COURSE REGISTRATION
INSTRUCTION

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1. SUBJECT MATTER AND SCOPE

The aim of this procedure is to identify the steps taken during the course registration process.

2. RELATIONS TO OTHER DOCUMENTS

a) Rules and procedures of the Student Affairs Office
b) IBU Rules of Study for First Cycle Study
c) Student register books
d) Student record cards

3. WORK PROCEDURE

a) All active Students are required to register courses that they are going to attend in the upcoming semester. Newly registered students complete their registration after the enrollment.

b) The course registration forms (3 copies) are provided by the students advisor. Firstly, the advisor checks if the student is eligible to register the courses by verifying the ones that he/she has passed in the previous semesters, taking in account the maximum amount of ECTS (30 per semester). In agreement with the student, the advisor selects the appropriate courses, enters them to the registration forms, signs them and gives them back to the student.

c) The next step for the student is to take the course registration forms to the accounting office. The responsible officer checks the financial status of the student, by reviewing if he/she has payed the stipulated fee into the specific bank account. Students cannot register any courses or enroll to the next semester prior to the full payments of his/her dues. If the student has fulfilled all his/hers obligations concerning the tuition, the accountings officer will verify the registration forms by signing and putting a stamp on the rear side of the papers.

d) Afterwards, the student brings the registration forms to the Student Affairs Office. The officers again check if everything is according to the rules. In case of irregularity the form is returned to the responsible advisor to correct any mistakes.

e) When everything is according to the rules, the Student Affairs Office verifies the registration forms by signing and putting stamps on them. One copy is kept in the Student Affairs Office, one is given to the student and one to the advisor. Only then can the student legally attend the registered courses as well as taking the exams.

f) The data from the course registration form is entered into the students register book and students record card. The registration forms are archived and kept in the individual student files.
4. RESPONSIBILITY AND AUTHORISATION

Student Affairs Office, General Secretary, Academic Advisor