

Tasks and regulations with due dates connected to the closing of the 1st semester of the 2018/19 academic year and the preparation for the 2nd semester of the 2018/19 academic year

I. The closing of the study period of the 1st semester of the 2018/19 academic year

- Supplement of signatures and mid-year grades for full time training students has be done latest by 8th of January, 2019 (Tuesday).
- Those courses where you receive offered grades, **you have to accept it in the Neptun system until 8th of January, 2019 (Tuesday)!** If you do not do so, the admin will automatically submit it as accepted on 9th of January, 2019 (Wednesday).
- For all courses registered by students Professors must submit the following: in case of subjects with signature requirement: „signed” or „rejected”, in case of subjects with mid-term grade requirement: grade (1-5) or „rejected” latest until 17th of December, 2018 (Monday).

II. The preparation of exam period of the of the 1st semester of the 2018/19 academic year and registering for exams

- **The duration of the exam period: Monday, 17th of December, 2018 - Saturday, 26th of January, 2019**
- Dates of exams and the exam period has to be set in the Neptun system by 12:00, Thursday, 22nd of November, 2018.
- It is compulsory to provide at least three examination dates per subject, with one of them to be scheduled on the last week of the examination period (taking an exam 2 times are free).
- Period for recording offered grades is between 26th of November-16th of December, 2018.
- **Students of all faculties can start registering for exams from 13:00, Monday, 3rd of December, 2018. The pre-requisite of registering for an exam is to have the valid signature** of the subject registered in the Neptun system!
- End of exam period in the Neptun system for all students: 18:00, Saturday, 26th of January, 2019.
- **The University is closed between 24th of December, 2018 - 1st of January, 2019!**

III. Tasks of the preparation of the 2nd semester of the 2018/19 academic year

Preliminary registration for subjects, making the schedule

The courses for next semester (2nd semester of the 2018/19 academic year) has to be finalized in the Neptun system by 6th of January, 2019.

Student can preliminary register for the subjects until 31st of January, 2019.

Dates for starting the preliminary registration for subjects of each faculty for full time training students:

- NIK from 13:00 on 2019. January 7.
- BGK from 13:00 on 2019. January 8.
- RKK from 13:00 on 2019. January 9.
- KGK from 13:00 on 2019. January 10.
- KVK from 13:00 on 2019. January 11.

During this period the exam period is still going on. As the two processes are running parallel, between 7-11th and 15-18th January, 2019 between 8:00-13:00 students cannot register for subjects in all faculties, but **can register for exams!** Therefore in the preliminary registration period for subjects between 7-11th and 15-19th January, 2019 students can register for subject between 13:00 and next day 8:00. Every day between 7-11th and 14-18th January, 2019 between 12:00-13:00 (for 1 hour) centrally the Neptun Office will restart the system, and will not be working!

By 1st of February, 2019 the requirements will be checked and there will be decision about the courses that cannot be started and will be deleted.

Students can finalize their registered subjects from 8:00 on Monday, 4th of February until 24:00 on Thursday, 7th of February, 2019.

The **registration week** is between Monday, 4th of February-Friday, 8th of February 2019.

First day of classes: Monday, 11th of February, 2019.

Administrative applications such as credit transfer, passive semester etc. has to be submitted by Monday, 4th of February.

As February is the first month of a new semester, please be prepared for that the scholarships will be paid from 8th of March, 2019, two months together!