

Electronical registration for a next year of study

ATTENTION! It is not a registration for the first year of study nor registration after interrupting your studies.

According to the Code of Study and Examination of Charles University, students are obliged to register for the next year of their studies. All the deadlines are included in the Academic Calendar.

Registration for the next year of your studies is done only electronically in SIS. It is recommended to do this registration as soon as possible in order to meet all the requirements. It is possible to take exams also after the control of study progress is done.

All the students (both bachelor and master) must follow these steps in order to register for the next year of study (details are below):

1. Students check their personal information in SIS
2. In SIS, students run a control of the requirements for proceeding with their studies (for their own purposes)
3. In SIS, students request a control of the requirements by the Department of Student Affairs
4. The Department of Student Affairs runs the control
5. After a successful control, the registration is done and students are able to print the confirmation of their student status

In the case that a student who has fulfilled all requirements does not enrol in the relevant section of study within the deadline, the study department will invite the student via SIS to enrol on an alternative date. The student will receive an e-mail notification of the availability of the invitation in SIS, in the *Personal Data and setting module, tab. Document received*. Students who do not run their registration within the special deadline cannot proceed with their studies and their studies are considered to be finished.

Please be aware that the studies are not done solely by stopping going to the classes or by not having the option to take the second term to finish an obligatory course registered for the second time.

Students must end their studies in one of the ways stated in the Higher Education Act. Otherwise, they are still registered as students and in case of prolonged studies, they can be charged for their studies. Ending studies can be done in a quick way by providing a written statement on such ending.

Steps to register for the next year of studies

1. Students go to the module *Personal data and settings* and check whether all the information is updated and that the e-mail address is correct and functioning. If necessary, students update their information (or contact the Department of Student Affairs as some information, e.g. permanent address, can be changed only by the members of the department. Detailed information on how to change personal information is here:

<https://www.natur.cuni.cz/eng/study/manuals/procedure-for-entering-changes-to-a-students-personal-data-in-sis>

2. Students go to the module *Summary of exam results*, go to *Validations* and run a control for the year of study they are about to finish.

The control checks the number of credits, completing obligatory courses registered for the second time and if more credits are registered also whether at least minimum of credits is obtained. The number of credits registered is found in the *Overview of exam results*.

It is recommended to run such control during your studies, so you know how you are doing with obligatory courses and numbers of credits required.

In case of any troubles, contact the Department of Student Affairs as soon as possible.

3. If the control is successful, it is possible to register for the next unit of study by clicking **Submit a request to the department of student affairs** (fig. 1).

Fig. 1: Submitting a request to the department of student affairs

4. The control is usually done the next business day, within a week the latest. If the requirements are not met, the results of the control say **“failed”**, the date of the control is included.

If the requirements are met, the Department of Study Affairs changes the student’s status and the notification in SIS says: **“THE CHECK HAS BEEN MADE (202X/2X): studying from 01.10.202X, XY. year of study.”** (fig. 2).

For the students who have asked for the control and they meet the requirements, but they are about to finish their studies: the control for the next unit of studies **DOES NOT SUBSTITUTE** registration for the first year of master or doctoral study programmes.

validation	State	Request date	Check date	Check result
second year	done	20.06.2023 16:03	20.06.2023 16:03	ID of study: 706075 End date of maximum length of time of study: 01.10.2027 2022/2023 Plan: MBU81CH21 Biology and Chemistry for Teacher Education Check second year The percentage of knowledgeable credits/points for optional subjects is missing Total number of achieved credits: 104 Required number for the result "FULFILLED": 120 Required number for the result "FULFILLED at least with the minimum number of credits": 95 Result: "FULFILLED at least with the minimum number of credits" Check result: FULFILLED at least with the minimum number of credits Mandatory subjects registered multiple times MB150P73 Cell Biology for teachers - registered 2 times MC240P21B Inorganic Chemistry II - registered 2 times MC280P66B Organic Chemistry I - registered 2 times

Fig. 2: The control results – registration is done

5. When the student status is updated by the Department of Student Affairs, it is possible to print a confirmation of your student status for the new academic year. The module *Personal data and settings*, tab *Print confirmation* offers two options for the confirmation (fig. 3) – one normal and one with an electronic signature. Details about the latter are at [this website](#).

The screenshot shows the 'Personal data and settings' interface (version 814) with the 'Print confirmation' tab selected. The interface includes a navigation bar with tabs: Information, To be displayed, User options, Print confirmation, Profile, and Information ab. The main content area is titled 'Print confirmation' and contains the following options:

- Confirmation of study in the academic year: 2023/2024
- Confirmation of study at address: [text input field]
- Confirmation of study progress
- regular PDF
- PDF with a digital signature

A 'Show' button is located at the bottom of the form.

Fig. 3: Confirmation of study