by the Dean of EF TUL within the procedure concerning the applications referred to in paragraph (2) is admissible where 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 and internal regulations of the TUL and the EF TUL.

(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 the 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 the applications is not the subject of this Directive.

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(7) The 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 defence of the dissertation of a Ph.D. student.

i) Withdrawal of the application for the defence of the dissertation.

The above mentioned applications are submitted in a paper form through the relevant study department or Dean's office.

(8) In accordance with Article 25, 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 25 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 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 "Žádost o uznání předmětů" ("Application for recognition of the course"). The application form is of three parts:

a) The courses of the current study plan are displayed in the left part.

b) The right part displays successfully completed courses from previous or concurrent study at TUL.

c) Paired courses are displayed in the middle part.

(3) When submitting the application, a 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 TUL which the student has already completed.

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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 the reason for such a request and save the request by pressing the "Save" 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 the reason to the application and save the application by pressing the "Save" button.

The student repeats this process for all courses for which s/he wants to apply for recognition.

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 needed, the student can add the reason to the application and save the application by pressing the "Save" button.

The student repeats this process for all courses for which s/he wants to apply for recognition.

(4) After filling in all courses for recognition, it is necessary to press the "Save" button, by which the application in IS STAG is submitted. Until the receipt of the application is confirmed in IS STAG by the EF TUL study department, the student can modify or supplement it.

Article 3
Submission of Application for the Date of the 3rd Resitting of Examination

(1) In accordance with Article 10, paragraph (10) of the Study and Examination Regulations of the TUL, the student submits an **application for the date of the third resitting** electronically via IS STAG **without undue delay**.

(2) Within the IS STAG, the section "My study" in the tab "Student application forms", the student selects "Žádost o 3. opravný zkušební termín" ("Application for the date of the 3rd resitting".

(3) In the application form, the student fills in the reason for the application and may attach supporting documentation in pdf format to the application.

(4) The student saves the application by pressing the "Save" button, by which the application in IS STAG is submitted. Until the receipt of the application is confirmed in IS STAG by the relevant study department, the student can modify or supplement it.

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Article 4
Submitting the Application for the 3rd Registration of Course

(1) In accordance with Article 9 (10) of the <u>Study and Examination Regulations of the TUL,</u> the student submits **the application for the third registration of a course** electronically through IS STAG **without undue delay**, but not later than **the date set by the TUL schedule.** The specific deadline for submitting the application may be set by the Dean.

(2) Within IS STAG, section "My study" in the tab "Student application forms", the student selects "Žádost o 3. zápis předmětu" ("Application for the 3rd registration of a course".

(3) In the application form, the student fills in the reason for the application and may attach supporting documentation in pdf format to the application which consists of the course of study generated from IS STAG, section "My study" in the tab "Course of study".

(4) The student saves the application by pressing the "Save" button, by which the application in IS STAG is submitted. Until the receipt of the application is confirmed in IS STAG by the EF TUL study department, the student can modify or supplement it.

Article 5

Submission of Other Applications in the Field of Study Administration

(1) In accordance with the <u>Study and Examination Regulations of the TUL</u>, students submit other applications and requests electronically through IS STAG, section "My studies" in the tab "Student applications", where the student selects "Another type of application". The aim of the application is specified manually. These are as follows:

    a) application to be excused from preliminary enrolment into the next year of studies (in accordance with Art. 8 (8) of the <u>Study and Examination Regulations of the TUL.</u> The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". Based on the student's request, the Dean may decide on an extraordinary form of enrolment in further studies.

    b) application for a compensatory or other date of enrolment into the next year of studies (in accordance with Article 7 (7) or in accordance with Article 26 (13) or in accordance with Article 29 (1) b) of the <u>Study and Examination Regulations of the TUL).</u> The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". The student attaches to the application supporting documentation in pdf format together with the enrolment sheet A (for the past academic year), as well as the enrolment sheet B (for the current academic year). The student generates credit sheets from IS STAG, section "My studies" in the tab "Course of study".

    c) application for a commission review of the reasons for not awarding a credit (in accordance with Art. 10 (4) of the <u>Study and Examination Regulations of the TUL).</u> The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". The student attaches to the application supporting documentation in pdf format, which consists of the <u>General Application for Study Purposes</u> with the teacher's statement available on the EF TUL website in the "Student" section in the tab "Forms".

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d) **application for resit of examination in front of a committee** (in accordance with Article 10 (12) of the <u>Study and Examination Regulations of the TUL).</u> The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". If the application is approved, the Dean determines that a resit of the examination takes place in front of a commission appointed by the Dean.

e) **application for remission the condition of a minimum number of 30 credits for enrolment in the next year** (in accordance with Art. 7 (6) of the <u>Study and Examination Regulations of the TUL).</u> The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". The student attaches to the application supporting documentation in pdf format, which consists of the course of study generated from IS STAG, section "My study" in the tab "Course of study". Upon request, the Dean may waive the condition of a minimum number of 30 credits for enrolment in the next year.

