Registering courses in SIS

The registration of courses and schedules is done in SIS after the registration to your study programme using the module *Subject and schedule registration*. The course registration takes place each semester in two rounds. Obligatory and elective courses can be registered repeatedly; optional courses can only be registered one time.

First-year students of bachelor and master programmes are registered for the obligatory courses for the winter semester by the Department of Study Affairs. In every subsequent semester, the students register for all the courses themselves. This includes bachelor's and master's diploma projects, as well as cases in which the students fail to complete an obligatory course and need to sign up for it again, or when they wish to register once more for an elective course which they have not successfully passed the first time.

During registration, it is recommended to follow the curricula and register courses according to their code, not their name. Colours and titles of the courses are only informative.

It is necessary to pay attention to the course registration and to the number of credit points. Students are advised to check their total number of courses and credit points. Students must be aware that with more credit points registered, it is necessary to obtain a higher number of credit points to proceed to the next year of study (in bachelor and master programmes a minimum of 60 credits for the second year and 120 credits for the third year of study).

A course for which the registration is confirmed cannot be cancelled, not even due to absence from the classes.

The exam and course credits can only be obtained for courses properly registered in SIS.

Registration of courses according to a curriculum

Obligatory and elective courses for each study programme (study plan/curriculum) are published in Karolinka. Students of study programmes in biology can find their sample study plans in the so-called Blue Karolinka for study programmes in biology on the website of the section of biology.

In study plans, the courses are divided into years of study. This division is designed in such a way that there are no schedule conflicts between obligatory courses recommended for the given years of study.

It is recommended to check how you are doing with following the curriculum during your studies in the module *Summary of exam results*, under *Validations* (check for own control where you can choose between checking the given year or all the courses before the final exams).

In case a course listed in older curricula is not taught, students register for a course that is listed in Karolinka as a substitution.

All the courses, with the exception of the obligatory courses in the winter semester of the first year and the final state exams, are registered by the students. It can occur that some of the obligatory courses are recommended for both semesters, or across multiple study years. These courses are marked by a note in a bubble symbol, and the students register for them

themselves for one of the suggested times that suits their individual preference. Courses that are not completed are not automatically transferred to the next year, and students need to register for such courses again by themselves.

Obligatory courses registered for the second time must be completed successfully in the given academic year. It is not possible to register for a course for the third time.

Elective courses do not have to be completed successfully when registered for the second time, but they need to be substituted with a different course from the same group of elective courses in order to obtain the required number of credits for the given group of courses.

Optional courses do not have to be completed successfully. For students of bachelor programmes who commenced their studies in or after the academic year 2026/27, only a certain limited number of credits for optional courses can be counted towards the total minimum number of credits required to proceed to the second or third year of study. This limitation has to be taken into account when registering for optional courses. More information on this can be found in the First Year Student's Handbook.

If the number of students registered for a given elective or optional course is insufficient, it is likely that the course will not open.

The courses registered for for the second time are included in the number of registered courses, i.e. the credits for both the first and second registration of the given course are counted. This is the case also for the optional courses.

The courses related to the final state exams are registered by the Department of Study Affairs.

Participation in some courses may require a certificate of medical fitness. Information about it is included in SIS in the detail of the course. Students obtain this certificate from their general practitioner and upload the completed form verified by the practitioner in SIS according to the instructions in this manual. If they fail to provide a proof of their medical fitness in due time, the pre-registered course will be rejected.

Dates and deadlines

The deadlines for priority registration, registration and final changes in the courses and schedules are listed in the academic calendar and in the news section in SIS.

At the start of the first round of registration, the priority registration takes place. During this week, a course can be chosen only by students for whom it is obligatory. After the registration of courses in SIS, a schedule is prepared. It is then possible to register for the schedule.

During the second round of registration, the students should make a check whether they meet all the requirements for the courses (e.g. a requirement to complete one course successfully before taking another). The control is done in *Validation* in the module *Subject and schedule registration*. The check is done within a few minutes; it is necessary to refresh the browser. If everything is alright, the message "*no errors found*" appears.

If there is a problem, the student needs to make changes to correct it (by removing the course, signing up for a different/correct course). If the necessary corrections are not made, the course will not be bindingly assigned to the student by the study officer, and they will not be able to complete it.

A few days before the given deadline, the Department of Study Affairs checks the courses registered in SIS. The courses which contain mistakes in the registration are rejected. After one week of classes (which is the period for final changes), there is one more check, and all the correctly registered courses are confirmed by the Department of Study Affairs. Once the registration of a course is confirmed, the *"preliminary"* status ceases to display in the *Subejct and schedule registration* module. Incorrectly registered courses are marked as "rejected" and cannot be successfully completed.

