



Katedra
Anglistiky a
Amerikanistiky

Information meeting
for incoming international students
2023/4

www.anglistika.upol.cz

3 Levels of Coordinators

- **Palacký University coordinators** (Ms. Zuzana Hamdanieh and team)
 - orientation week, insurance, accommodation, confirmation of stay
 - <https://www.upol.cz/en/students/exchange-students/international-offices/>

- **Faculty of Arts coordinator** (Ms. Simona Černá)
 - enrolment into courses, Palacký Uni Portal (STAG), transcript of records at the end of your stay
 - <https://www.ff.upol.cz/en/about/basic-information/>

Coordinators

- **English Department coordinator: Helena Tylšarová** for ERASMUS and everything else except CEEPUS
- approval of study plans, signing of learning agreements, info about English Dept. courses (= courses starting with KAA/)
- helena.tylsarova@upol.cz
- office hours: Mon 9.00–9.30, Tue 13.15–13.45, Fri 9.00–9.30 or by appointment (Room 3.28, floor 3, rear building)
- **Coordinators from other departments:**
<https://www.upol.cz/en/students/exchange-students/departmental-coordinators/>
- For the location of other departments, click [here](#)

Covid Updates

<https://www.upol.cz/en/covid-19/>

Department

- 30+ teachers
- students
 - 700 BA and MA
 - 10 Ph.D.
- 5 Sections:
 - Linguistics
 - Literature
 - Culture studies
 - English language
 - Interpreting & transl.
- 3 international conferences
 - Noam Chomsky 2014
 - Olomouc Linguistics Colloquium 2023
- many guests from the Czech Rep. and abroad
 - lectures, workshops
- 3 parties a year (Freshmen Party, Christmas Party, Garden Party)

General Information I

- One-semester courses
- Courses are either **lectures** (up to 100 students) or **seminars** (ca 20–25 students)
- courses take place **once a week** and consist of 2 teaching hours (= 90 minutes)
 - a few exceptions, i.e. Irish Week, ERAS – blocks
 - CJPC₁, CJPC₂ two lessons a week

General Information II

Students are informed about the form of evaluation and exam requirements during the introductory class in each course.

Generally, students are obliged to

- comply with the required attendance policy (usually a maximum of 2 absences per semester), and
- submit assigned work on time, and
- take tests and exams as required

Assigned work may have the form of home assignments, oral presentations, reports, written essays, group projects, etc.

Please note that **unless cooperation with other students is explicitly allowed by the teacher**, all assignments **have to be done independently, and copying and pasting answers from the Internet is not allowed**

Credits

- The number of credits corresponds to the number of ECTS credits (European Credit Transfer System).
- Usually 3–4 credits per course at the English dept.
- Ours is an “all or nothing system”, i.e. if a course is a 3-credit course, you cannot get 2 credits for meeting the requirements only partially

Forms of Assessment

- Most courses are completed with a **pre-exam credit** = PC = Pass/Fail) only (**no grade**)
- Only two courses have a pre-exam credit plus an end-of-course exam (KAA/UJoo, KAA/ULoo)
- Some courses are also associated with **graded exams**; these exams have their own codes and can be taken separately after the prerequisite course has been completed (not obligatory for international students!)
- 1 credit for a regular exam; 2 credits for a comprehensive exam (a comprehensive exam covers topics from more than one course)
- Exams are assessed by grades A to F.
- Each exam can be retaken twice.

How to Get Grades I

- If you need a grade but there is only a *PC* (pre-exam credit) for the course (= Pass/Fail), there are two options:

Option 1 (the easier one)

- the teacher will put points in the “Points” section in STAG after you have completed the course
- the points will then be automatically exported as a grade to your Transcript of Records at the end of your stay
- if you’ve earned an E, you will get 50; D = 60, C = 70, B = 80, A = 90 and up; F = fail, less than 49

!! Please note that these points are NOT percentage points (i.e. the passing grade is NOT 50) – this is just a way of converting results into grades where STAG does not allow a regular grade

How to Get Grades II

Option 2:

- you can take the separate exam if there is one for the course (check the UP Portal or see below) for an extra credit
- note that the 2-credit exams are comprehensive, i.e. cover the content of two or more courses (i.e. unless you take both courses, you might not qualify for the exam)
- we don't generally recommend this option, so please talk to the English dept. coordinator before you enrol in an exam

Which courses can you take?

