101-102 APPLICATION FOR DEFERRED SUBJECT REGISTRATION

Student information notice

The application for deferred subject registration pursuant to Section 31 (1) of the Education and Exam Regulations can be submitted via the Neptun system from the autumn semester of the academic year 2021/2022 exclusively for the subjects included in the student's curriculum. It is possible to apply for deferred registration of a subject outside the curriculum in accordance with previous practice. There is a separate electronic application for the deferred registration of a subject for the third time.

Who may submit the application?

A student who has active student registration in the given academic semester and has not taken a subject during the subject registration period specified in the schedule approved by the University Council for the semester (hereinafter: schedule).

When can the application be submitted?

In accordance with Section 31 (1) of the Education and Exam Regulations, within six working days following the last day of the subject registration period specified in the schedule.

What information is included in the application?

The applicant's information as recorded in the Neptun system:
- Student's personal information:
  - Name,
  - Neptun code,
  - Contact information (email address and phone number).
- Data of the student's training program:
  - Code of the Faculty,
  - Name and code of the training program,
  - Financial status,
  - Neptun code, name of student's administrator.

Process

Submission of applications

The application can be submitted on the "Available request forms" tab under the "Administration" / "Requests" menu item in HWEB either by opening "101 Application for deferred subject registration (registration for the 1st and 2nd times)" when registering for the first or second time for the subject, or by opening "102 Application for deferred subject registration (registration for 3rd time or more)" when registering for the 3rd time or more. The beginning and the end of the submission period (validity) is displayed in the application row.

Validity of the contact details have to be checked and in case of error be reported to the educational administrator, since communication outside Neptun may be required during the application process.

Considering prerequisites, the same conditions must be met in case of deferred and regular subject registration. Only one subject per application can be submitted. No more than one application can be submitted for the same subject in one semester.

When filling in the application, only those subjects can be chosen that have been announced in the given semester and were previously not completed by the student during the training program. If the chosen subject's equivalent has been completed, its code will be shown in the 'Completed Equivalent Subject(s)' field on the application, then the application cannot be submitted. This is indicated by a feedback message. When selecting the course(s) to be admitted, it is mandatory to choose from all the course types required to complete the given subject.

The application displays the data of the subject and course selected (subject code, name, organization, requirement, recommended semester, subject type, subject group, if any; completed equivalent subject code, if any; course code, type, language, course current and maximum number of students, course instructor, timetable information, notes on the course).

After completing the form, it can be submitted by clicking "Next" and then the "Submit request" button on the preview page. The applicable service fee is automatically assigned when submitting the application. The system sends the applicant a confirmation message. The name of the assigned item is identical to the ID of the submitted application. Use the "All terms" function when listing the items to be paid. The application's status remains "Waiting for pay in" until the student pays the item under the "Finances" / "Payments" menu item. The item can be paid only by using the item assigned by the system; items cannot be paid by bank transfer.

The application is considered submitted if the status „Being processed" is displayed. Students can check this status on the "Submitted requests" tab under the "Administration/Requests" menu item.

Processing

The submitted application is processed by the study administrator, who, if the prerequisites are met, registers the subject and course for the student and accepts/completes the application. The application can also be submitted for a course where places are not available. The maximum number of students on a course may be increased upon the decision of the faculty the training program belongs to.

The administrator may return the request for correction once, but the corrected request must also be received within the submission deadline. If the student does not meet the pre-study conditions, the application will be rejected.

Upon acceptance of the application, after it has been recorded in Neptun, an 'Official note' will be generated, which the student can view under the menu item 'Studies / Official notes'. In the event of a rejected application, an official decision will be generated. To view the generated decision the 'View resolution' option can be selected in the menu that opens by clicking on the + sign at the end of the application line in the 'Submitted requests' tab in the 'Administration / Requests' interface.

At the end of the application process, the applicant will be notified of the acceptance or rejection by an automatic Neptun (e-mail if appropriate) message.