



**ORDINANCE OF THE DEAN NO. 02/2018,
issuing**

SCHEDULE OF THE ACADEMIC YEAR 2018/2019

(the academic year 2018/2019 begins on 1st September 2018 and ends on 31st August 2019)

WINTER SEMESTER

Obligatory course enrolment for students according to Article 20 (5) SER USB for the academic year 2018/2019 - concerns current students enrolling in the AY 2018/19 in 2nd and higher years of studies:

all students: 28th May – 9th September 2018
(common date for all Faculties of the USB: 28th May – 8th June 2018)

Students' enrolment in studies according to Article 20(12) SER USB)

in the 1st year of Bachelor's programmes 4th September – 5th September 2018
in the 1st year of Master's programmes 20th September 2018 at 8.00 a.m.
in the 1st year of doctoral programmes 5th October 2018 at 9:30 a.m.
so-called "candidates" for SFE 19th and 21st September 2018 from
8.00 to 11.00
other students in the period from 12th to 27th September
2018
(according to a special study assistants schedule published on the Study Department's web pages and notice board)

Teaching: all students: 1st October - 21st December 2018
(13 weeks) 7th January- 11th January 2019

Further amendment of the enrolment for winter semester under Article 21(8): 1st – 19th October 2018
(3 weeks, opportunity to request additional changes to the enrolment in the form of a written application with a fee)

Submission of requests for recognition of courses according to Article 25 SER USB and Ordinance of the Dean no. 5/2017
(by the end of the 4th week of the teaching period) 2018 by 26th October

Matriculation of students enrolled in 1st year of studies: 24th October 2018
(At the matriculation, students receive the Study record book and the printed enrolment form B from STAG listing all courses for completion in the 1st (winter) semester of studies. Students are obliged to check the form B, check the timetable in the STAG portal, and to transcribe the courses into the Study record book (so called Index). By signing the enrolment form B, the student confirms conformity of this data. The enrolment form B together with



the Study Record Book shall be submitted to the student's study assistant by 7th November 2018 for confirmation of their enrolment. The endorsed Study record book can be collected during office hours in the week starting 19th November 2018.)

Opportunity to correct disciplines of the Summer Semester of the AY 2018/2019, after submitting the documents for the SS timetable 2018/2019 creation (concerns the FA USB Institutes): by 15th November 2018

Assignment of Graduation Theses at Institutes: by 10th December 2018
(recommended for all students of the 1st year of Consecutive Master's programmes, the original is given by the student, one copy is submitted to the Study Department, one copy remains at the Institute)

Publication of the dates of the colloquium and examinations for the winter semester in IS STAG pursuant to Articles 16 (3) and (Article7 (2) SER USB (applies to Teachers at individual Institutes): by 22nd December 2018

Advanced Master's examinations:

Application for the State Advanced Master's Examination can be submitted by the applicant to the Department of Science and Research and Foreign Relations at any time during the academic year, the Defence of the Advanced Master's Thesis must be completed within 24 months of filing the application.

Winter holidays: 27.12. 2018 – 4. 1. 2019

Open Day at the USB: 18th January 2019

Examination Period

all students: 14. 1. – 15. 2. 2019 (5 weeks)

Deadline for *obtaining credit* for WS:

- students of the FA USB participating in international mobility in WS 2nd March 2019
- all other students 15th February 2019
(last Friday before commencement of teaching in the SS)

Deadline for *completing examinations for the SS* :

- students of the FA USB participating in international mobility in SS 13th September 2019
- all other students 6th September 2019
(end of the examination period of the AY 2018/19)

Note:

If a student is registered for the SFE, they must submit their Study record book to the Study Department of the FA USB within the deadline specified by this schedule (see the table below "Submitting Study record books for Closure" below).



The deadline for obtaining 20 credits and completing the prescribed (so called "crossed") examinations in the first semester of Bachelor's and Consecutive Master's studies and the deadline for submitting Study record books for students of the 1st year of Bachelor's and Consecutive Master's Studies for closure no later than:

8th March 2019

SFE dates - so-called "winter dates"

- on winter dates there are no SFEs or Defences at the Institute of Czech-German Area Studies and German Studies at the FA USB and the Institute of English Studies at the FA USB

	Deadline for submission of application for SFE	Submission of Qualification Thesis <i>(to the Secretariat of the Institute where the thesis was assigned)</i>	Submitting Study record books for closure <i>(at the Study Department)</i>	SFE Dates (so-called "winter dates")	Submission of documents for the SFE timetable <i>(applies to Institutes)</i>	Publication of the SFE schedule <i>(applies to the Study Department)</i>
ALL STUDENTS (Bachelor's and Master's studies)	7 th December 2018	10 th December 2018	11 th January 2019	28 th January – 1 st February 2019	14 th December 2018	11 th January 2019

SUMMER SEMESTER

Binding dates for obligatory course enrolment under Article 20 (5) SER USB for the summer semester (1st year students) or correction of the enrolment for the SS (2nd and higher year students):

14th January 2019 (8.00) – 17th February 2019 (23.59)

Submission of so-called "change" form (applies to those students who have used the right to correct their enrolment in the SS):
by 1st March 2019

