Instruction to application – bachelor’s seminar application

Starting from winter semester in academic year 2017/2018, registration for bachelor’s seminar will be made in Virtual Dean’s Office. Therefore in spring semester of academic year 2016/2017 the function of subscribing to the seminar will be open for students:

- full-time studies – for current 4th and 5th semester,
- part-time studies in afternoon mode – for current 4th and 5th semester,
- part time studies in weekend mode – for current 4th and 5th semester,
- full-time studies in English – for current 4th and 5th semester.

The system will allow subscription for seminar for the nearest semester – it means, that students who subscribe for the seminar are currently on 4th semester and declare it’s realization and submission of work until the end of 5th semester – to subscribe for the seminar on 6th semester you should wait with subscription to the beginning of 5th semester.

1. To launch the subscription for seminar you must select bookmark „Applications“.

2. Next you need to select „Bachelor’s Seminar Application“.
3. In the seminar application form you need to fill following boxes:

- choice of field of study (for students who realize more than one field of study),
- choice of the supervisor,
- issue of thesis,
- suggested subject of bachelor thesis.

In this moment active can be only one seminar application for specific field of study. The phrase “active application” means application waiting for the lecturer’s decision or application that is accepted by the lecturer. Negative decision given by the lecturer causes, that the application is inactive, what allows to create new application with new supervisor within the same field of study.

Typing of suggested subject is not obligatory. If this box will not be filled, the system will automatically created temporary subject of bachelor thesis (it will be signalized with appropriate comment).
4. After selecting the key “Send the application” system is checking, if there aren’t any errors and if it will not find it, it will show comment, that the application is waiting for the decision of chosen lecturer.

After saving the bachelor’s seminar application in the system, the status table is shown („Waiting for the decision”). Application which is waiting for the lecturer’s decision can be deleted by the student, if he will decide, that he needs to change the bachelor’s seminar for another.
If the lecturer will accept the student’s application for the seminar, in column “Decision” the comment is shown „Acceptance for seminar”.

In case of lecturer’s negative decision, in the column “Decision” will be shown comment in red “Dismissal of application”.

Column “Comment on accepting” can contain text written by the lecturer in the moment of giving decision. After negative decision the student can again submit the seminar application within the same field of study to different lecturer.

Before giving the decision the lecturer can contact with student via e-mail.

After positive decision of lecturer deleting of the application is not possible.