In the autumn period for final changes, it is also possible to register for a bachelor/master project for the summer semester.

It can happen that the capacity of elective and optional courses is already full. During the second round of registration, some students may cancel their preliminary registration. Similar to exam dates, it is possible to sign up for a registration waiting list for such courses. SIS automatically offers a date which is not suitable for our two-phase system of registration. We therefore recommend inserting a date from a period for final changes.

Before the end of the period for final changes, run a control of the courses you have registered for to see whether an automatic registration occurred for courses for which you were put on a waiting list and might not have counted on to appear included in your schedule.

Schedule registration

After registering for the courses, it is also necessary to register for their schedule. This is done in the module *Subject and schedule registration* within the deadline given in the news section of SIS. Details are available here.

Other important information

After SIS is closed, only exceptional cases allow for further registration of courses, for instance, filling the capacity of a course. It can be done only after a written request from a student, signed and explained by a guarantor of the given course.

It is not possible to register for courses retroactively after a semester is finished, not even when a teacher or guarantor confirmed that the student had attended the given course.

Cancelling courses after SIS is closed is possible only in exceptional and carefully assessed circumstances (e.g. a course that was not taught due to serious reasons on the teacher's side), see the Rules of Study at the Faculty of Science of Charles University.

Students who continue with their studies and have completed a prerequisite of a course in previous studies have to register the course in SIS and submit a request for binding registration of a course with fulfilled prerequsite in previous studies to the Department of Study Affairs in order to have the course properly registered. In each semester, this needs to be done before SIS is closed for the given semester.

If a student wishes to apply for a course recognition of a course listed in their study plan as obligatory or elective, they do not register for this course themselves; if the request is granted, the course will be registered by the Department of Study Affairs.

The Bachelor Project course is usually registered in the third year of study; the Master Project course is usually registered in the first year of study. Course credits for these projects can only be awarded if the student has their bachelor/master thesis approved by the guarantor of their study programme in SIS.

Foreign languages at the Faculty of Science

A new framework of English language teaching is currently being developed at the faculty. Once it comes into force, English will be offered as an optional course focusing on scientific terminology for which the students will obtain one credit.

Teaching under the new framework is expected to start in the summer semester of the academic year 2026/27. The course will be offered to students of second and higher years of bachelor programmes. Once the teaching framework is ready, the faculty will inform you via the usual communication channels. That said, you will only be able to register for this course starting from the summer semester of the second year onwards.

Courses of other faculties of Charles University

The registration for courses at other faculties of Charles University depends at the website of Charles University *(only in Czech)*. The registration takes place electronically through *Subjects and schedule registration* – the same way as for the courses at the Faculty of Science. Students with courses from other faculties need to meet the deadlines for the given faculties.

Courses at different universities and colleges (courses not in the Charles University database)

Students have to complete a request (form Request for recording the result of a course completed at another university) as soon as possible after finishing a course (by passing an exam or course credit). The application includes the following information:
- Czech and English name of the course according to the system of the given university/college
- full name of the teacher, including all titles, department that guarantees the course, faculty and university/college
- teacher's confirmation of the results and number of credits, including the date of exam/course credit, teacher's signature and department's stamp

Such a course is then inserted in SIS as an optional course.

Courses from universities/colleges abroad

Study plan for the stay abroad within the Erasmus programme is filled in the application of Charles University. The application then generates the form for confirmation of the plan (see below). After being confirmed by the guarantor of a programme of study, the plan becomes a binding agreement between the student and the school. The key information contained in the plan is which courses successfully completed abroad will be recognised as the equivalents of obligatory and elective courses at the Faculty of Science and how many credits the student

will obtain. **Courses which are successfully completed abroad will be entered into SIS by the Department of Study Affairs as optional courses.**

Obligatory and elective courses that are approved by the guarantor as equivalents to courses completed abroad will be acknowledged as completed. Students need to register for these courses in SIS. Credits for these equivalents will be recognised to the full extent, and their value will then be subtracted from the credit value of the course completed abroad.

Physical education

The obligatory courses of physical education for the first-year students are scheduled for whole groups of students according to their study plans. The groups are assigned to students by the members of the Department of Physical Education. The groups are published on the website of this department.

For the obligatory courses of later years of study and elective classes of physical education, the students register their schedule by themselves (the same way they register their schedule for other courses).

Related regulation

Academic Calendar