

**Biological chemistry:
time schedule of administrative procedures
at the Faculty of Science SBU:**

first year of study	
late August/ early September	enrollment of Czech students
late September/ early October	enrollment of Austrian students
October - June	studies in Linz
June	electronic preliminary enrollment for the winter semester of the second year at Fac. Sci. SBU (precise date given in the Calendar of the Academic Year – look at the English version of the faculty website login procedure – see footnote ¹)

¹ Preliminary enrolment procedure:
<http://www.prf.jcu.cz/> - English version
package **LINKS**, the item **STAG** (Student Agenda Information)

to login you need a user name and a password

user name: B plus five digit number (written in hand on the first page in your study book)
password: is derived from your date of birth – see the table bellow

females			males		
date of birth	“birth number”	password	date of birth	“birth number”	password
March 15, 1995	95 53 15	95531512AA	March 15, 1995	95 03 15	95031512AA
August 3, 1992	92 58 03	92580312AA	August 3, 1992	92 08 03	92080312AA
January 31, 1996	96 51 31	96513112AA	January 31, 1996	96 01 31	96013112AA
December 8, 1999	99 62 08	99620812AA	September 8, 1999	99 12 08	99120812AA
October 1, 1990	90 60 01	90600112AA	October 1, 1990	90 10 01	90100112AA

After login, continue to the section **My study** to you see the courses for your coming semester

second year of study	
early September	introductory courses for Biol. Chem. students: <ul style="list-style-type: none"> ○ University Studies and Life (3 – 4 hours), introduction to time schedule of administrative procedures at the Faculty of Science + comments ○ Information Sources in Science (3-4 hours), library visit on guided tour - organisation of the library, catalogue system in the library
early September	obtaining signature of the guarantor of the course 'Study placement' into the study book ('index')
September	<ul style="list-style-type: none"> ○ enrollment for the winter semester at the department of study affairs ○ obtaining the stamp confirming the completion of the 'Study placement course' at the study department of study affairs (date given in the Calendar of the Academic Year)
December	electronic preliminary enrollment for the summer semester (date given in the Calendar of the Academic Year)
late January / early February	enrollment for the summer semester at the dept. of study affairs (date given in the Calendar of the Academic Year)
March	obtaining the stamp confirming the completion of the winter semester at the department of study affairs (date given in the Calendar of the Academic Year)
June	electronic preliminary enrollment for winter semester (you will only enroll the 'Study placement course' at Fac. Sci. SBU for winter semester, other courses will be taken in Linz)

third year of study	
September	<ul style="list-style-type: none"> ○ enrollment for the winter semester
October	<ul style="list-style-type: none"> ○ deadline for an assignement of the bachelor thesis (the form can be found on the English version of the faculty web site, filled out forms with all the necessary signatures must be submitted to dept. of study affairs by the end of October) ○ obtaining the stamp confirming the completion of the previous summer semester at the department of study affairs (date given in the Calender of the Academic Year)
December	electronic preliminary enrollment for the summer semester (date given in the Calender of the Academic Year)
late January / early February	enrollment for the summer term / semester at the dept. of study affairs the course UCH 005 Biological Chemistry - Bachelor Seminar (7 credits) is compulsory (date given in the Calender of the Academic Year)
April	<ul style="list-style-type: none"> ○ submission of theses + applications for the defence and final state exam (+ application for master study) (date given in the Calender of the Academic Year) ○ submission of the current Transcript of Records from Linz
late May / early June	<ul style="list-style-type: none"> ○ final checking of the study book – all courses (at SBU as well as at JKU) must be completed ○ delivery of the final Transcript of Records certifying completion of all obligatory courses of the Austrian part of the programme; it must be delivered to the dept. of study affairs <p>(deadline for both actions: at least three days before Bachelor's Degree Final Examination; date of Bachelor's Degree Final Examinations are given in the Calendar of the Academic Year)</p>
May/June	defence of the theses, Bachelor's degree state examination
July	graduation ceremony

for those who do not accomplish their study in the third year of studying:

June: electronic preliminary enrollment for the winter semester:

- those who successfully defended the thesis, but did not sit the Bachelor's Degree Final Examination, enroll only the course
FBI 845 – Bachelor's Degree Final Examination
- those who did not defend their thesis (and therefore could not sit the final exams, enroll the courses
FBI 845 Bachelor's Degree Final Examination
FBI 893 Bachelor Thesis – Practical Part (0 credit)

fourth year of study (for those who do not accomplish their study in the third year of studying)

September: enrollment for the winter semester + obtaining the stamp confirming the completion of all courses in the previous summer semester at the dept. of study affairs (date given in the Calendar of the Academic Year)

December:

- submission of theses + applications for the defence and final state exam (+ application for master study) + submission of the current Transcript of Records from Linz
(date given in the Calendar of the Academic Year)
- final checking of the study book, all courses (at JKU as well as at SBU) must be completed
(deadline = at least three days before Bachelor's Degree Final Examination)
- submission of the final Transcript of Records certifying completion of all obligatory courses of the Austrian part of the program
(deadline = at least three days before Bachelor's Degree Final Examination)