

## STUDOMAT TUTORIAL on how to schedule an exam

**IMPORTANT (!!!):** In order to receive the **Transcript of records**, students **MUST** schedule their exams via Studomat and have their grades entered in both Indeks and Studomat!

**IMPORTANT (!!!):** The deadline to schedule an exam is **3 DAYS BEFORE** the official exam term. It is not possible to schedule an exam after the deadline.

How to schedule an exam?

### Step 1

Visit <https://www.fpzg.unizg.hr/> and click on STUDOMAT icon.

The screenshot shows the website of the Faculty of Political Science (FPZG) at the University of Zagreb. The top navigation bar includes links for 'O NAMA', 'STUDIJI', 'STUDENTI', 'KNJIŽNICA', 'IZDAVAŠTVO', 'MEĐUNARODNA SURADNJA', and 'ZNANOST I ISTRAŽIVANJE'. A sidebar on the left contains various service icons: WEBMAIL, NATJEČAJI I POTPORE, UPISI, AKADEMSKI KALENDAR, RASPORED NASTAVE, ISPITNI ROKOVI, AKADEMSKO POŠTENJE, OBRASCI, and ECTS KOORDINACIJA. The main content area features a large blue banner for a competition: 'NATJEČAJ ZA UPIS POSLIJEDIPLOMSKI SPECIJALISTIČKI STUDIJ SIGURNOSNA POLITIKA REPUBLIKE HRVATSKE' with a deadline of 'Prijave do 1. veljače' and the faculty name 'Fakultet političkih znanosti'. Below the banner is a 'VIJESTI' section with an article titled 'Erasmus+ natječaj za studijski boravak' dated '14. 02. 2019.' and a photo of a student. To the right of the news are logos for 'NAS', 'DISOBEDIENT DEMOCRACY', 'RAD100 STUDENT', 'TELEVIZIJA STUDENT', and 'Global'. At the bottom left, a red-bordered box highlights the 'ISVU' section, which contains the 'STUDOMAT' logo and a form for scheduling exams.

## Step 2

Click on the AAI@EduHr



Log in using AAI@EduHr account



Application with temporary password - freshmen

Freshmen

Change language

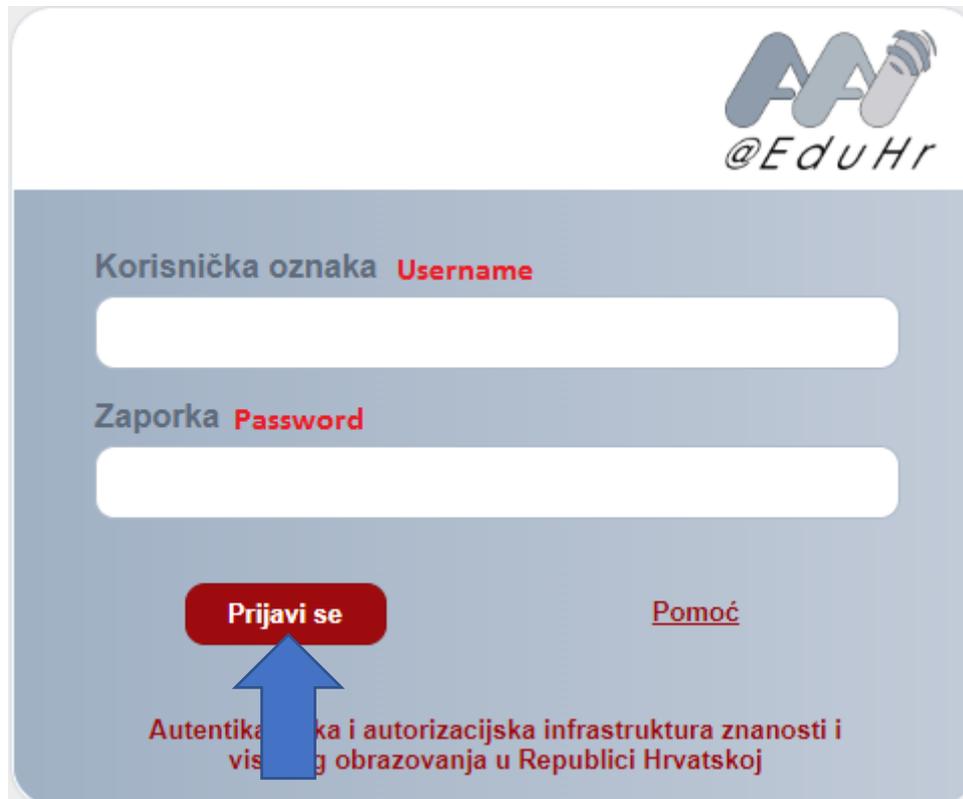
Za promjenu jezika kliknite [ovdje](#)