- Your timetable shows courses taught in English (colour-coded)
- Incoming exchange students can choose the colour-coded courses under the following conditions:
- All courses require at least a **B2** level of English (official certificate required)
- Master's (MA) courses require at least a **C1** level of English (official certificate required)
- Master's (MA) courses are **not** intended for Bachelor's (BA) students (see our web for an overview)
- Some courses may have prerequisites and/or require some previous knowledge and/or require knowledge of Czech (check UP Portal or ask the teacher)

How to enrol?

- If the course is available and you meet the language requirements etc., sign up for it electronically via UP Portal
- At the English dept., it is often the case that the courses are **full**: you need to **attend the first lesson** and check with the teacher whether they can take you
- If they do, make an appointment with the English dept. coordinator. **This cannot be done via email, you need to come personally by the end of the second week (16 February 2024)**
- If there are pre-requisites which do not allow you to enrol, the faculty coordinator will have to add you to the system manually: e.g. **KAA/AJC₃, AJC₄, AJC₅**. **Make sure to give her the details, i.e. day and time of the class.**

Changes in the LA I

- During **the first week of the semester**, students attend the classes they are interested in and finalise their LAs.
- You can keep, add or drop courses
- The finalised list of English dept. courses must be **consulted** with the coordinator at the Department of English and American Studies (you will avoid trouble with unsuitable courses etc.)
- By the end of the second week, you must **enrol** in UP STAG in all courses you will be actually attending; if you have a problem, send an email to English dept. coordinator (giving the details, i.e. code, day, time of the KAA course)
- Make sure not to miss the deadline for changes (**26 February 2024**)
– after the deadline, administration staff cannot access STAG to make any changes

