

## Undergraduate study programmes - students UP FAMNIT: Instructions for enrolment 2019/20

### Enrolment schedule 2019/2020

TERMS	ACTIVITY
26 July - 20 September 2019	I. <b>enrolment term</b> - for students who fulfill the advancement requirements for the enrolment in the next year of study
13 September 2019	The end of autumn examination period
16 September 2019	Autumn's examination results
30 August - 20 September 2019	II. <b>enrollment term</b> - for students who fulfill the advancement requirements for the enrollment in the next year of study

Students, who will have the right to enrol for the pre-graduation year (*absolvent*) in 2019/20 will fulfill the enrolment paper in SIS from 2 September 2019 on. Students who want to fulfill the enrolment paper before 2 September have to inform Student Services.

### Advancement requirements for enrolment in the next study year and for repeating the year (second enrolment)

A student cannot enrol in the next study year until he has any financial debts at UP FAMNIT. Advancement requirements for each study programme are available on our website:

- [Mathematics](#)
- [Mathematics in Economics and Finance](#)
- [Computer Science](#)
- [Bioinformatics](#)
- [Conservation Biology](#)
- [Mediterranean Agriculture](#)
- [Biopsychology](#)

### Instructions for enrollment in the next year of study and for enrolment in the pre-graduation year

For the successful completion of the enrollment procedure please follow instructions:

1. Student fulfill the enrollment paper for 2019/20 in SIS in the menu Enrolment paper
2. After fulfilling all data the enrollment paper can be printed in menu Printing. You have to sign the enrollment paper and send it (or brought personally) with the required enclosures to the Student Services UP FAMNIT. Please note the following list of documentation that should be sent/present to the faculty for the enrollment:
  - *General Terms and Conditions for the Payment of Tuition Fees and Charges at UP FAMNIT* (signed) - the document is part of the enrollment paper and it is printed automatically from SIS while printing the Enrollment paper,

- a receipt certifying the payment of enrollment fee (a receipt of enrollment fee will be sent via e-mail. A receipt is also available in SIS in the section My Data / My Financial Position).
3. Students have to choose elective courses. All information is available in the menu Courses 2019/20.
  4. If there are some mistakes on the enrollment paper, a student have to correct them directly on the enrollment and sign it.
  5. In case a student will not submit the enrolment paper in Student Services no later than 20 September 2019, they will be automatically without student status (*pavzer*) in the 2019/20.
  6. After the completion of the enrollment procedure a student will receive 6 certificates of enrollment. A student card will be available afterwards in Student Services office during opening hours (students will be informed).

### Pre-graduation year

Students, enrolled in the 3rd year of the study programme may enrol in the pre-graduation year in the 2019/20 if they did not repeat the year or change study programme from 2012/13 on.

Enrolment in the pre-graduation year it is possible only in the first academic year after 3rd year of the study programme.

Students, who will have the right to enrol for the pre-graduation year (*absolvent*) in 2019/20 will fulfill the enrolment paper in SIS from **2 September 2019 on** and will receive a receipt of enrollment fee (will be sent via e-mail). A receipt is also available in SIS in the section My Data / My Financial Position.

Students who want to fulfill the enrolment paper before 2 September have to inform Student Services.

Students who do not want to enrol for pre-graduation year do not have to fulfill the enrolment paper and do not have to pay enrolment fee.

### Repeating the year (second enrolment)

Students who do not fulfill the advancement requirement and have not repeated the year yet, have the right to repeat the year (only once).

For the repeating a year, students enrolled in the undergraduate study programme Mediterranean Agriculture have to collect at least 28 ECTS in the current year of study.

For the successful completion of the second enrollment procedure please follow instructions::

1. Student has to fulfill the Request for repeating a year in SIS Študent (menu Miscellaneous / Requests (also available in English language), print it, sign it and submit it in the Student Services office.
2. **Deadline for submission a Request for repeating the year is 13 September until 12.00 (received at Faculty).**
3. If a student fulfills the requirements for repeating a year, he will have a chance to fulfill the enrolment paper in SIS and will receive a receipt of enrollment fee (will be sent via e-mail). A receipt is also available in SIS in the section My Data / My Financial Position.

## No student status (*pavzer*)

Students who will not fulfill the advancement requirements for enrolment in the next year and have repeated a year already **cannot repeat a year again**. In next academic year those students will not have a student status (= *pavzer*).

Students without student status do not have to fulfill enrolment paper and do not have to pay enrolment fee.

Student without student status for the first year are treated in the same way as a student with a student status (no additional costs).

Student without student status for the second year or more have to pay for the exams and for preparing and defending a final project paper as written in the faculty' price list.

## Requests

Student's requests for enrolment (in the higher year without fulfilling advancement requirements, extension of the pre-graduation year) and requests for parallel degree study are processed by the Commission for students affairs.

A request has to be fulfilled in SIS (menu Miscellaneous / Requests (also available in English language)), printed, signed and submitted in the Student Services office.

**Deadline for submission a Request for repeating the year is 13 September until 12.00 (received at Faculty).**

The Commission will process the requests no later than 19 September 2019. Students who will have positively processed requests will enrol no later than 27 September 2019.

## Tuition and enrolment fees

Price list 2019/20 and all information regarding to tuition and enrollment fees are available in the menu [Education / General Information](#).

**A receipt of enrollment fee will be sent via e-mail.** A receipt is also available in SIS in the section My Data / My Financial Position. In case that an organization will pay student's enrollment or tuition fee, a student has to inform Student Services office.

**IMPORTANT:** Candidates, who have already repeated a year or changed a study programme in RS, can apply and enroll for undergraduate study programme again, but they will have to pay a tuition fee.

## Field work

Students who have a field work, have to pay all costs by themselves. A faculty may pay only a part of it.