



## Registration Procedure for Second Examination

Students can **register online for Second Examination courses**, through the **extranet** information system of the University (<http://extranet.frederick.ac.cy/>). Students are encouraged to communicate with their academic advisors or their Departments to address queries regarding the courses that they wish to select and the implications of their choice in their academic progress (e.g. prerequisites).

The procedure is as follows:

1. Registration should be made the latest by the **August 24**. During this period the registration system will be active.
2. The registration system is accessible in the **Examination Results** page of the **extranet** platform. Specifically, under the list of courses of the Fall and Spring semester, a new list is provided that shows all courses the student is eligible to register for second examination. Above this list the maximum number of ECTS credits that the student is allowed to register for second examination appears.
3. Next to each course the **'Select'** option appears which allows the student to select the corresponding course for second examination.
4. When a course is selected (by pressing the 'Select' link) the list showing the student choices (named "Selected Courses") is updated accordingly. Additionally, next to each selected course the **'Delete'** option appears that allows the student to delete a given course from those for second examination.
5. Students are allowed to alter their choices throughout the registration period as many times as they want (by pressing the 'Delete', 'Select' options). At the end of the registration period (**August 24**) no alteration is possible and the existing student choices will be added officially to the system, together with the relevant charges. **Changes after this date and time are not possible.**
6. The examination timetable for the second examination will be posted on online ([www.frederick.ac.cy](http://www.frederick.ac.cy)) by the Studies and Student Welfare Service.
7. The following pages provide an illustrative example.



### An example of a student who is selecting second examination courses

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Αγαπητέ Φοιτητή,  
Θα έχεις πρόσβαση στην τελική βαθμολογία του μαθήματός σου μόλις εμφανιστεί η ημερομηνία έγκρισης (approval date) δίπλα στο κάθε μάθημα. Πριν δεις το βαθμό σου, σε παρακαλούμε να αφιερώσεις μερικά λεπτά για να απαντήσεις ένα ερωτηματολόγιο σχετικά με το μάθημα και το διδάσκοντα του μαθήματος. Η άποψή σου είναι πολύ σημαντική για μας καθώς θα μας βοηθήσει να εντοπίσουμε πιθανά πρόβλημα και να τα διορθώσουμε. Το ερωτηματολόγιο μπορεί να απαντηθεί σε λιγότερο από πέντε λεπτά και όλες οι απαντήσεις θα είναι ανωνύμες. Θα θέλαμε να σε ευχαριστήσουμε εκ των προτέρων για τη βοήθεια και τη συνεισφορά σου.

Dear Student,  
The final grade of your course will be available for viewing as soon as the approved date appears on the grade announcement page, next to the course title. Prior to viewing your grade, we kindly ask you to take five minutes of your time and participate in our questionnaire about the course. You have an option of not answering the question(s), however, your opinion is very important to us as it will help us identify possible shortcomings and proceed with corrective actions. Please keep in mind that all answers and your overall participation in the survey are anonymous. Thank you in advance for your support!

Program Of Study: BSc Electrical Engineering - Nicosia (Active)  
Year: Fall 2013 - Spring 2014

Semester	Code	Description	Grade	Approv. Date
Fall 2013	AEEE225-1	INSTRUMENTATION AND MEASUREMENTS	F	31/1/2014
Fall 2013	AEEE238-1	ELECTRONICS I	E	31/1/2014
Fall 2013	AMAT122-1	CALCULUS AND ANALYTIC GEOMETRY II	E	31/1/2014
Fall 2013	AEEE414-1	AUTOMATION AND ROBOTICS	E	5/2/2014
Spring 2014	AMAT204-1	DIFFERENTIAL EQUATIONS	F	13/6/2014
Spring 2014	AEEE299-1	TECHNICAL REPORT WRITING	E	11/6/2014
Spring 2014	AEEE223-1	CIRCUIT ANALYSIS II	F	13/6/2014
Spring 2014	AMAT300-1	PROBABILITY AND STATISTICS	F	13/6/2014

Courses eligible for Second Examination registration  
(12 + 2 ECTS out of 40 Years total)  
Click here ([Greek/English](#)) for registration instructions to Second Examination.

Code	Description	ECTS
Select AEEE225-1	INSTRUMENTATION AND MEASUREMENTS	5
Select AMAT204-1	DIFFERENTIAL EQUATIONS	5
Select AEEE223-1	CIRCUIT ANALYSIS II	6
Select AMAT300-1	PROBABILITY AND STATISTICS	5

The Deadline for registration to the second examination is: 17/08/2014 23:59

In the above screen shot the web page presents the examination results of a student who has failed in 4 courses (visible when the Exam Results option is selected in Extranet). From these the obtained grades in all of the courses make them, as per the second examination regulations, eligible for selection for second examination. These courses appear in a new list beneath the exam results list.

In the title of the second list the maximum ECTS load the student can register for second examination is also provided. This is calculated as the addition of the 30% of ECTS of the two semesters (i.e.  $0.3 * 40 = 12$ ) plus 2 ECTS (for rounding purposes). Therefore, this student can register for a maximum of 14 ECTS for second examination. Next to each eligible course the 'Select' option is available for choosing the particular course for second examination.



Screen Shot 2

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Status Timetable My Courses Course Reg. Study Path Transcript Lecturer TT Exam Results Exams TT Projects Free Electives

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Dear Student,  
The final grade of your course will be available for viewing as soon as the approved date appears on the grade announcement page, next to the course title. Prior to viewing your grade, we kindly ask you to take five minutes of your time and participate in our questionnaire about the course. You have an option of not answering the question(s), however, your opinion is very important to us as it will help us identify possible shortcomings and proceed with corrective actions. Please keep in mind that all answers and your overall participation in the survey are anonymous. Thank you in advance for your support!

Program Of Study: **BSc Electrical Engineering - Nicosia (Active)**  
Year: **Fall 2013 - Spring 2014**

Semester	Code	Description	Grade	Approv. Date
Fall 2013	AEEE225-1	INSTRUMENTATION AND MEASUREMENTS	F	31/1/2014
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Code	Description	ECTS
AEEE225-1	INSTRUMENTATION AND MEASUREMENTS	5
<a href="#">Select</a>	AMAT204-1 DIFFERENTIAL EQUATIONS	5
<a href="#">Select</a>	AEEE223-1 CIRCUIT ANALYSIS II	6
<a href="#">Select</a>	AMAT300-1 PROBABILITY AND STATISTICS	5

The Deadline for registration to the second examination is: 17/08/2014 23:59  
[Important Announcement- Registration Procedure for 2nd examination](#)  
[Σημαντική Ανακοίνωση- Διαδικασία Εγγραφής για τη Β' Εξεταστική](#)

Code	Description	ECTS	2nd Exam Date	2nd Exam Grade
<a href="#">Delete</a>	AEEE225-1 INSTRUMENTATION AND MEASUREMENTS	5		NA

The updated selection list for 2<sup>nd</sup> examination

The list of chosen courses for 2<sup>nd</sup> exam

In screen shot 2, the student commenced the selection of courses for second examination. When the student selects a particular course (in the above example course AEEE225) then the list with the selected courses is updated (the third list in the page). The selection list of eligible courses is also updated. Note that for course AEEE225 that has already been selected, the 'Select' option has been removed. Also note that in the list of selected courses next to each selected course the 'Delete' option is available in case the student decides to remove the given course from the selected ones.