### Step 3

Login with your AAI username (Korisnička oznaka) and password (Zaporka).

Click on Prijavi se (Sign in).



**AAI**  
@EduHr

**Korisnička oznaka** Username

**Zaporka** Password

**Prijavi se**

[Pomoć](#)

Autentifikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj

## Step 4

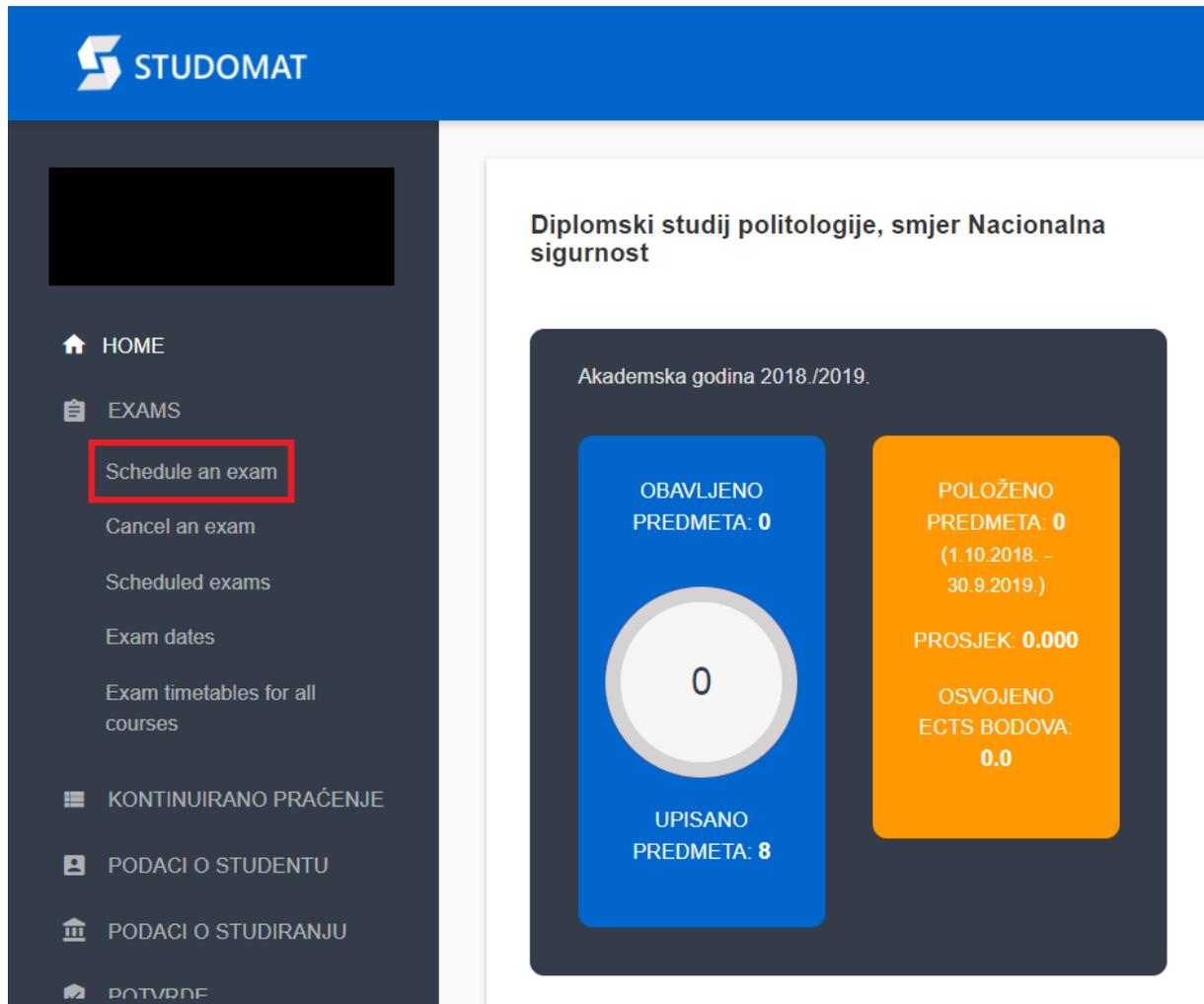
Click on the EXAMS.

