



ENGLISH TRANSLATION OF
THE DEAN'S DECREE

5/2023

**Schedule of the Faculty of Business and Economics
of Mendel University in Brno for the Academic Year 2023/2024**

Intended for:	Faculty staff and students	ref. no.:	UM/3698/2023-5	dated:	31 May 2023
Regulation owner:	Dean				
Regulation drafter:	Vice-dean for study affairs				
Regulation approver:	Dean			Approved on:	31 May 2023
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Record of revisions

Date	Conclusions of revision	Revised by	Date of next revision

Record of changes

Number	Article	Description of change	Approved by, on

List of related regulations

Name of the regulation	Place of the reference	Referenced parts
Study and Examination Code of Mendel University in Brno	Preamble	art. 8 par. 5 and 6
Rector's Decree no. 4/2023 Timeline for the 2023/2024 Academic Year	Preamble	entire regulation

Preamble

Pursuant to article 8 paragraphs 5 and 6 of the Study and Examination Code of the Mendel University in Brno, as amended, and Rectors' Decree no. 4/2023 Timeline for the 2023/2024 Academic Year this Dean's Decree specifies the time schedule of the Faculty of Business and Economics of the Mendel University in Brno for the academic year 2023/2024.

Article 1 Bachelor and Master-continuing Study Programmes

(1) For the **winter semester** of the academic year 2023/2024 the dates and deadlines are as follows:

a) teaching part

1 Sept – 10 Sept 2023	Enrolment into winter semester 2023/2024
1 Sept – 8 Oct 2023	Changes in enrolled courses
18 Sept – 17 Dec 2023	Scheduled teaching (13 weeks of teaching)
16 Oct – 20 Oct 2023	Week of lessons in English and International Week (5 th week)
1 Dec – 17 Dec 2023	Courses registration for summer semester 2023/2024
18 Dec 2023 – 4 Feb 2024	Examination period
18 Dec 2023 – 18 Feb 2024	Courses evaluation in UIS

b) assignment of the final thesis (electronically in the UIS)

11 Sept – 15 Oct 2023	Announcement of final thesis topics
2 Oct 08:00 – 3 Dec 2023	Registration for final thesis topics
by 15 Dec 2023	Approval of the final thesis assignments

c) study tracks selection (only for some study programmes)

9 Oct – 12 Oct 2023	Study track survey
23 Oct – 11 Oct 2023	Study track selection in the Contact Centre of the UIS

d) final state exams

1 Sept – 9 Sept 2023	Applications for the partial state exams in Sept 2023
20 Sept – 22 Sept 2023	Partial state exams Sept 2023 term
by 18 Dec 2023	Applications for the partial / final state exams in Jan 2024
by 31 Dec 2023	Submitting of final thesis (electronically into UIS)
by 3 Jan 2024	Submitting of final thesis (printed to Study Department)
14 Jan 2024	End of the examination period for students sitting the final exams in Jan 2024
20 Jan 2024	Partial state exams for student sitting the final exams in Jan 2024
22 Jan – 26 Jan 2024	Final state exams
14 Feb – 16 Feb 2024	Graduation ceremony for the graduates of the winter semester

(2) For the **summer semester** of the academic year 2023/2024 the dates and deadlines are as follows:

a) teaching part

9 Feb – 18 Feb 2024	Enrolment into summer semester 2023/2024
9 Feb – 3 Mar 2024	Changes in enrolled courses
19 Feb – 19 May 2024	Scheduled teaching (13 weeks of teaching)
20 May – 30 June 2024	Examination period
20 May – 14 July 2024	Courses evaluation in UIS
24 May – 9 June 2024	Courses registration for winter semester 2024/2025
1 June – 30 June 2024	Study programmes evaluation – eSurvey in the UIS

- b) assignment of final thesis (electronically in UIS)
- | | |
|--------------------------|--|
| 12 Feb – 17 Mar 2024 | Announcement of final thesis topics |
| 4 Mar 08:00 – 5 May 2024 | Registration for final thesis topics |
| by 19 May 2024 | Approval of the final thesis assignments |
- c) study tracks selection (only for some study programmes)
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| 26 Feb – 1 Mar 2024 | Study track survey |
| 11 Mar – 24 Mar 2024 | Study track selection in the Contact Centre of the UIS |
- d) final state exams
- | | |
|------------------------|--|
| 5 Feb – 11 Feb 2024 | Application for the partial state exams in Feb 2024 |
| 21 Feb – 23 Feb 2024 | Partial state exams Feb 2024 term |
| by 5 May 2024 | Applications for the partial / final state exams in June 2024 |
| by 12 May 2024 | Submitting of final thesis (electronically into UIS) |
| by 15 May 2024 | Submitting of final thesis (printed to Study Department) |
| 9 June 2024 | End of examination period for students taking final exams in June 2024 |
| 12 June – 14 June 2024 | Partial state exams for student taking final exams in June 2024 |
| 17 June – 28 June 2024 | Final state exams |
| 8 July – 16 July 2024 | Graduation ceremony for the graduates of summer the semester |

