

SPECIALIST GRADUATE STUDY INFORMATION SECURITY AND DIGITAL FORENSICS

"Steps" of enrollment in the winter semester (III semester) of the academic year 2021/22 (three "steps")

Instructions for students - ENROLLMENT STEPS in the winter semester (III semester) of the specialist graduate study Information Security and Digital Forensics for the academic year 2021/2022

Initial instructions for students:

- Student enrollment in the winter semester of graduate professional studies (full-time and part-time students) for the academic year 2021/2022 is conducted online, without the arrival of students in the premises of the Student service.
- Communication during the entire enrollment process is done exclusively through @ tvz.hr e-mail addresses of students. To emails from other e-mail addresses (@ gmail.com, @ yahoo.com,...) the Student service will not respond.
- Be sure to check with your student-device (studomate) that all grades of passed courses have been entered in the ISVU system. According to the conditions of enrollment in further (higher) semesters, for enrollment in the III semester the condition is passed courses of the I semester.
- For successful implementation of the enrollment follow the following steps (from 1st to 3rd).

1st ENROLLMENT STEP

a. Student e-application

Students must complete the electronic application via the web application opened at <https://upisi.tvz.hr> from Friday **10.09.2021** until Tuesday **28.09.2021**, at 11.59 pm. Students are asked to carefully choose the courses they enroll so that there are no subsequent corrections and be sure to look Schedule of classes by blocks in the application under the Schedule of classes and information (valid for students who have classes in blocks) to avoid collision of elective courses.

As of this academic year, all students can pay tuition in 2 installments in semester regardless of whether they have chosen to pay in installments or not.

When registering or logging in, the required information should be filled in according to the instructions on the page itself. In case of problems - inability to choose a course, log in, etc. the student addresses, exclusively by e-mail, to the web application administrator at astojanov@tvz.hr.

b. Enrollment of the winter III semester

After completed e-application, the student must at:

- upisi-visagodina-dipl-isdf@tvz.hr

send a mail with the following content: *„I confirm that I have completed the electronic application and please completion of the enrollment in the higher year of study.“* **and the Application form in PDF and the prove of paid tuition for ac.year 2021/22 have to be attached.**

The stated e-mail must be sent from student's @tvz.hr mail address, and mails sent from private addresses (@gmail.com, @yahoo.com,...) will not be considered nor accepted.

Students who up to **28.09. at 11.59 p.m. do not sent the stated mail will be considered not to have completed the enrollment within the prescribed period, and will have to submit requests for subsequent enrollment in accordance with a special decision.**

2nd ENROLLMENT STEP - implementation of the 1st part of enrollment in the ISVU system and preparation of the Calculation of tuition

Based on the student's e-mail, the Student service immediately upon receipt conducts the 1st part of the winter semester enrollment in the ISVU system, and informs the student about the enrollment by e-mail. In the same e-mail, the Student service sends to the student the document "Calculation of tuition".

3rd ENROLLMENT STEP - delivery of documentation and implementation of enrollment in full

The document "Tuition calculation" submitted by the Student service to the student by e-mail in step 2 of enrollment, the student must sign, and this signed document send by e-mail to the address from the list above (the e-mail address corresponding to the study where the student is studying). A student whose tuition costs are paid by a legal entity must submit a document "Tuition calculation" which, in addition to the student, must be signed and certified by a legal entity. In the same e-mail, the student must submit a confirmation of payment of the first installment of tuition fees in accordance with the sent document "Calculation of tuition".

Only when all the received documents are correct, the student service completes the 2nd part of the enrollment in the ISVU system, and thus fully enrolls the student in the winter (3rd) semester of studies.

NOTES:

Students are asked to check all enrolled grades of passed courses in the ISVU system in order that the prerequisites for enrollment in the senior semester could be respected.

When paying the tuition fee, please enter the number of the tuition calculation in the payment reference number section

Payment reference number -JMBAG-5 ». tuition

The notice was made based on the academic calendar for ac. yr. 2021/22, Decision of the Expert and Administrative Council of TVZ and the Rulebook on Studying, with the approval of the Assistant Head.

All Decisions related to the conditions of enrollment in the higher semester can be found under Notifications of the Student service, repository: Decisions.