

UNDERGRADUATE STUDY PROGRAMMES - STUDENTS UP FAMNIT Instructions for enrolment 2021/22

Enrolment schedule 2021/2022

TERMS	ACTIVITY
2 August - 17 September 2021	I. enrolment term - for students who fulfill the advancement requirements for the enrolment in the next year of study
10 September 2021	The end of autumn examination period
14 September 2021	Autumn's examination results
til 24 September 2021	II. enrollment term - for students who fulfill the advancement requirements for the enrollment in the next year of study

PRE-GRADUATION YEAR

Students, who will have the right to enrol for the pre-graduation year (*absolvent*) in 2021/22 will fulfill the enrolment paper in SIS from 31 August 2021 on.

Students who want to fulfill the enrolment paper before 31 August 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](#)

INSTRUCTIOS FOR ENROLLMENT IN THE NEXT YEAR OF STUDY AND FOR ENROLMENT IN THE PRE-GRADUATION YEAR

Important: If student has any financial obligations to the faculty he/she cannot access to the enrolment paper before he/she pays the dept.

Enrollment procedure:

1. Student fulfills the enrollment paper for 2021/22 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 2021/22*.
 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 45 September 2021, they will be automatically without student status (*pavzer*) in the 2021/22.
 6. After the completion of the enrolment procedure a student will receive e-mail notification that he/she can access to the certificates of enrolment in their SIS. 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 2021/22 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 2021/22 will fulfill the enrolment paper in SIS from **31 August 2021 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 31 August 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).

Requirements for repeating the year are available at the description of each study programme on Famnit webiste.

Procedure for the second enrolment:

1. Student has to fulfill the *Request for repeating a year* in SIS Študent (menu *Miscellaneous / Requests* (also available in English language).
2. **Deadline for submition a Request for repeating the year is 10 September until 12.00.**

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*.
4. A student can review a decision of each request in ŠIS (*Miscellaneous / Requests*).
5. A student fulfills the enrolment paper in ŠIS (procedure above).

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). Request do not have to be submitted in physical form.

Deadline for submission a Request for repeating the year is 10 September until 12.00. After the deadline, the submission of requests will be disabled in the ŠIS system.

The Commission will process the requests no later than 17 September 2021. Students who will have positively processed requests will enrol no later than 24 September 2021.

A student is able to review a decision of each request in ŠIS (*Miscellaneous / Requests*).

TUITION AND ENROLMENT FEES

Price list 2021/22 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 enrolment or tuition fee, a student has to inform Student Services office.

FIELD WORK

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