Article 2

Doctoral Study Programmes – Annual Study Plan

- (1) For **academic year 2023/2024** the dates are as follows:

1 Sept – 9 Sept 2023	Enrolment in the senior year of study
by 31 July 2024	Submitting of the Progress Report of the doctoral study
21 Aug – 30 Aug 2024	Evaluation of doctoral students by the Doctoral Studies Boards
13 May – 28 June 2024	Annual board examinations

Article 3

Doctoral Study Programmes – Semestral Study Plan

- (1) For the **winter semester** of the academic year 2023/2024 the dates are as follows:

- a) the first semester of doctoral study
- | | |
|---------------|---|
| 1 Sept 2023 | Enrolment in the doctoral study |
| 1 Sept 2023 | Introduction into the doctoral study |
| by 6 Oct 2023 | Submitting the Individual study plan in the UIS (by supervisor) |
| by 6 Oct 2023 | Submitting of dissertation topic in the UIS (by supervisor) |
- b) all follow-up semesters of study
- | | |
|---------------------------|--|
| 1 Sept – 8 Sept 2023 | Enrolment into the winter semester 2023/2024 |
| 1 Sept – 22 Sept 2023 | Changes in the enrolled courses |
| 18 Sept – 17 Dec 2023 | Scheduled teaching (13 weeks of teaching) |
| 18 Dec 2023 – 04 Feb 2024 | Examination period |
| 18 Dec 2023 – 18 Feb 2024 | Courses evaluation in the UIS |

- (2) For the **summer semester** of the academic year 2023/2024 the dates are as follows:

- a) Announcing the topics and assigning the dissertations

by 15 Mar 2024	Announcing new dissertation topics for applicants
by 15 Mar 2024	Submitting the dissertation assignments in the UIS (by supervisor)
22 Mar – 29 Mar 2024	Dissertation topics and assignments assessment by the Doctoral Studies Boards
by 5 Apr 2024	Finalisation of the dissertation assignments in the UIS
b) all follow-up semesters of study	
8 Feb – 18 Feb 2024	Enrolment into the summer semester 2023/2024
9 Feb – 3 Mar 2024	Changes in the enrolled courses
19 Feb – 10 May 2024	Scheduled teaching (13 weeks of teaching)
13 May – 28 June 2024	Examination period
13 May – 5 July 2024	Courses evaluation in the UIS
by 31 July 2024	Submitting of the Progress Report of the doctoral study
21 Aug – 30 Aug 2024	Evaluation of doctoral students by the Doctoral Studies Boards

Article 4 Foreign Mobilities for Year 2024/2025

(1) For **academic year 2023/2024** the following dates are set up:

11 Dec 2023 – 29 Jan 2024	Applying for study mobility Erasmus+ for year 2024/2025 Applying for traineeship mobility Erasmus+ for 2024/2025 Applying for bilateral agreement mobility for 2024/2025
12 Feb – 23 Feb 2024	Written and oral language tests
6 Mar 2024	Announcement of the results of the selection process
1 May – 24 May 2024	Applying for study mobility Erasmus+ for year 2024/2025 Applying for traineeship mobility Erasmus+ for 2024/2025 Applying for bilateral agreement mobility for 2024/2025
10 June – 21 June 2024	Written and oral language tests
3 July 2024	Announcement of the results of the selection process

Article 5 Final Provisions

- (1) Terms relating to the admission procedure to study in programmes accredited at the Faculty of Business and Economics are always set up in the document Criteria for Admission to Study for the appropriate semester and study degree. The document is published on the Faculty official noticeboard after its approval in the Academic Senate of the Faculty.
- (2) This Dean's decree comes into validity on 31 May 2023 and it comes into effect on the first day of the academic year 2023/2024.

Brno 31 May 2023

doc. Ing. Svatopluk Kapounek, Ph.D., m. p.
dean

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The English translation is solely informative, approved and legally binding is the Czech wording.