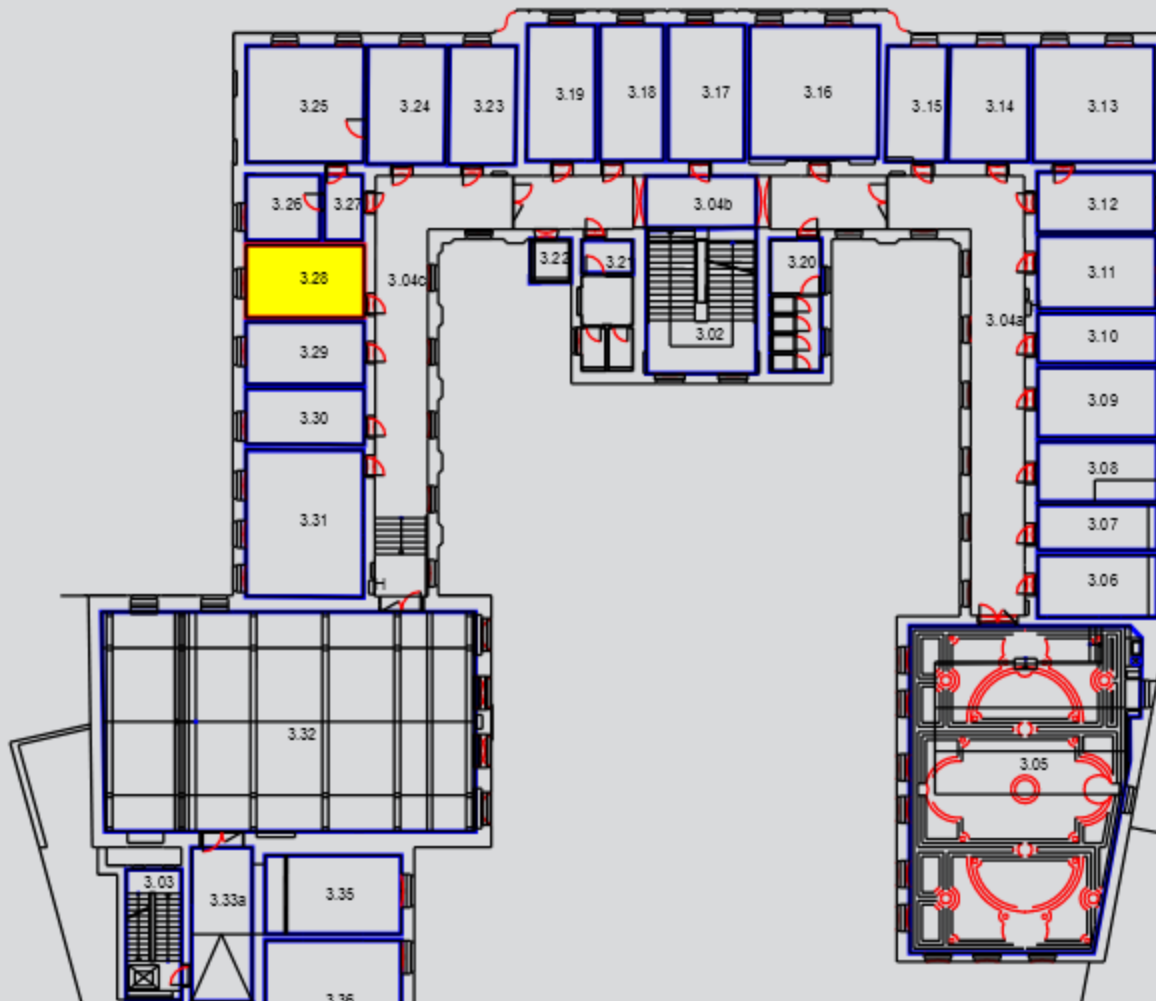
Changes in the LA II

- It is equally important to **unenrol** (i.e. to NOT have in the UP Portal) from the courses you are not taking – otherwise you will get an F at the end of the semester. This can be done in the UP Portal during the first week of the semester
- once you have the final list approved, make the respective changes in STAG, generate a pdf with the During the Mobility section and have it signed by both the sending and receiving coordinators
- upload the signed form in STAG

Department of English and American Studies (KAA)
10 Křížkovského Street, Olomouc
(rear building, floor 3)



Helena Tylšarová's office



Classrooms at 10 Křížkovského St.

CLASSROOM NUMBER	LOCATION
P1.31	basement, front or rear building (use the staircase leading down to the basement)
1.39	1st floor (= ground floor), front building, computer room
1.40	1st floor (= ground floor), front building, computer room
1.44	1st floor (= ground floor), front building
1.49	1st floor (= ground floor), front building
2.40	2nd floor, front building
3.05	3rd floor, rear building. Dept. of English and American Studies
3.16	3rd floor, rear building. Dept. of English and American Studies

KB-1.09: Křížkovského **12**, 1st floor (= ground floor)

Other classrooms and departments: click [here](#) or see the KAA website for incoming students (Useful links and documents)

Timetable (example)

It shows everything we teach at the department

Department of English and American Studies Timetable SUMMER 2023 (version 13 February 2023)

COURSES IN COLOUR BLOCKS ARE TAUGHT IN ENGLISH & ARE AVAILABLE TO INTERNATIONAL STUDENTS
SOME COURSES ARE FOR MA STUDENTS ONLY (CHECK OUR WEBSITE FOR MORE INFORMATION)

linguistics literature pract. English language culture studies other

[MA]: for Master's students only (C1 level of English required)

*UJ00/UL00 Seminar must be taken together with the lecture in one semester

	Room	8:00-9:30	9:45-11:15	11:30-13:00	13:15-14:45	15:00-16:30
MONDAY	1.39 21p	AFO2 / Phonetics / Šimáčková	FOAN/Phonetics / Podlipský	TR04/Překlad. Sem 4/ Zehnalová	TERT2/Teorie překladu 2 / Zehnalová	TR01/ Překlad. sem 1/ Kubánek
	2.40 48st	BS3G / British Studies: Cult. Geography/Flajšarová	BS2M / British Studies society / Flajšarová		BIS1/MIS1 / Diploma – literature/Woock	
	1.49 35st	BRL1 / British Literature 1 / Jelínková	AMOS / Morphosyntax / Čakányová	AML2 / American lit. until 1880 / Peprník M	GRT1 / Contrastive Grammar 1 /Čakányová	AJC2/English Language 2/Sazanovych
	1.44 21st		AJC2/ English Language 2 / Tylšarová	AJC4 / English Language 4 / Tylšarová		7C40 / Irish language 1 / Markus
	3.05 102st	UJ00 (lecture) / Intro. to linguistics* / Podlipský	AFO1 / Phonetics / Šimáčková	UJ00 (lecture) / Intro into Literature* /		AS1H / Americ. Studies / Woock /room 3 .05
	1.40 25p	TR05/Překladatelský sem.5/Molnár	TR01/ Překlad. sem 1/ Kubánek	TR03/ Překlad. sem 3/ Kubánek	IN04/Tlumočnický seminář 4/Pavlisová	IN02/Tlumočnický seminář 2/Pavlisová
	P1.31 25 st.		AJC6/English Language 6/ Ramešová	BRL5 / British Literature 5/ Jelínková	UJ00 / Intro into Linguistics seminar*/ Podlipský	
	3.16 20sem	AML4 / Contemporary American Literature Jařab	SNT1 / Syntax 1 / Veselovská.	SLA2 / Second Language acquisition / Šimáčková [MA]		

