



How to enrol into the next academic year of study (2024/2025)

The enrolment takes place in IS/STAG as a “self-registration” and it is **mandatory** for each student. If the student does not meet all study conditions according the “Code of studies and examination”, IS/STAG will not allow him/her to do the self-registration. In this case, please contact your coordinator.

If the student does not enrol without a justified excuse by the deadline, his/her study will be terminated.

The “self-registration” applies to:

- students of bachelor's and master's studies who continue their studies in 2024/2025
- students returning after the interruption of studies

The “self-registration” does not apply to:

- doctoral students (postgraduate) – they will be notified by e-mail
- students who have completed their studies and they are sitting for the State exam (they have to pass the state exam within 2 years after the completion of study)
- students who have an approved change of form of study

Deadline: 1st – 22nd September 2024

Self-registration

It will be checked whether the student has obtained the required number of credits and 2x uncompleted compulsory subjects. If everything is in order, the student will be asked to confirm the study results and enrol into the next academic year. It is necessary to confirm that he/she read and understand the Health and Safety Regulations. The result of enrolment will be displayed in the portal STAG.

Instruction:

Portal STAG – My study – Course of study – click on “Check results and register for academic year 2023/2024”

The screenshot shows the STAG portal interface. On the left is a sidebar menu with the following items: 'Student's files', 'Pre-registration' (highlighted with a right-pointing arrow), 'Graphical pre-registration', 'Thesis topics', 'Final thesis', and 'ECTS departures'. The main content area on the right displays student statistics: 'recognized credits 0, acquired 120, plan 125, stud. average 1.74'. Below this is a section titled 'Study results for the year' with the text 'recognized credits 0, acquired 18, plan 18, stud. average 0'. At the bottom of the main area is a green button labeled 'Check results and register for academic year 2021/2022'. A 'Documents' section is partially visible at the very bottom.

The student will be asked to check his/her previous study results achieved in the previous year, confirm the Health and Safety Regulations. Tick “I confirm I have checked registration sheet A and all information filled in is correct”.

Check results and register for academic year 2021/2022

Student's registration for academic year 2021/2022 takes place between 01.09.2021 and 19.09.2021.

The study results were checked correctly, it is possible to continue with the registration to the acad. year 2021/2022.

Verify your grades received for courses taken during the last academic year.

Registration sheet A for academic year 2020/2021

(Should you find discrepancies in last year's grades, contact your faculty's study department. Later complaints will be disregarded.)

☐ I confirm I have checked registration sheet A and all information filled in is correct

You cannot perform writing operations under a switched identity

Register for academic year 2021/2022

Click on "Register for the academic year of 2024/2025".

You have registered for academic year 2021/2022.

Documents

- Course of studies in PDF

If you did not meet all the conditions - contact your coordinator.

Check results and register for academic year 2021/2022

Student's registration for academic year 2021/2022 takes place between 01.09.2021 and 19.09.2021.

Failed checks performed by the faculty:

- 55 kreditů není podle čl. 16 odst. (3) Studijního a zkušebního řádu Univerzity Hradec Králové dostatečný počet kreditů nutných pro úspěšné ukončení akademického roku.
- Máte dvakrát zapsaný nesplněný předmět (KE/AMAE2, KIKM/AAPST, KIKM/AMOV1, KIT/AOBDA, KIT/ASPM1, KIT/ASPM2, KM/APRV3, KM/ASOC).

You cannot register for your next year here. Contact your study department.

Special enrolment:

If a student does not obtain the required number of credits and cannot enrol into the next academic year, he/she can apply for a special enrolment. S/he must submit in writing a Request form and the reason must be stated there. There is a fee of 300 CZK. The application must include proof of payment (account number 2733582/0800, variable symbol 12990).

Each application is assessed individually. If the application is approved, the student will be enrolled through the Study Department.

Deadline: August 31st, 2025

Extension of the examination period:

In case the student needs to extend the examination period and the teacher agrees, he/she may request this extension. This must be done in writing and he/she must submit a Request Form and the reason and the examination date must be specified. The application must also include an approval statement from the teacher.

The request can be delivered in person or sent by e-mail.

Deadline: August 31st, 2025

The third enrolment:

A student who enrolled in a compulsory subject twice but did not complete it successfully can apply for the third enrolment. The request must be in a written form and the reason for this must be explained.

Deadline: August 31st, 2025

Update of personal details in IS/STAG system:

We would like to ask you to check and update your personal details if necessary (address, phone number etc.).

Contact – FIM (study in English):

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