

## **PROCEDURE FOR FILLING VACANT STUDENT PLACES IN THE UT FACULTY OF ARTS AND HUMANITIES**

Adopted by the Faculty of Arts and Humanities council resolution no. 11 of 17 February 2016.

Changed with the Faculty of Arts and Humanities council resolution no. 40 of 20 November 2019.

1. Vacant student places are filled in a public competition within four weeks of the start of the semester.
2. Students who meet the requirements regarding previous education, have completed the prerequisite courses appointed in the curriculum and meet the conditions of the competition have the right to apply for a vacant student place (see Study Regulations).
3. To participate in the competition, the candidate submits a written application to the vice rector for academic affairs. The application and other necessary documents must be submitted within one weeks of the start of the semester to the coordinator of the institute managing the curriculum, or if there are more managers, to the coordinator of the institute coordinating the management of the curriculum. [effective as of 20 November 2019]
4. For the evaluation of candidates, the head of the institute managing the curriculum, or if there are more managers, the head of the institute coordinating the management of the curriculum, forms a committee consisting of at least three members at the beginning of each academic year.
5. When ranking the candidates, the percentage of completion of the curriculum is taken into account. In the case there are students with equal results, the weighted average grade is considered. In creative specialties, curriculum-related creative achievements may be taken into consideration. Upon rematriculation, also the reason for deletion of the student from the matriculation register is taken into account.
6. A vacant student place is filled by the directive of the vice rector for academic affairs on the basis of the person's application approved by the vice dean for academic affairs.