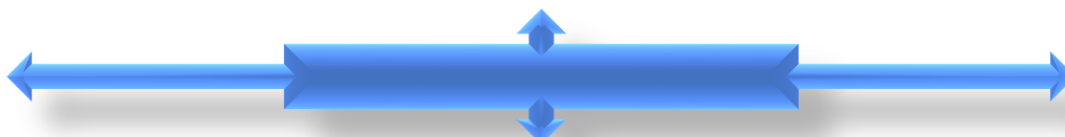# Procedure for enrolment of subjects

application

Unaccepted requirement

unaccepted subject request in the MAIS

* the student documents a screenshot/photo where the unaccepted request can be seen.

Collision in the timetable

subjects are scheduled at the same time and day

* the student documents the printed timetable

Adding a subject outside the enrolment

You want to choose a course because: you did not choose it in the enrolment round, you are short of credits, you are interested in the course...

free of charge

individual assessment of the application

Fee: 6€ /subject

- IBAN: SK87 8180 0000 0070 0007 8205
- VARIABLE SYMBOL: 101002500
- BANK: Štátna pokladnica
- SWIFT CODE: SPSRSKBA

please enter your name and surname in the note

Rules for adding subjects

Request to add a course during the first week of the semester

OE and E subjects with the signature of the teacher/MAIS administrator

C subjects without signature

Request to add a course during the semester

OE and E subjects with the signature of the teacher/MAIS administrator

C subjects without signature

consent of the Vice-Dean for Education

The student submits the complete application to the study department of the Faculty of Arts UP to the study officer