



## INSTRUCTIONS FOR REQUEST SUBMISSION

The instructions for submitting applications in ŠIS are presented below. Students are reminded to pay attention to the time limit when entering the justification for the request: prolonged inactivity (not confirming by clicking, etc.) will terminate the connection to the server. The written justification will thus be lost. We recommend that students use another text editor to compose the justification and copy the finished composition into the online form. **You only submit the request electronically in ŠIS, you do not print the request and send it to Student Services, since you submit it electronically.**

### REQUEST SUBMISSION PROCEDURE

- When a student submit the request in ŠIS, a request has an ***in process*** status.
- The request is firstly examined by the Student Services. In case there is anything missing, the Student Services informs the student to submit the missing documentation or edit the request. In case a request is formally complete, a request has an ***accepted*** status. Also, a student is informed about the request status via student e-mail.
- When the request is examined by the competent body of the faculty, a request's status is changed in ***concluded***. A student can check the justification of the decision in the ŠIS request, also in the requests's section ***Documents*** is available the final decision. A student is informed about the concluded request status via student e-mail.

**APPROVED REQUEST:** for students who have a positively resolved request, the subject of the request will be regulated in accordance with what was asked in the request.

**DISAPPROVED REQUEST:** students whose request has been negatively resolved will have insight into the decision (section Explanation).

## INSTRUCTIONS FOR SUBMISSION

1. By clicking on the slider, you select the request you want to submit. By clicking **<< Request entry**, you enter the request section for further editing and submission.

The screenshot shows a sidebar menu on the left with options: MY DATA, EXAMS, MID - TERM AND TERM EXAMS, MATERIALS, MISCELLANEOUS, Notifications, Teaching Staff, Requests, STUDENT SURVEY, EXCHANGE REGISTRATION, and EXIT. The 'Requests' menu item is highlighted. To the right, under the heading 'Requests', there are three buttons: '<< Request entry' (selected), '<< Edit request or appeal', and '<< Review of requests or appeals'. A dropdown menu is open next to the first button, showing 'FAM - RECOGNITION OF EXAMINATIONS (previously formally acquired skills)'.

2. In the request, state the justification, indicate the enclosures and upload them by clicking on **Choose File**. After filling in both boxes and uploading the enclosures, click **Send request**. **ATTENTION: Do not print the application, only submit it electronically.**

The screenshot shows a form with three main sections: 'Justification:', 'Enclosures:', and 'Enclosure (file):'. The 'Justification:' section has a large empty text box. The 'Enclosures:' section has a large empty box for listing files. The 'Enclosure (file):' section has a 'Choose File' button, a 'No file chosen' message, and a '+ add new enclosure' button. A faint watermark of a hand holding a pen is visible in the background.

3. If you have chosen a file that is not supported by the system (e.g. png), the submission will be unsuccessful. The message below is displayed. The following are allowed: zip, pdf, jpg, doc and docx.

The screenshot shows a sidebar menu on the left with options: MY DATA, EXAMS, MID - TERM AND TERM EXAMS, MATERIALS, MISCELLANEOUS, Notifications, Teaching Staff, Requests, STUDENT SURVEY, EXCHANGE REGISTRATION, and EXIT. The 'Requests' menu item is highlighted. To the right, under the heading 'Applications', there are three error messages: 'Error uploading file: famnit-01.png', 'Uploading files of selected type is not allowed!', and 'Error uploading files, request failed! Please repeat the process.'

4. If the request is successfully submitted, the message below will be displayed.

**Applications**

Application successfully saved request.

MY DATA
EXAMS
MID - TERM AND TERM EXAMS
MATERIALS
MISCELLANEOUS
Notifications
Teaching Staff
Requests
STUDENT SURVEY
EXCHANGE REGISTRATION
EXIT

5. On the Requests tab, click << **Edit request or complaint** to edit the request while it is still in **Proposed** status. By clicking on << **Review of requests and complaints**, you can review the request or complaint after it has been accepted and later closed by the Student Services (the final decision can be seen in the Explanation section, if a decision has been issued, it can be seen under Documents).

