

Tasks and regulations connected to the closing of the 2nd semester of the 2018/19 academic year and the preparation for the 1st semester of the 2019/20 academic year

I. The closing of the study period of the 2nd semester of the 2018/19 academic year

Signatures and mid-year grades: they have to be recorded in the Neptun latest by **Friday, 31st of May, 2019.**

In case of offered grades in the Neptun, the student has to accept/reject it in the system. In case the student does not accept/reject it until **31st of May, 2019**, the administrator will **automatically set it as accepted on 3rd of June, 2019.** All registered courses/subjects must have at least the signature/rejection and/or the mid-year grade recorded into the Neptun system by **20th of May, 2019.**

In case if there is any transfer made by the student to the Neptun account and the amount has not been used, it can be refunded to the student. The method of the inquiry for refund can be found on the Neptun website under Questions and Answers.

II. The exam period of the of the 2nd semester of the 2018/19 academic year

The duration of the exam period (5 weeks): Monday, 20th of May - Saturday, 22nd of June, 2019. The dates of exams, including the signature and mid-term grade supplementary exams must be scheduled and recorded in the Neptun system by 12:00 Thursday, 25th of April, 2019. It is compulsory to schedule **at least three examination dates per subject**, with one of them to be fixed in the last week of the examination period (taking an exam 2 times is free). Time period for recording offered grades: from 6th to 20th of May, 2019.

The start date for registering for exams in all faculties: 13:00, Monday, 13th of May, 2019 (the requirement of registration for any exam is **to have a valid signature**, which has to be recorded in the Neptun by 20th of May)!

The end of the exam period for full-time students in the Neptun system: 18:00, Friday, 21st of June, 2019.

III. (Preliminary) registration for subjects, scheduling the time-tables

The courses **for the next semester (1st semester of the 2019/20 academic year)** have to be preliminary offered in the Neptun system latest by **9th of May, 2019.** The administrator of each faculty has to record the schedule information, classroom and time of each subject in the Neptun by **6th of June, 2019.**

Preliminary registration for subjects for students starts at the following times in each faculty (cannot be done earlier than 13:00 on the given day):

KVK from 13:00, 17th of June, 2019

NIK from 13:00, 18th of June, 2019

BGK from 13:00, 19th of June, 2019

AMK from 13:00, 20th of June, 2019

RKK from 13:00, 20th of June, 2019

KGK from 13:00, 21th of June, 2019

and **available until 28th of June 2019** for all faculties.

During this period the **exam period is parallely going on.**

Please note: **on the 11-14th of June and 17-21st of June, 2019 between 8:00-13:00 registration for subjects will not be possible, but exam registration will work.**

The Neptun server will be restarted between 12:00-13:00 on the 11-14th of June and 17-21st of June, 2019 to avoid the overload of the system by students.

The decision about courses that will not be started (based on the information from the preliminary registration) has to be shared and the courses not starting deleted in the Neptun by 31st of August, 2019.

Students can finalize their registration for subjects from 8:00 a.m., 2nd of September, until midnight, Thursday, 5th of September, 2019 (first and one day before the last day of the registration week). Due date for **submitting requests** (i.e. passive semester, credit transfer etc.) is the first day of the registration week, **Monday, 2nd of September, 2019.**

Registration week: 2nd-6th of September, 2019. Students transferring from other institutions must register during this week!

First day of study period, classes begin: Monday, 9th of September, 2019.