Room: 1.39 = floor 1 (ground floor), 2.40 = floor 2, etc.

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	2.40 48st	BS3G / British Studies: Cult. Geography/Flajšarová	BS2M / British Studies: society / Flajšarová		BIS1/MIS1 / Diploma – literature/Woock	
	1.49 35st	BRL1 / British Literature 1 / Jelínková	AMOS / Morphosyntax / Čakányová	AML2 / American lit. until 1880 / Peprník M	GRT1 / Contrastive Grammar 1 /Čakányová	AJC2/English Language 2/Sazanovych
	1.44 21st		AJC2/ English Language 2 / Tylšarová	AJC4 / English Language 4 / Tylšarová		7C40 / Irish language 1 / Markus
	3.05 102st	UJ00 (lecture) / Intro. to linguistics* Podlipský	FO1 / Phonetics / Šimáčková	UL00 (lecture) / Intro into Literature* /		AS1H / Americ. Studies / Woock /room 3 .05
	1.40 25p	TR05/Překladatelský sem.5/Molnár	TR01/ Překlad. sem 1/ Kubánek	TR03/ Překlad. sem 3/ Kubánek	IN04/Tlumočnický seminář 4/Pavlisová	IN02/Tlumočnický seminář 2/Pavlisová
	P1.31 25 st.		AJC3/ English Language 6/ Ramešová	BRL5 / British Literature 5/ Jelínková	UJ00 / Intro into Linguistics seminar*/ Podlipský	
	3.16 20sem	AML4 / Contemporary American Literature Jařab	ANT1 / Syntax 1 / Veselovská.	SLA2 / Second Language acquisition / Šimáčková [MA]		

The same code + same course name = parallel course; choose one only

Timetable (example)

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	2.40 18st	BS3G / British Studies: Cult. Geography/Flajšarová	BS2M / British Studies: society / Flajšarová		BIS1/MIS1 / Diploma – literature/Woock	
	2.49 1st	BRL1 / British Literature 1 / Jelínková	AMOS / Morphosyntax / Čakányová	AML2 / American lit. until 1880 / Pepelík M	GRT1 / Contrastive Grammar 1 /Čakányová	AJC2/English Language 2/Sazanovych
	1.21 21p		AJC2/ English Language 2 / Tylšarová	AJC4 / English Language 4 / Tylšarová		7C40 / Irish language 1 / Markus
	3.05 102st	UJ00 (lecture) / Intro. to linguistics* Podlipský	AFO1 / Phonetics / Šimáčková	UL00 (lecture) / Intro into Literature*		AS1H / Americ. Studies / Woock /room 3 .05
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	P1.31 25 st.		AJC6/English Language 6/ Ramešová	BRL5 / British Literature / Jelínková	UJ00 / Intro into Linguistics seminar*/ Podlipský	
	3.16 20sem	AML4 / Contemporary American Literature Jařab	SNT1 / Syntax 1 / Veselovská.	SLA2 / Second Language acquisition / Šimáčková [MA]		

UJ00 + UL00: the only two courses where a lecture + 1 seminar must be taken together in one semester

Choose one seminar that fits your schedule

UP Portal (STAG)

The screenshot shows the UP Portal (STAG) interface. At the top, there is a logo for 'Portal Palacký University Information System' and a 'Log In' button. Below the logo is a navigation bar with links: Home, Studying & Teaching, Administration, Contacts, and E-mail. Underneath is a secondary navigation bar with links: Browsing, Courseware, Quality Of Education, and Applicant. The main content area is titled 'View data' and contains a sidebar with a tree view of categories: Study programmes and fields, Courses, Departments, Lecturers, Students, Examination dates, and Timetable events. The 'Course' section is active, showing a search form with the following fields: Department abbreviation (KAA), Course abbreviation (%), Name (%), Year (2012/2013), and Taught in language (%). A 'Search' button is located to the right of the form.