The screenshot displays a student portal interface. On the left is a dark sidebar menu with the following items: HOME, EXAMS (highlighted with a red box), KONTINUIRANO PRAĆENJE, PODACI O STUDENTU, PODACI O STUDIRANJU, POTVRDE, UPUTE, and LOG OUT. The main content area is titled "Diplomski studij politologije, smjer Nacionalna sigurnost" and shows data for the "Akademska godina 2018./2019.". The data is presented in two columns: a blue column for completed and written subjects, and an orange column for passed subjects, average grade, and ECTS credits.

Akademska godina 2018./2019.	
OBAVLJENO PREDMETA: 0	POLOŽENO PREDMETA: 0 (1.10.2018. - 30.9.2019.)
UPISANO PREDMETA: 8	PROSJEK: 0.000
	OSVOJENO ECTS BODOVA: 0.0

## Step 5

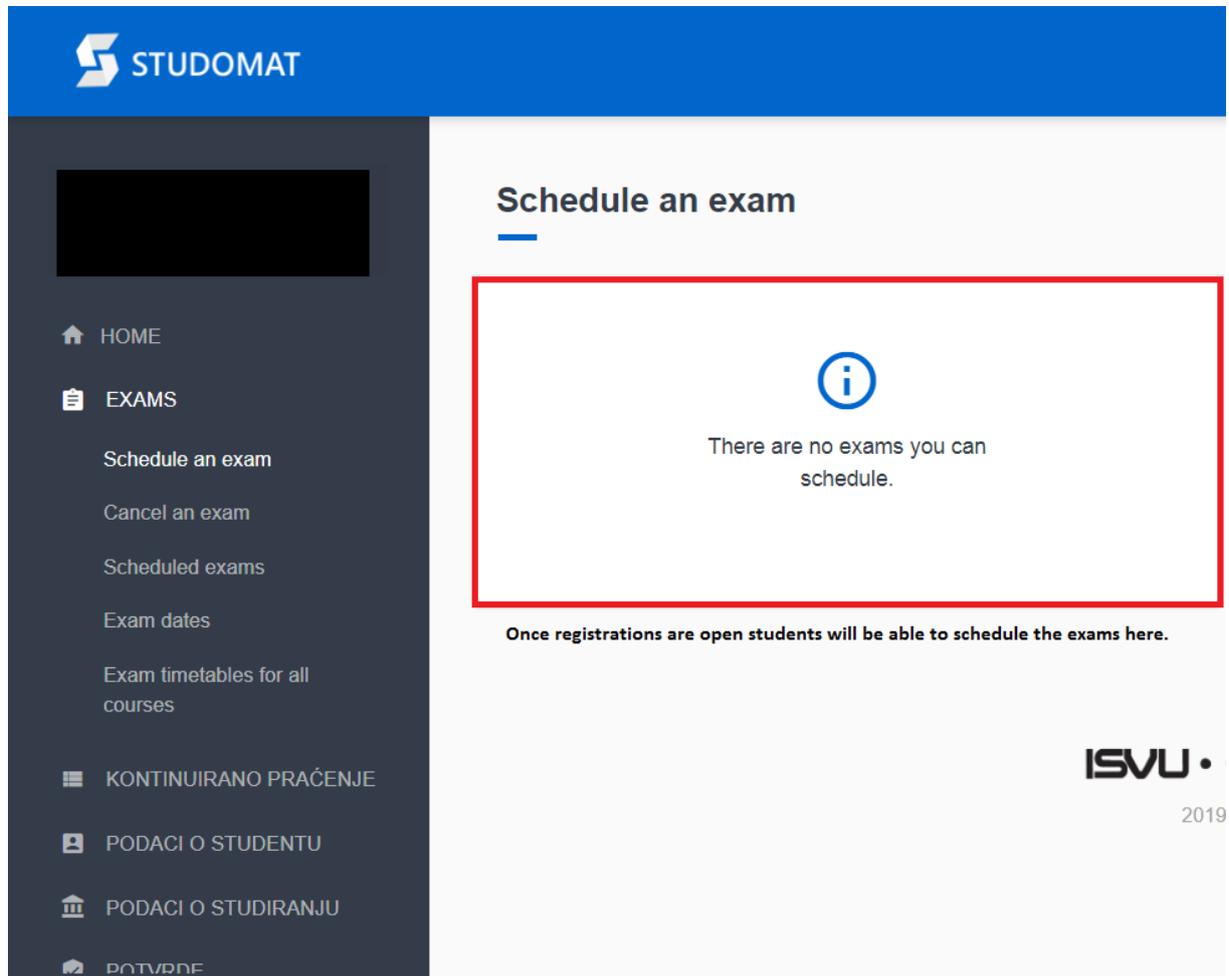
Select the Schedule an exam tab.



