

REGISTRATION IN COURSES FOR THE FALL SEMESTER OF THE ACADEMIC YEAR 2019/2020

1. All postgraduate students of the University of Cyprus at Master and PhD Level, will register electronically in their courses for the Fall Semester 2021/2022 using the [Banner Web](#) system.
2. The registration in courses will take place **from Wednesday 1 September 2021 until Thursday 2 September 2021, from 9.00 a.m. to midnight.**

All PhD and Master level students*: 1/9/2021 – 2/9/2021

- * MSc program in Intelligent Critical Infrastructure Systems students:

Registration in courses will take place from Monday, 23 August 2021 until Wednesday 25 August 2021, as well as on 1 and 2 September 2021.

- * MBA program students:

Other arrangements have been made for the enrolment in the courses for students of the MBA program. The MBA students are advised to contact the MBA office for further information. Therefore, the following information does not correspond to the MBA students.

3. All students are advised to consult the [Postgraduate Prospectus](#) as well as the [schedule of classes](#) before the enrolment in courses.
4. In case you are unable to register online for compulsory courses, please contact the secretariat of your department directly. The Department Secretariat will inform the Graduate School of any changes that may need to be made to student enrolments.
5. As a rule, the student can register in a given semester of study in courses representing up to 33 ECTS. During the summer period you can register up to 15 ECTS.
An increased load may be allowed in a given semester, beyond 33 and up to 45 ECTS, provided that there are special reasons, with the approval of the Chairperson of the Department. Requests for registration in more than 45 ECTS that are approved by the Chairperson of the Department, are submitted to the Senate for approval, through the Dean of the Graduate School.
In case you wish to register in more than 33 ECTS you must complete the special form (https://portal.ucy.ac.cy/EN/Administrative/Forms_Circulars_Manuals/UCYForms1/EggrafiMore33.pdf), to secure the necessary signatures and approvals and then send it by email to the Graduate School (fgs@ucy.ac.cy) until Wednesday, September 1, 2021 from 9.00 am to 12.00 noon.
Please note that course registration forms over 45 ECTS which have not been completed correctly, e.g. the required signatures, approvals have not been secured and do not have sufficient justification for registration in an increased number of ECTS, they will not be sent to the Senate for approval.
6. In order to use the BannerWeb system to register for courses, students need to know their user id and password. These are the same as those used to access their email at the University of Cyprus (web mail).
7. Newly admitted students are required to create an electronic account through the website <http://www.ucy.ac.cy/iss/en/register>. The students, are required to enter into the system the following information by using Latin characters:

- Name (First, Surname & Middle Initial—entered in English), exactly as written on their online application form
- Identity Card number
- The University Department that the student was accepted to (choose from a Drop-down List)

- Enter the characters you see, as below:

Account Creation Instructions

In order to register you need to fill the following form. Your details should be entered in English, as these were given during your registration to the University of Cyprus. If you have a Greek ID and it contains letters you should enter them in Greek.

User Validation

English First Name

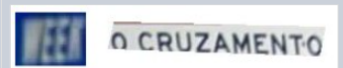
Middle Initial or Initial of Father Name

English Last Name

ID Number

Department

•Type These Letters



[Privacy & Terms](#)

Account Information

Security Information

8. Forgotten Username or Password?

Students who have forgotten their Username or Password may find their Username or create a new Password on the webpage <https://iam.ucy.ac.cy/> (click English) by clicking on the appropriate link as seen in the icon below:

Identity and Access Management

Ελληνικά | English

Welcome to the Identity and Access Management Service.

The Identity and Access Management (IAM) service has been established to deliver a unified approach to the authentication, or login, process across the University while also simplifying the creation of an individual's information distributed across systems.

Find bellow links that will allow you to self modify you account information

- [Access your personal account management page](#)
- [Forgot your username?](#)
- [Forgot your password?](#)


 Republic of Cyprus


 European Union

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 STRUCTURAL FUNDS
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 our ideas, actions for development

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9. Before registering into courses, all students should pay their semester tuition. They are advised to consult the following link for information on the amount of tuition fees they should pay before their registration <http://ucy.ac.cy/graduateschool/en/postgraduate-studies/fees>. Additionally, all students should pay an amount of €20 per year before registering in their courses for the **Student Solidarity Fund “Neophytos Handriotis”**. **This**

contribution is paid only electronically via the web address www.ucy.ac.cy/epayments. For the completion of the payment every student should have a user account at the University of Cyprus and a user account at JCC.

10. **No student will be allowed to register in courses if they have not fully paid the outstanding semester debts. For the settlement of any previous semesters debts you will be notified in due time.**
11. In accordance with the Rules of Postgraduate Studies “the University of Cyprus may cancel the registration of students in courses when it is determined that the student has not paid the tuition fees required before the registration”.
12. Students* will be able to add a course using the Banner Web system from **Wednesday 8 September to Friday, 10 September 2021**, 12.00 noon.
13. Students* will be able to drop a course using the Banner Web system from **Wednesday 8 September to Friday, 10 September 2021**, 12.00 noon.
Students of the MSc program in Intelligent Critical Infrastructure Systems
Courses can be dropped as follows:
 - 1st period (30/8/2021 -22/10/2021) – until 17 September 2021
 - 2nd period (25/10/2021 – 23/12/2021) – until 12 November 2021
14. The last date for withdrawal from a course is **22 October 2021**. However, this withdrawal is noted on the student’s academic record and transcript.
15. It should be noted that there is a fine of €50 per course for late registrations within the semester.
16. All students should apply for the issuance of a [student card](#) through the link <http://www.ucy.ac.cy/ucycard> ([click English](#)).
17. Courses begin on Monday, 6 September 2021. Information on the [Academic Calendar](#) 2021/2022.
18. For any further questions and clarifications regarding the use of the BannerWeb system, the students should contact the Graduate School at 22 894044 or the Academic Affairs and Student Welfare Service at 22 894021.