

## **Faculty of Archaeology**

Enrolment regulation for uSis: registering and deregistering for series of lectures and examinations<sup>1</sup>, 2019-2020

### **1. Registering for series of lectures and examinations (except for BA2 and BA3 seminars)**

- 1.1. All students must register in uSis for each series of lectures during the registration period. When doing this, they can use the activity number posted in the schedules on the website.
- 1.2. The registration period for a series of lectures runs from 100 calendar days prior to the date of the examination until 7 calendar days after commencement of the relevant series of lectures.
- 1.3. Students are automatically registered for the relevant examination after they have registered for the series of lectures.
- 1.4. If a student fails to register for a lecture during the registration period, he must register with the Education Secretariat, either by e-mail or in person.
- 1.5. If a student is unable to register in uSis for the series of lectures, or if he experiences any problems when registering, he must register with the Education Secretariat - either by e-mail or in person - before the closing date of the registration period for the relevant examination.
- 1.6. Registrations will exclusively be valid and final on condition that students' registrations for the series of lectures in uSis appear in the student app underneath the study schedule.

### **2. Registering for BA2 and BA3 seminars**

- 2.1. Students must register for 1 of 6 seminars in each series. Since no more than 15 places are available, registration takes place in order of enrolment.
- 2.2. Students may register for 1 seminar, and they may also register for a second seminar if they are placed on the waiting list.
- 2.3. If a student registers for more than one seminar, BOTH registrations will be cancelled. This is monitored by the Education Secretariat.
- 2.4. The commencement dates for the registration periods for the seminars are as follows:  
Series 1: 07:00, 16 September 2019  
Series 2: 07:00, 13 January 2020  
Series 3: 07:00, 24 February 2020

### **3. Exceptions for registrations in uSis**

- 3.1. Students are not obliged to register in uSis for theses and internships.

### **4. Right to participate in examinations**

- 4.1. Students who do not comply with the participation requirements for an examination (see Article 4.2 of the Course and Examination Regulations) are not entitled to sit the relevant examination. If any student participates without consent, his examination will

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<sup>1</sup> In respect of the term 'examination', the definition as recorded in Article 1.2 of the Course and Examination Regulations (CER) applies. Other types of testing such as essays also come under the heading of 'examination'.

not be marked and no examination results will be forthcoming. The examination opportunity is registered as ND and has been used.

## **5. Deregistering for examinations**

- 5.1. Students may deregister for an examination in uSis during a period of up to 10 calendar days prior to the date of the relevant examination. Note: see 2.3.
- 5.2. Such deregistrations will exclusively be valid and final on condition that the relevant examination no longer appears in the student app underneath the study schedule in uSis.
- 5.3. If a student fails to deregister for an examination during the period of time specified, and if he does not sit the examination either, the examination opportunity will be registered as ND and has been used.
- 5.4. If a student is unable to deregister in uSis for an examination, or if he experiences any problems when deregistering, he must report this to the Education Secretariat - either by e-mail or in person - before the closing date of the deregistration period for the relevant examination.

## **6. Examination facilities for students with a disability**

- 6.1. Students who have been placed on the facilities list by the study advisor due to a disability - with the Board of Examiners' consent - are entitled to make use of the facility specified during the relevant examinations, on condition that these students comply with the following:
  - a. they have registered for the series of lectures in the correct manner during the period of time specified;
  - b. they have registered in the correct manner during the period of time specified, in accordance with the procedure in force at the Education Office.

## **7. Reporting illness**

- 7.1. If a student is unable to sit an examination due to illness or any other circumstances, he must report his illness before commencement of the relevant examination by sending an e-mail to the Education Secretariat, with a CC to the relevant lecturer.

## **8. Final provisions**

- 8.1. In conformity with Article 4.5 of the Rules and Regulations of the Board of Examiners, the aforesaid Board of Examiners may depart from the Articles in the foregoing relating to registering and deregistering for examinations on receipt of a written and substantiated request submitted by a student.
- 8.2. The request as referred to in Article 5.1 must be in the possession of the Board of Examiners for Archaeology at least five working days prior to the date of the relevant examination.
- 8.3. This regulation will enter into force on 1 September 2018.