The screenshot displays the STUDOMAT web application interface. The top navigation bar is blue with the STUDOMAT logo and name. The left sidebar is dark grey and contains a menu with the following items: HOME, EXAMS, Schedule an exam (highlighted with a red box), Cancel an exam, Scheduled exams, Exam dates, Exam timetables for all courses, KONTINUIRANO PRAĆENJE, PODACI O STUDENTU, PODACI O STUDIRANJU, and POTVRDE. The main content area is white and shows the title 'Diplomski studij politologije, smjer Nacionalna sigurnost'. Below the title, there is a dark grey box for the academic year 'Akademska godina 2018./2019.' containing two performance cards: a blue card for 'OBAVLJENO PREDMETA: 0' and 'UPISANO PREDMETA: 8' with a large '0' in a circle, and an orange card for 'POLOŽENO PREDMETA: 0 (1.10.2018. - 30.9.2019.)', 'PROSJEK: 0.000', and 'OSVOJENO ECTS BODOVA: 0.0'.

## Step 6

In case student receive a message „There are no exams you can schedule”, it means the exam registration is not open yet.



The screenshot shows the STUDOMAT website interface. The top navigation bar is blue with the STUDOMAT logo. A dark grey sidebar on the left contains a navigation menu with items: HOME, EXAMS (with sub-items: Schedule an exam, Cancel an exam, Scheduled exams, Exam dates, Exam timetables for all courses), KONTINUIRANO PRAĆENJE, PODACI O STUDENTU, PODACI O STUDIRANJU, and POTVRDE. The main content area is white and titled "Schedule an exam". A red rectangular box highlights a message: "There are no exams you can schedule." Below this message, it states: "Once registrations are open students will be able to schedule the exams here." The ISVU logo and the year 2019 are visible in the bottom right corner.

## Step 7

Once the registrations are open, students will be able to choose the date for the exam and schedule it by clicking SCHEDULE THE EXAM (PRIJAVI).

Students having problems with exam scheduling can visit the Office for International Cooperation.