

SUBMITTING APPLICATIONS TO THE DEAN

Student Information

Starting from the spring semester of the academic year 2018/19 the following applications can only be submitted 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 switching majors
- 205 Preliminary passive semester application, for extraordinary reasons
(*Suspension of the first semester or requesting a third consecutive passive semester*)
- 249 General application for cases in 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)

With the exception of the '299 Legal remedy' application all listed applications include a service fee.

Who may submit the application?

Apart from the '299 Legal remedy' application which does not have any technical restrictions for submittal, the following restrictions might apply when submitting (the numbers in parentheses show the corresponding application types):

- You cannot have the same type of application in progress. (201-205, 250),
- Application cannot be submitted without having active/passive status. (201-204, 250, 205 – admitted students can submit before their first semester, 249 – can be submitted by students who absolved but did not graduate),
- Cannot submit if either Dean's or Rector's equity has been received. (201, 250)
- Cannot submit unless Dean's equity has been received (250).

When can the application be submitted?

The schedule approved by the University Council contains opening and deadline for most applications. If it does not, the application can be submitted all-year long.

What information is include in the application?

The applicant's information as recorded in the Neptun system:

- Student's personal information:
 - o name,
 - o Neptun code,
 - o contact information (email address and phone number).
- Data of the student's training program:
 - o name and code of the training program,

- start of legal status of the student's program,
- Neptun code, name of student's administrator.
- Other information (in parentheses the identifier of the corresponding application type):
 - table of the student's semester data (201-205, 249-250, 299),
 - reason of dismissal (201-204, 249-250),
 - table of previous identical training programs (201, 250),
 - tuition fee has been settled via student loan (202),
 - student's performance throughout the semester (202),
 - failed subjects (204),
 - study field of current training program (204),
 - Dean's previous positive decision on equity (250).

Information to be provided by the student (in parentheses identifier of the corresponding application type):

- justification (201-205, 249, 299),
- application subtype (205),
- name, level, type (full-time or correspondence) of the programme to switch to (204).

Process

Submission of the application

The application can be submitted by selecting the proper application on the 'Available request forms' tab under the 'Administration' / 'Requests' menu item in HWEB. The start and end of the submission period (validity) is displayed in the application row.

After justification has been provided in the justification field documents with maximum size of 10 Mbytes in PDF, PNG, JPG or JPEG format can be attached by clicking on the 'Attachment' button.

After completion the form can be submitted by clicking 'Next' and then the 'Submit request' button on bottom of the preview page. The application is considered submitted if it receives the status 'Being processed' which students can check on the 'Submitted requests' tab under the 'Administration / Requests' menu item.

With the exception of the '299 Legal remedy' application all listed applications include a service fee. 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' option when listing the items to be paid. The application's status remains 'Waiting for pay in' until student's payment, visible under the 'Finances / Payments' menu item, regarding the item has been accepted.

Rejected without substantive examination

Applications submitted via wrong form will be rejected without substantive examination and having no effect on further equity based applications submitted by the applicant.

Correction

During the application process, the reviewer may return the application for corrections if relevant data is missing or further clarifications are needed. The application is then delivered

to the applicant via HWEB with the status *'Returned for correction'* under the *'Administration / Requests'* menu on the *'Submitted Requests'* tab. The applicant is notified of the application being returned for correction by way of Neptun message (or email, if the user has enabled email notifications). Correction can be started after choosing *'Correction'* in the pop-up menu appearing when clicking the + sign at the end of the application's row.

The process for making corrections is the same as submitting applications, with the difference that the pop-up window displayed when the application is opened provides a message on the reason why the application was returned for corrections (the reason is also displayed in the text box above the application after the pop-up window is closed). Please note that the applicants have 15 calendar days to make corrections. If no corrections are made, the application will be returned for assessment in an unchanged form.

Application assessment and administration

With the exception of the legal remedy application (299) the decision regarding the application can be as follows:

- **approved,**
- **rejected,**
- **approved with alterations** (general application (249) only).

At the end of the process on rejection an official decision otherwise an *'Official note'* will be generated.

The decision process regarding legal remedy application (299) is a two-step process. First, the person/organization responsible for the infringing decision or failing to pass one reviews the application and either

- **accepts** the application for legal remedy or
- **rejects** it, in which case the application will be forwarded to the Committee for the Review of Student Affairs (CRSA)

The CRSA will either

- **accept** or,
- **rejects** it.

In case the application is concluded by the CRSA an official decision will be generated.

To view *'Official Notes'* open HWEB (student web interface) and select *'Official Notes'* under *'Studies'*. Official decisions can be viewed by selecting the *'View resolution'* option 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 approval or rejection by an automated Neptun (also email with default settings) message.