

#### INFORMATION ON STUDY FOR ENGLISH-DEGREE STUDENTS

### WHAT TO DO WHEN YOU...

# HAVE TROUBLE WITH STAG

Is your timetable incomplete, or do you have trouble registering for courses or exams?

Consult the situation with your classmates first. If you don't find the solution together, report the problem to the SAO\*.

&

Do you have technical problems with STAG, you cannot log in, or forgot your password? Contact Helpdesk UP on the website https://helpdesk.upol.cz/and describe the issue in detail. Don't forget to check your university email address for the reply.

CAN'T FIND
THE ROOM / TEACHER

The location
of a classroom can be
found in STAG >
Browse > Rooms. Fill in
the classroom's code
and click on the "room
identifier" number.

&

Contact **the department secretary** if the teacher
hasn't arrived within
15 minutes of the lecture.
You can also find
the teacher's contact
information in STAG >
Browse > Lecturers.

&

At the end of each semester, students have the opportunity to **evaluate** the quality of each **course**. Evaluations are strictly anonymous.

HAVE ABSENCE IN CLASS

Students are allowed a certain number of absences in courses during each semester. The course teacher should state the number of tolerated absences at the beginning of the semester. Exceeding the absence limit may lead to the retake of a course next academic year.

Students should **inform the lecturer** of their
absences in advance.

Absence **due to illness** should be proved by **an official written excuse** from a doctor.

ARE LOOKING FOR INFORMATION

All information related to study and the academic year are posted on the faculty website https://www.fzv.upol.cz/en/students/. For a summary of the whole course of study, visit the web FAQ section.

If you don't find the information on the faculty website, **contact the SAO** or the department secretary.

&

If you wish to make an **official request**, fill in a form relevant to your request in *Portal* > *Electronic Forms*. Deliver the signed copy of the form to the SAO\*.

HAVE HEALTH OR OTHER PROBLEMS

Are you facing trouble with your study? Contact the SAO\*. Don't hesitate to ask for help.

&

In case of health
problems, visit the faculty
website at
<a href="https://www.fzv.upol.cz/">https://www.fzv.upol.cz/</a>
en/students/practicalinformation/healthsafety/ and make an
appointment with a
relevant medical expert.
For emergencies, visit
the city hospital.

&

If you face a difficult personal or family situation, contact the Faculty Advisor at sarka.vevodova@upol.cz



#### INFORMATION ON STUDY FOR ENGLISH-DEGREE STUDENTS

### STUDENT'S RESPONSIBILITIES DURING THEIR STUDY

## COURSE AND EXAM REGISTRATION

The course registration takes place in STAG according to the Academic Year Calendar (on the faculty website). Always check your timetable after registration.

Students must registers for exams through STAG. The lecturer sets the exam dates. Students are allowed a maximum of two resits on the course exam.

### &

If you have trouble registering for a course/exam, contact the SAO\*. Technical problems report to Helpdesk in Portal.

# AT THE END OF THE ACADEMIC YEAR

Always ensure that all your exam results are reported in STAG. If grades still need to be uploaded, **contact the course lecturer**. The deadline for completion of all study

responsibilities is

5<sup>th</sup> September.

If any unfinished course remains after the deadline of 5th September, students must register for it again in the next academic year and complete it by the end of the academic year.

A course can be registered max. two times in the course of study.

# APPOINTMENT FOR THE VISA EXTENSION

International students must apply for an extension of their VISA every year before its expiration date. All matters considering the VISA must be consulted with the Welcome Office.

First, read the information on the Welcome Office website: https://www.upol.cz/en/welcome-office/visa-residence-permit/students/.

Contact the Welcome Office at the email address alena.vyskocilova@upol.cz to receive an appointment date with the Ministry officer. Be sure to attend the appointment!

# ANNUAL TUITION PAYMENT

Students enrolled in
English study
programmes are obliged
to pay an annual tuition
fee. Each student
receives payment
information from the
SAO\* at the start of
the academic year.

### 8

Students must pay by
bank transfer to
the university bank
account in EUR.
The payment deadline is
30th September. A delay
in payment can result in
additional charges.

## &

**Detailed information** on the tuition payment is posted on the faculty website in the section *Students > FAQ*.

## FINAL STATE EXAM AND THESIS DEFENCE

At the beginning of the summer semester, 4<sup>th</sup>-year students should check the **deadline for completing all study responsibilities** and state exam date on the faculty web.

After completing all study responsibilities, students must deliver a printed and signed copy of **Registration form A** (downloaded in *STAG > Course of Study*) to the SAO.

In STAG > Final Thesis, complete
the data about your thesis and
deliver the printed document to the
department secretary. Then, upload
the PDF version of the thesis
according to the instructions on
the faculty website in Study Guide >
Theses.

Register for the Final State Exam in STAG by three weeks before the exam date at the latest.