



RULES ON THE ORGANISATION OF INSTRUCTION IN ELECTIVE SUBJECTS AT THE FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

These Rules were adopted by virtue of a resolution of the Faculty Council of the Faculty of Economics and Business Administration, Record of Proceedings No. 4/2 April 2020, and were updated by Record of Proceedings No. 5/26 April 2021, Record of Proceedings No. 3/25 March 2025, and Record of Proceedings No. 8/24 March 2026.

They enter into force as of the 2021/2022 academic year.

EDUCATION-QUALIFICATION DEGREE BACHELOR

1. The campaign for elective subjects in the education-qualification degree Bachelor for the winter semester is conducted through the Student Information Management System (SUSI) in September. From 15 to 30 September, students register the subjects they wish to take. Any subjects that remain registered after the specified deadline become mandatory for the student, and the student is included in the examination protocols for those subjects. The choice made by students is not subject to revision during the semester.
2. The campaign for elective subjects in the education-qualification degree Bachelor for the summer semester is conducted through the Student Information Management System (SUSI) in February. From 1 to 15 February, students register the subjects they wish to take. Any subjects that remain registered after the specified deadline become mandatory for the student, and the student is included in the examination protocols for those subjects. The choice made by students is not subject to revision during the semester.
3. Subjects with continuing instruction over both semesters are selected by students for the entire academic year during the campaign for the winter semester. Withdrawal from such subjects is not permitted during or after the first semester.
4. During their studies, each student is entitled to have no more than three elective subjects in which they have not taken the semester examination and have not received a grade. These subjects are removed ex officio upon graduation if the student has the required number of credits from elective subjects under the curriculum.
5. Instruction in elective subjects in the education-qualification degree Bachelor is conducted where at least six students have enrolled. For specialised elective academic subjects in which, for objective reasons, a group of six students cannot be formed, instruction may, by decision of the Faculty Council, be conducted with a smaller number of students. Students are required to indicate in the Student Information

Management System (SUSI) backup subjects to which they will be redirected if there is an insufficient number of students wishing to attend the classes.

6. Students select academic subjects only from those included in the curriculum of their major. All other subjects that students wish to attend and sit an examination in are considered optional subjects. Grades from optional subjects are not included in the overall grade average, do not generate additional credits, and cannot compensate for credits from compulsory and elective subjects.
7. Instruction in elective subjects is conducted in one group, and one elective subject may be offered to students only in one year of study, as specified in the curriculum. A list of elective subjects by major, in accordance with the current curriculum, is published on the website of the Faculty of Economics and Business Administration before the beginning of each campaign.
8. For all elective subjects, the Student Information Management System (SUSI) includes a brief description of the course content, the language in which it is taught, and the relevant syllabi are attached.
9. At the beginning of the campaign for elective subjects, students are informed of the start of the campaign and of the current list of elective subjects. Students are also informed of any restrictions concerning elective subjects, as well as that their choice is not subject to revision during the semester.
10. The Deputy Dean for Academic Affairs proposes adjustments to the teaching teams on the basis of the students enrolled in elective subjects after 10 October and 1 March of each academic year; such adjustments are not subject to revision within the winter and summer semesters.
11. Instruction in language subjects in elective form is governed by separate rules.
12. The inspector for Information Activities at the Faculty of Economics and Business Administration is responsible for the preparation and conduct of the campaign for elective subjects.

EDUCATION-QUALIFICATION DEGREE MASTER

1. The campaign for elective subjects in the education-qualification degree Master for the winter semester is conducted through the Student Information Management System (SUSI) in October. From 15 to 30 October, students register the subjects they wish to take. Any subjects that remain registered after the specified deadline become mandatory for the student, and the student is included in the examination protocols for those subjects. The choice made by students is not subject to revision during the semester, and requests for withdrawal are not considered.
2. The campaign for elective subjects in the education-qualification degree Master for the summer semester is conducted through the Student Information Management System (SUSI) in February/March. From 20 February to 5 March, students register the subjects they wish to take. Any subjects that remain registered after the specified deadline become mandatory for the student, and the student is included in the examination protocols for those subjects. The choice made by students is not subject to revision during the semester, and requests for withdrawal are not considered.
3. During their studies, each student is entitled to have no more than two elective subjects in which they have not taken the semester examination and have not received a grade. These subjects are removed ex officio upon graduation if the student has the required number of credits from elective subjects under the curriculum.
4. Students select academic subjects only from those included in the curriculum of their master's programme. All other subjects that students wish to attend and sit an

examination in are considered optional subjects. Grades in such subjects are not included in the overall grade average, do not generate additional credits, and cannot compensate for credits from compulsory and elective subjects.

5. For all elective subjects, the Student Information Management System (SUSI) includes a brief description of the course content, the language in which it is taught, and the relevant syllabi, which are accessible to students, are attached.
6. Instruction in elective subjects is conducted in one group. The lead department for a given master's programme may restrict instruction in elective subjects in the education-qualification degree Master by setting a minimum number of enrolled students required for the classes to be held.
7. At the beginning of the campaign for elective subjects, students are informed of the restrictions imposed, as well as that their choice is not subject to revision during the semester. Students are required to indicate backup subjects in the Student Information Management System (SUSI).
8. Subjects with continuing instruction over both semesters are selected by students for the entire academic year. Withdrawal from such subjects is not permitted during or after the first semester.
9. The Deputy Dean for Academic Affairs proposes adjustments to the teaching teams on the basis of the students enrolled in elective subjects after 10 October and 1 March of each academic year; such adjustments are not subject to revision within the winter and summer semesters.
10. The inspector for Information Activities at the Faculty of Economics and Business Administration is responsible for the preparation and conduct of the campaign for elective subjects.