Handling applications to the Dean
Student Information

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1. Introduction

Starting from the 2018/2019 spring semester, the following applications can be submitted to the Dean via the Neptun system:

- 201 Application for the Dean's decision on equity
- 202 Subsequent passive semester application, for extraordinary reasons
- 203 Application for transferring between full-time and correspondence education
- 204 Application for changing majors
- 205 Preliminary passive semester application, for extraordinary reasons (Suspension of the first semester or requesting a third passive semester)
- 249 Other types of cases subject to the Dean's competence
- 250 Application for the Rector's decision on equity
- 299 Application against an infringing decision or for failing to pass a decision (legal remedy)

Visibility of application forms

Students can see the application forms on HWEB that meet the following conditions:

- the validity of the application is later than the current date
- An administrator is assigned to the student's program

Validity of application forms (period of submission)

Students can submit the application forms on HWEB that, in addition to meeting the conditions for visibility, also meet the following conditions:

- the validity period of the application form includes the current date
- no completion conditions have been specified for the application, *OR*
  the condition is applicable for the given student (if a student is not entitled to submit a given application, the student receives an error message when clicking on the application. The error message depends on the reason the student is not allowed to fill in the form,)
- the student has a current semester (if a fee is required for the application)
- the student has not yet submitted the application for the program in the given semester (except forms 249 and 299)

A student with six failing grades in any subject may not submit an application to the Dean or Rector (except form 202).

2. Application submission - HWEB

The applications visible to the student can be viewed in the given program in HWEB on the *"Available request forms"* tab under the *"Administration" / "Requests"* menu item. Applications can be completed only in the validity period set for the application form.

The completion period (i.e. the start and end of validity) is displayed in the application row. In the case of applications for which a fee is payable, a bank note icon indicates the fact that a fee is payable.

The application can be completed by clicking on the name of the form. The student's basic information and the education information required by the form are automatically populated from Neptun data.

A document can also be uploaded for the reasoning provided by the student on the form; documents may be no larger than 10 MB.

No opportunity is provided for submitting additional documents after the submission of the application.

After completing the form, press "Next" to continue. This displays a preview of the entire form so the student can check the provided data. Press "Back" to return to the previous screen and make corrections. The completed application can be submitted by pressing the "Submit request" button at the bottom of the preview page. The data entered in the application can then no longer be changed.

After submission, the form is moved to the *Submitted requests* tab, which allows students to monitor the status of the application.

If a fee is payable for the submission of the application, the applicable fee is automatically assigned with the submission of the form. The system sends the applicant a confirmation message. The application's status remains *"Waiting for pay in"* until the student pays the item under the *"Finances" / "Payments"* menu item.

If the student fails to pay the fee for the application by midnight of the day following the submission of the form, the item will be deleted and the application will be cancelled.

The application will be visible to the competent administrator only after payment is provided.

After the fee is paid, the application receives the *"Being processed"* status.

If the student realizes that (s)he used the wrong form for the application before paying the fee for the application, or no longer wishes to submit the application, (s)he can request Student Finances by email to invalidate the form. The email has to include the application ID number.

Rejection without substantive examination

If the student submits the application with the wrong form, the application will be rejected without a substantive examination. The fee will not be returned.

Return for corrections

If the reviewer/decision-maker does not consider the justification provided or the documents attached by the student to be sufficient, the form may be returned to the student for corrections.

The student then receives the request for corrections with the following system prompt:

"Dear Applicant,
The application you have submitted is being returned to you for corrections.
The application can be found on the "Submitted requests" tab under the
"Administration/Requests" menu item.
You can make corrections under the "Corrections" menu item under the application's function menu."

Students have 15 calendar days to correct applications to the Dean (form series 200). If the student makes the corrections and re-submits the application within this time limit, the application will be assessed. If the student does not make corrections and does not re-submit the application returned for corrections, the application will be automatically returned to the reviewer/decision-maker after the expiry of the time-limit for corrections, and will be assessed as-is. (The application ID is not changed as a result of any corrections.)

3. Notification of the student of the assessed application. – HWEB

A student who has submitted a request can see the status of the request on the *"Submitted requests"* tab under the *"Administration" / "Requests"* menu item in HWEB, including the justification of the assessment, if applicable. Students receive messages notifying them of changes to the status of applications.

In the case of an **approved** application, an official note is prepared, which the student can view and print under the *"Studies" / "Official notes"* menu item in HWEB.

If the application is **rejected** or **partially enabled**, a decision is issued. The student can select the option to *"View Decisions"* in the pop-up menu by clicking the + sign at the end of the application's row on the submitted applications page. The documents can be printed. Appeals can be submitted against rejecting decisions with an application for legal remedy.

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