

Topic	Change in content	Relevant parts in the document <i>Academic Regulations for Students</i>
SUBMISSION OF REQUESTS	Requests regarding study issues can be submitted by email if the submission is not required via Neptun system.	section 147
TRANSFER FROM ANOTHER HIGHER-EDUCATION INSTITUTION	The deadline for submitting a request for transfer is 1 July and 20 January. See specific details of the transfer in the given sections.	section 34; 34/A; 37; 320
CHANGE OF PROGRAMME, CHANGE OF THE WORK SCHEDULE, CHANGE IN PLACE OF STUDY	The rules of changing workload are equal with the rules of the transfer from another higher-education unit, except for the special forms regarding the change. See specific details of the transfer in the given sections.	section 29; 34/B; 37; 354
ENROLMENT AND REGISTRATION	The course registration period is constituted of three parts: 1) Preliminary registration period - from the middle of the preceding exam period to no later than the second Friday before the study period of the given semester. 2) Ranking course registration period - from the last day of the preliminary course registration period to the Thursday of the week preceding the study period. 3) First-come-first-served course registration period - from the Friday following the ranking course registration period to the Sunday of the following week, which is the first week of the study period.	section 4 (part 49); section 56
	The registration period of a given semester is from the fourth week of the preceding exam period and it takes until the last day before the start of the study period.	section 4; 36; 38; 39; 54
CHANGING TRACK OR SPECIALIZATION	Students who apply to a track during their studies must do so in the Electronic Registration System (Neptun) a semester in advance, until last working day of the given semester. The Student who fails to select a track on time shall be allocated to one by the Office of Educational Affairs. The Student's allocation to the given track can only be changed by a request for changing the track. The Student shall have one opportunity change their tracks within a single programme.	section 48; 315
CREDIT TRANSFER PROCESS	The requests for credit transfer must be submitted until the end of the course registration period at every faculty of the university.	section 34; 323
	Students dismissed from their programme on academic grounds and later admitted at the same institution in the same programme, as a result of a successful application process, study units previously completed will be recognised by way of credit transfer. This shall not require the submission of a credit verification form if descriptions of the subjects concerned can be found in Neptun System.	section 51
PROCESSES CONCERNING COURSE REGISTRATION	The rules of late course dropping have changed. The Student may submit their request to be deregistered from a course by the end of the first week following the course registration period. Dropping a course later than the mentioned deadline is possible by submitting a request, but only if the student has a specific reason. For details see the given parts of the regulations.	section 61 (part 6-8); section 355
	Late course registration is only possible by submitting a request by the end of the first week following the course registration period. During the late course registration the Office of Educational Affairs have to take the head count limit into consideration. In the case of a full limit, the course cannot be taken without the permission of the given institute/department.	section 62/A; 355
PROCESSES CONCERNING STUDY UNIT COMPLETION	A student must be dismissed from a programme if a study unit, which forms part of a programme's curriculum, has not been completed after six attempts, excluding failed attempts and exams due to uncompleted weak prerequisites.	section 52; 326
	The course organiser must provide an opportunity for students who failed their exam, by the end of the last week of the exam period, to retake the exam. Retake exams may be provided at an earlier date based on an agreement between the students and the instructor in charge of the course.	section 73
	The student must be provided the opportunity to improve the grade of two exams per semester (including higher education vocational training) by retaking it.	section 73
	A thesis given a passing grade cannot be remedied and a successful final exam cannot be retaken.	section 82/A
UNIQUELY TAILORED STUDY ARRANGEMENT	Reasons for requesting a uniquely tailored study arrangement have changed. The requests must be accepted by the given board or committee of the faculty in every cases. The reasons of the request can be the following: a) exceptionally good academic performance; b) persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honorator status; c) persistently good academic performance and active involvement in the University's public life; d) academic scholarship abroad or work abroad (for a duration that does not exceed the duration of the semester) that can be recognised as internship credit on the basis of a preliminary credit review, e) reasons related to childbirth and child care, f) the continuous, severe illness of the student or their direct family member, treatment for which must be verified, g) sporting activity in a major league, membership in a national team h) participation in an outside internship under the curriculum.	section 74; 335
REGISTRATION OF SPECIAL NEEDS	Students living with disabilities or requiring permanent medical care (hereinafter: special needs students) – especially those with severe speech impediment, dyslexia, dysgraphia, dyscalculia, hearing-, vision- and physical impairment, in need of durable medical attention – are eligible to academic allowances during their studies, in order to fulfil academic requirements.	section 207; 208; 209
	The Student living with a disability may submit their request to prolong the duration of their support to the Office of Educational Affairs by the final day of the fourth week of any semester's exam period, indicating the number of semesters for which they wish to avail of the support.	section 211