Further amendment of the course enrolment for the summer semester according to Article 21 (8):

18th February - 8th March 2019

(3 weeks, it is possible to request additional changes to the enrolment using a written, application with a fee)

Collection of enrolment sheet B for the SS - applies only to students of the 1st year of Bachelor's and Consecutive Master's studies:

18th March – 22nd March 2019



(In the 5th week of the summer semester, the students shall collect their Study record book from their assigned study assistant and printed enrolment form B from IS STAG listing all the courses to be completed in the 2nd (summer) semester of studies. It is the student's responsibility to check the B-enrolment form, the schedule the STAG portal, and to transcribe the courses into the Study record book. By signing the enrolment form B, the student confirms conformity of this data. The enrolment form B together with the Study Report Book shall be submitted to the student's study assistant by 29th March 2019 for confirmation of their enrolment. The endorsed Study record book can be collected during office hours in the week of 15th April 2019.)

Capacity settings for courses provided in the AR 2019/2020:
(applies to Institutes) by 8th April 2019

Submission of documents for compilation of the timetable at WS of the AR 2019/2020:
(applies to Institutes) by 12th April 2019

Teaching: all students 18th February – 17th May 2019
(13 weeks)

Publication of dates of colloquiums and examinations for the summer semester in IS STAG pursuant to Articles 16 (3) and 17(2) SER USB (applies to Teachers at individual Institutes):
by 27th April 2019

Bachelor's theses assigned at the Institute: at the latest by 17th May 2019
(recommended for all students of the 2nd year of the Bachelor's degree programme, the student receives the original, one copy is submitted to the Study Department, one copy remains at the Institute)

Advanced Master's Examinations:

Applications for State Advanced Master's Examinations shall be submitted to the Department of Science and Research and Foreign Relations at any time during the academic year. Defence of the Advanced Master's Thesis must be held within 24 months of filing the application.

Examination period - deadline for obtaining credits for the summer semester or completing examinations for the academic year (i.e. for winter and summer semester):

all students	20 th May – 28 th June 2019 (6 weeks)
	26 th August – 6 th September 2019 (2 weeks)
students of the FA USB participating in international mobility stays in SS	13 th September 2019

Deadline for submitting Study record books to close the AR 2018/19

no later than 6th September 2019

- applies to all students of the FA USB with the exception of students participating in SS international mobility (deadline for submitting Study record books in their case is 13th September 2019)



SFE dates - so-called "summer date" and "autumn date"

- on the autumn date no SFEs or Defences of the Qualification Thesis are held at the Institute of Czech-German Area Studies and German Studies at the FA USB and the Institute of Archaeology at the FA USB
- in the autumn term no SFEs will be held at the Institute of Romance Studies at the FA USB, only Defences of the Qualification Thesis

		Deadline for submission of application to a SFE	Submitting Qualification Thesis (at the secretariat of the assigning Institute)	Submitting Study record books for closure (at the Study Department)	SFE - Dates	Submission of documents for the SFE timetable (applies to Institutes)	Publication of the SFE schedule (applies to the Study Department)
ALL STUDENTS (Bachelor's and Master's studies)	summer term	12 th April 2019	10 th May 2019	24 th May 2019	10 th – 21 st June 2019	26 th April 2019	24 th May 2019
	autumn term	21 st June 2019	31 st July 2019	28 th June 2019	26 th – 30 th August 2019	4 th July 2019	31 st July 2019

Summer holidays:

1st July – 23rd August 2019 (8 weeks)

Expected enrolment period for 2nd and higher years of study in the AR 2019/20 = 9th – 25th September 2019

(During the summer holidays, the Study Department office hours are limited - watch the communication on the Faculty web site.)

Graduation ceremonies:

7th March 2019 (for graduates from January 2019 and autumn 2018)

9th July 2019 (for graduates from June 2019)

Entrance examinations

receipt of applications - Bachelor's programmes by 15th March 2019

receipt of applications - Master's programmes by 30th April 2019

receipt of applications - Doctoral programmes by 30th April 2019

dates of entrance examinations - Bachelor's programmes
27th May – 7th June 2019

dates of entrance examinations - Master's programmes
10th June – 21st June 2019

dates of entrance examinations - Doctoral study 10th June – 21st June 2019

material of the admission procedure available for inspection 15th – 19th July 2019 (daily from 8.00 to 10.00)



Filozofická
fakulta
Faculty
of Arts

Jihočeská univerzita
v Českých Budějovicích
University of South Bohemia
in České Budějovice

prof. PaedDr. Vladimír Papoušek, CSc.
děkan [dean](#)

Submission of dormitory applications:

April 2019

The Study Department is closed from 27th June to 4th July 2019 due to processing the results of the admission procedure and preparing diplomas and diploma supplements for summer graduations.

In České Budějovice on 12th March 2018

Prof. PaedDr. Vladimír Papoušek, CSc.
Dean

Filozofická fakulta
Branišovská 31a, 370 05 České Budějovice
Česká republika

Responsible person:
Mgr. Barbora Poslušná
Manager of the Dean's Office
bposlusna@ff.jcu.cz

T/ +420 387 774 801
F/ +420 389 034 812
www.ff.jcu.cz
www.jcu.cz