

## **Guidelines of examining student affairs at the Faculty of Management and Economics**

### **Guidelines for registration for the next semester with credit points debt**

The condition to register for the next semester requires a debt that does not exceed 12 ECTS credit points calculated towards the semester for which the registration is made. A student with a debt greater than 12 ECTS credit points must send a request to the corresponding Vice Dean to register for the next semester (the application form is available on the student's account in the platform "Moja PG"). The condition to be able to enroll for the last semester of first cycle studies is to complete all courses of even semesters of studies lasting an odd number of semesters or to complete all courses of odd semesters for studies lasting an even number of semesters.

### **Selection of an additional specialization (diploma profile)**

An additional specialization/profile may be selected by a student who has completed the semester prior to application submission, has no credit point debt, and whose average grade in the prior academic year was at least 4.5. In the event that the number of students applying for two specializations/profiles exceeds the number of places available, the average grade is a decisive factor.

An application for the possibility of taking two specializations/profiles must include the name of the additional specialization/profile and the registration of the study courses printed from the My PG system that proves the completion of the previous academic year. The application must be submitted no later than two weeks before the beginning of the semester in which the specialization/profile begins. There is no possibility of waiving the second specialization/profile after the semester starts. Failure to complete required courses as part of the additional profile/specialization results in credit point debt.

### **Admissions to the first semester as part of the second field of study**

The above is specified in the study regulations and the recruitment policy.

### **A full-time studies transfer from to an extramural study mode**

A student who wishes to be transferred from a full-time study mode to an extramural study mode (within the same field of study) must submit a request to the corresponding vice-dean. In the case of credit point debt accumulated during the full-time study period, there is a need to pay a fee for repeating a semester/course according to the rules listed in the study regulations. The transfer conditions (indication of the type of study and the differences in the program) are determined by the corresponding vice-dean. The request must be submitted no later than 14 days before the start of classes for a given semester. The change of study modality applies to students who have completed the first and second semesters of first cycle studies or the first semester of second-cycle studies. A student who transfers from full-time studies to extramural studies, after completing the course of study and passing the final exam, will receive a diploma of completion of extramural studies.

The rules are effective as of 1 May 2021.