(Unit) Department abbreviation: KAA

Course abbreviation: see the timetable (what is not in the timetable is **not taught** this semester except for **exams or special events**)

Year: current year

UP Portal (STAG)

Course

Search for a course based on given parameters.

Unit abbreviation: Course abbreviation: Title:
Instruction language: Form of course completion: Accreditation:

Abbreviation: Title: Variant:

Course description | [Study programmes](#) | [List of students](#) | [Timetable](#) | [Examination dates](#) | [Timetable events](#) | [Permissions](#)

Department/Unit / Abbreviation	KAA / BRL1			Academic Year	2015/2016
Title	British Literature 1800-1900			Form of course completion	Pre-Exam Credit
Accredited / Credits	Yes, 4 Cred.			Type of completion	Combined
Time requirements	Seminar 2 [Hours/Week]			Course credit prior to examination	NO
Occ/max	Statut A	Statut B	Statut C	Included in study average	NO
Summer semester	0 / -	0 / -	0 / -	Language of instruction	English
Winter semester	11 / -	33 / -	0 / -	Repeated registration	NO
Timetable	Yes			Semester taught	Winter + Summer
Minimum (B + C) students	not determined			Volně zapisovatelný předmět	Yes
Substituted course	None				
Preclusive courses	N/A				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	KAA/BL1Z				
Histogram of students' grades over the years:	Obrázek PNG , XLS				

Course objectives:

The course in British Literature 1 focuses on the development of English literature in the 18th and 19th centuries. During the seminar study as well as works by authors of the Victorian period. The course introduces poetry, fiction and drama. Attention is also paid to the literary a

More information anglistika.upol.cz

https://anglistika.upol.cz

UPOL Gmail KAA Moodle KAA MOODLE UPOL Katedry FF UP (TYPO: (BYU-BNC) OneLook CMS De Gruyter Online Jo Cambridge Web of Science [v.5.1 Moodle Jarko Bookma

Filozofická fakulta

Uchazeči o studium

Stávajícím studentům

Kontakty



EN



Katedra anglistiky
a amerikanistiky

Aktuality

O katedře

Stávajícím
studentům

Lidé

Věda
a výzkum

Zahraníční
vztahy

Foreign
students



Studuj anglickou
filologii, tlumočení
a překlad!



Informace pro
uchazeče



Žurnál Online
zpravodajství z UP



Studujte na FF UP



Moodle

Pro uchazeče

Na katedře anglistiky můžete studovat **anglickou filologii** (studuj.anglistiku.upol.cz) nebo **tlumočnictví a překladatelství** (studuj.atp.upol.cz).

Podrobné informace o [studijních oborech](#) a o [přijímacích zkouškách](#).

Information in ENGLISH for foreign prospective students is available [here](#).

14
únor

Studentská
politologická
konference

14. 2.
09:00–16:15

4 5

Philosophia

Moodle (learning platform)

www.moodle.upol.cz

- we use Moodle to share teaching materials with students
- login the same as in the UP Portal;
- once you are enrolled in STAG for a course, the course automatically appears on your Moodle home page as well
- Problem: you are not in STAG yet, but there is already an assignment in Moodle.

Solution 1: try to enrol as soon as possible

Solution 2 (temporary): Teachers can add you manually as Student-Asynchron, but you have to log in Moodle first so that Moodle knows you.

moodle.upol.cz

- moodle.upol.cz

Jednotné přihlášení
Univerzita Palackého v Olomouci

Přihlášení ke službě Aplikace pro
e-learning

Uživatelské jméno



PORTAL NAME

Heslo



PORTAL PASSWORD



Přihlásit

LOGIN

How to change the language setting in Moodle to English



Univerzita Palackého
v Olomouci

🏠 / Můj přehled semestrů

Důležité informace pro uživatele MOODLE UPOL

LANGUAGE SETTING



[NASTAVENÍ JAZYKA / SETTING LANGUAGE PREFERENCES >>](#)

RADY A NÁPOVĚDY

Užitečné odkazy, návody a dokumentaci k MOODLE UPOL naleznete na adrese:
<https://cvt.upol.cz/moodle/>.