f) **application to cancel registration of a course from the student's personal study plan** (in accordance with Article 4 (6) of the <u>Study and Examination Regulations of the TUL)</u>. The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". The Dean may decide, based on a student's request or his / her initiative, 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) **application for a change in the student's study plan** (in accordance with Article 9 (3) of the <u>Study and Examination Regulations of the TUL)</u>. The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". The student attaches to the application supporting documentation in pdf format, where s/he states the list of subjects s/he needs to enrol in his / her study plan, together with the scheduled event, where s/he states the time and day. Changes in the study plan beyond the stipulated deadlines are approved by the Dean at the request of the student.

h) **application for the extension of the validity of the final thesis assignment** (in accordance with Article 2 (4) of the <u>Rector´s Directive on the Unified Form and Publication of Bachelor´s, Master´s, Doctoral, Rigorosum, Disseration and Habilitation Theses).</u> The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". The approved term of assignment by the Dean is usually two years, provided that the student fails to submit the final thesis within the valid term of assignment, the Dean may, upon request, extend the validity period by one year.

i) **application for a change in the assignment of the final thesis** (in accordance with Article 2 (4) of the <u>Rector´s Directive on the Unified Form and Publication of Bachelor´s, Master´s, Doctoral, Rigorosum, Disseration and Habilitation Theses).</u> The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". The student attaches supporting documentation in pdf format to the application, which contains the original form of the final thesis assignment, a proposal for a new final thesis assignment and the opinion of the thesis supervisor. The opinion of the supervisor is on the EF TUL website in the section "Student", the tab "Form" on <u>General Application for Study Purposes</u>.

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j) **application for a new assignment of the final thesis** (in accordance with Article 12 (6) of the Study and Examination Regulations of the TUL). The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". If the student does not defend the final thesis, s/he may request the Dean for a new assignment of the final thesis. If the student's final thesis is not recommended for defence, the student can defend it or request a new assignment from the Dean.

k) application to extend the deadline for fulfilling the study obligations in the event of extraordinary circumstances preventing one from keeping the date stipulated by the academic calendar for the given academic year (in accordance with Article 4 (3) of the Study and Examination Regulations of the TUL). The student states the type of application in the "Purpose of the application", fills in the justification in the "Reason for the application". The student attaches to the application supporting documentation in pdf format, which consists of a General Application for Study Purposes with a statement from the subject teacher for which the request is extended, available on the EF TUL website in the section "Student", the tab on "Forms".

l) application for an adjustment of the fulfilment of study obligations related to the student's participation in the representation of the Czech Republic in a specific sports branch (in accordance with Section 54a (2) of the Act). The student attaches to the application supporting documentation in pdf format, where the management of the representation confirms the student´s participation in the current year of the application.

(2) After completing, the student saves the application by pressing the "Save" button, which submits the application in IS STAG. Until the receipt of the application is confirmed in IS STAG by the EF TUL 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 processing an application 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, Vice-Deans and Dean to have the receipt of notification e-mails within IS STAG set (the icon with a bell at the top left).

(3) The study officer of the EF 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, respectively approval of the application, is started.

(4) The administration process related to processing the application is ensured by a person of the EF TUL who has been assigned the role of "Faculty Secretary" within IS STAG (i.e. Dean or Vice-Dean of the EF TUL).

(5) When deciding on an application for recognition of courses completed in previous or concurrent studies at TUL or at another university, the application may be forwarded for comment to **the guarantor of the course** for which recognition is requested.

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a) A request for comments is forwarded to the course guarantor. The respective guarantor of the given course comments on each subject for which recognition is requested. Within the IS STAG, the section on the „Detail", the course guarantor opens a form for the subject guarantor's statement, chooses one of the options ("Recognize" or "Do not recognize"), may as well attach an explanation of his/her statement in the form of "Note". After completing the form, the course guarantor sends his/her statement by clicking on the "Save" button. After the statements of all guarantors from whom a comment was requested are obtained, the application may be accompanied by a recommendation by the Vice-Dean of the EF TUL, who is assigned the role of "Faculty Secretary" within IS STAG. The decision of the Dean follows.

b) Providing that the comment by a course guarantor is not needed, the application is not submitted to the course guarantor. The Vice-Dean of the EF TUL assigned the role of "Faculty Secretary" within IS STAG may accompany the application by a recommendation. The decision of the Dean follows.

In order to simplify and speed up the process of processing applications for recognition of subjects completed in previous or concurrent studies at TUL or another university, it is advisable that course guarantors set up IS STAG to receive automatic messages such as "Žádosti studentů ke zpracování" ("Student applications to be processed"), section on "My teaching", item "Automatic messages".

(6) All other types of applications in the field of study administration are decided by the Dean or the authorized Vice-Dean of the EF 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 a 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.

(7) Providing that the application is not approved by the decision of the Dean issued in proceedings on applications under Art. 1 (2), the IS STAG forwards automatically the appeal to the appeal authority, i.e. 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 a 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 is available for the student within IS STAG.

Article 7
Temporary and Final Provisions

(8) The Dean's Directive No. 3/2018 is hereby revoked.

(9) This Dean´s Directive comes into force and effect on 18 January 2021.

https://doc.tul.cz/9350

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