**Requests**

MY DATA	<< Request entry	FAM - RECOGNITION OF EXAMINATIONS (previously formally acquired skills) ▾
EXAMS	<< Edit request or appeal	
MID - TERM AND TERM EXAMS	<< Review of requests or appeals	
MATERIALS		
MISCELLANEOUS		
Notifications		
Teaching Staff		
Requests		
STUDENT SURVEY		
EXCHANGE REGISTRATION		
EXIT		

## SPECIFICATIONS OF ENROLLMENT REQUESTS

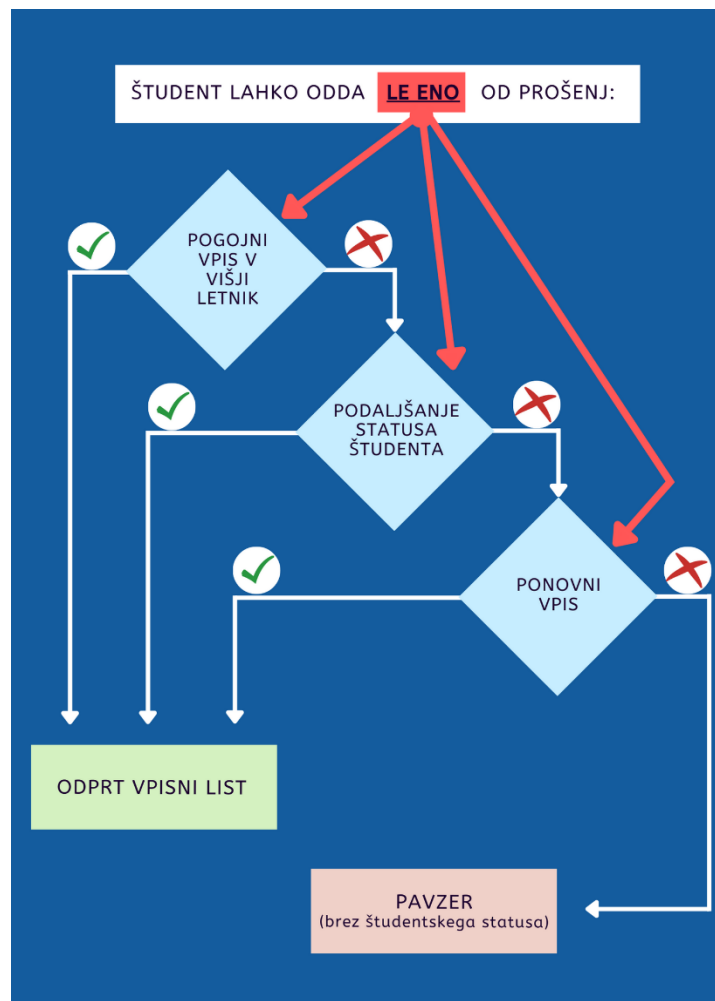
APPROVED REQUEST: students with approved request will be able to fulfil the enrolment paper (will be notified via e-mail),

DISAPPROVED REQUEST: students with disapproved request will be able to review a committee decision in ŠIS, also the decision will be send to home address.

Formally completed requests, submitted on time, will be examined by the Committee for Study and Student Affairs. Committee will **NOT EXAMINE:**

- incomplete requests: incomplete request fulfilment or request without attachments, if needed (request for extension of the student status and request for enrolment in a higher study year without completed study obligations),
- requests submitted after the deadline: request submitted after the deadline

A student can submit only ONE of the following requests in ŠIS at a time (see photo below)



### **IMPORTANT**

The Committee for Study and Student Affairs will automatically examine the next most favorable enrollment solutions for the student, in case the submitted requests is denied (see Requests organization chart).

A student can submit the request before he/she receives all the exam results. In case a student fulfills the advancement requirements afterwards, he/she withdraw the request for enrollment and must informs the Student Services about it.

### EXAMPLE:

A student submits a request for enrollment in the higher year without all obligations and the request is denied by the Committee for Study and Student Affairs. The committee then examine the next favorable enrollment solution for the student, i.e. extension of the student status.

In case a student has the right to extend the status, he will have opened enrollment paper.

In case a student has no right to extend the student status, he will have an option to repeat the year (only in case he did not repeat the year or changed the study programme so far).

In case also this option in not available for the student, he will be a pavzer in the next academic year.