VYHLEDÁVÁNÍ A PŘEHLED KURZŮ

Pokud jste správci kateder, uživatelé se zvýšenými právy nebo jen zájemci o nabídku všech kurzů dostupných v prostředí Moodle UPOL - můžete na ně nahlédnout zde:

[VŠECHNY KURZY na Moodle UPOL >>](#)

Letní semestr 2021/2022 (8)

Zimní semestr 2021/2022 (9)

Zobrazit včetně událostí

- [2021-ZSiLS-KAA/BIS1---711728 - Diploma Seminar 1: Linguistics&Translation&Int](#)
- [2021-ZS-KAA/BIS1--ZS-- Diploma Seminar 1: Literature&Culture Studies](#)
- [2021-ZSiLS-KAA/UPRG---- Introduction to Pragmatics](#)
- [2021-ZSiLS-KAA/GRTZK---- Kontrastivní gramatika pro překlad](#)
- [2021-ZSiLS-KAA/GRT2---- Kontrastivní gramatika pro překlad 2](#)
- [2021-ZSiLS-KAA/GRT3---- Kontrastivní gramatika pro překlad 3](#)
- [2021-ZSiLS-KAA/PRAG---- Pragmatics](#)

Moodle: English dept. forum

- Once you have signed up, join the English department discussion forum with announcements (relevant information will be in English)

- [DF KAA](#)

You need to self-enrol in DF KAA (see next slide)



Důležité informace pro uživatele MOODLE UPOL

LANGUAGE SETTING



[NASTAVENÍ JAZYKA / SETTING LANGUAGE PREFERENCES >>](#)

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[VŠECHNY KURZY na Moodle UPOL >>](#)

PRAVIDELNÉ ZÁLOHOVÁNÍ

Pravidelné každodenní zálohování prostředí Moodle probíhá vždy v

Summer semester 2021/2022 (8)

Winter semester 2021/2022 (9)

View including events

- 2021-ZSiLS-KAA/BIS1---711728 - Diploma Seminar 1: Linguistics&Translation&Interpreting
- 2021-ZS-KAA/BIS1--ZS-- Diploma Seminar 1: Literature&Culture Studies
- 2021-ZSiLS-KAA/UPRG---- Introduction to Pragmatics
- 2021-ZSiLS-KAA/GRTZK---- Kontrastivní gramatika pro překlad
- 2021-ZSiLS-KAA/GRT2---- Kontrastivní gramatika pro překlad 2
- 2021-ZSiLS-KAA/GRT3---- Kontrastivní gramatika pro překlad 3
- 2021-ZSiLS-KAA/PRAG---- Pragmatics
- 2021-ZSiLS-KAA/ANT1---- Text Analysis 1


“Vyhledávání” = search. Click on the hyperlink to be able to search for courses and type in DF KAA.

Show all

Home / Courses / Search / df kaa

Důležité informace pro uživatele MOODLE UPOL

LANGUAGE SETTING



[NASTAVENÍ JAZYKA / SETTING LANGUAGE PREFERENCES >>](#)

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[VŠECHNY KURZY na Moodle UPOL >>](#)


PRAVIDELNÉ ZÁLOHOVÁNÍ

Search results: 1

DF KAA DISCUSSION FORUM KAA

- Teacher: Markéta JANEBOVÁ
- Teacher: Ondřej KLABAL
- Teacher: Pavel KRÁL
- Teacher: Michal KUBÁNEK
- Teacher: David LIVINGSTONE
- Teacher: Michaela MARTINKOVÁ
- Teacher: SABINA PAZDEROVÁ
- Teacher: Václav Jonáš PODLIPSKÝ
- Teacher: Šárka ŠIMÁČKOVÁ
- Teacher: Matthew SWENEY
- Teacher: Kamila VEČEŘOVÁ
- Teacher: Ludmila VESELOVSKÁ
- Teacher: Josefína ZUBÁKOVÁ

Search courses 



Click on the hyperlink and then, on the next screen, on “self-enrol”

Courses usually available every semester

Obligatory courses (see below) are usually taught every semester, while the choice of the optional ones may vary.

Check with the timetable:

What is not in the timetable is **not taught** this semester

with the exception of **exams and some special events**

KAA/ERAS Introduction to Czech Culture for Foreign Students

This course is designed for visiting foreign students who would like to learn more about the culture of the Czech Republic.

The course will have the form of a block seminar from 19 to 23 February, students will also need to submit a diary of their stay in the Czech Republic.

Details to be announced or contact the teacher at roztoctom@gmail.com

Students should have at least a medium B2 level of English. The course is taught by Mgr. Tomáš Roztočil.

Practical English: Courses

Course Code	Course Title	Credits	Extent: lecture+ seminar	Assess- ment	Recom- mended esp. for:
KAA/AJC1	English Language 1	3	0+2	PC	BA
KAA/AJC2	English Language 2	3	0+2	PC	BA
KAA/AJC3	English Language 3	3	0+2	PC	BA
KAA/AJC4	English Language 4	3	0+2	PC	BA
KAA/AJC5	English Language 5	3	0+2	PC	BA
KAA/AJC6	English Language 6	3	0+2	PC	MA
KAA/AJC7	English Language 7	3	0+2	PC	MA
KAA/AJC8	English Language 8	3	0+2	PC	MA

AJC1: Academic writing

AJC2: Presentations

AJC3: Textbook: *English File Advanced Plus*

AJC4-5: Textbook: *Headway Advanced*

AJC6-8: Textbook: *Proficiency Masterclass* (C1 level required)

You can take any of those course in any order (i.e. you can only take e.g. AJC3 without taking AJC1 and AJC2).

Contact Helena Tylšarová at helena.tylsarova@upol.cz if you have any questions regarding these courses.

Practical English: Exams

Code	Course Title	Credits	Assessment	Prerequisite Courses
KAA/JZB2	Comprehensive Practical English Exam B2	2	EX	AJC1 or AJC2
KAA/JZC1	Comprehensive Practical English Exam C1	2	EX	AJC3 or AJC4 or AJC5
KAA/JZC2	Comprehensive Practical English Exam C2	2	EX	AJC6 or AJC7

(THESE ARE NOT TAUGHT COURSES, BUT EXAMS WHICH MAY BE TAKEN AFTER THE COMPLETION OF THE PREREQUISITE COURSES)

Contact Helena Tylšarová at helena.tylsarova@upol.cz if you have any questions regarding these exams.

Practical English: Prerequisites

Technical glitch:

KAA/AJC3, AJC4, AJC5 have prerequisites in STAG which will not allow you to enrol. If you have one of these courses in your LA, get in touch with Ms. Tylšarová during the second week of the semester. The faculty coordinator will have to enroll you manually.
! Make sure to provide all the details, i.e. code, day, time

So what to do next? (1)

1. In the timetable, check what is actually taught this semester and compare it with the Before mobility section of your LA
2. Make a list of courses you would like to attend
3. Consult your choice of courses taught at the English department with the department coordinator (Helena Tylšarová) and then
4. **Use the first week to learn more about the courses:** go to the first lesson to learn more about the syllabus and requirements (**do not miss the first lesson** even if you have not signed up in STAG yet) and talk to the teacher to find out whether the course is suitable for you
(do not pick courses for MA students if you are a BA student)
5. **By the end of the first week, you should know which courses you are going to keep, add, or drop**

So what to do next? (2)

6. Enrolment in STAG:

- a) if the teacher says you can attend the course and the capacity in STAG is still full, get in touch with the **English dept. coordinator**. You need to come personally upon previous arrangement in the **first two weeks of the semester** (only English dept. courses can be sorted out in the way).
- b) if a course is **not suitable** for whatever reason and you are enrolled in it, make sure to **unenrol** by 26 February 2024

7. After finalising the list of courses (**deadline: 26 February 2024**), make changes in STAG, generate a pdf with the Changes and have it signed by both parties in due time. Then upload it in STAG.

Thank you
and enjoy your stay in Olomouc!

