

## **Electronical registration for a second section (summer semester) of the first year of the bachelor degree study**

According to the [Code of Study and Examination of Charles University](#), students of the first year of bachelor's degree study are obligated to register for the second section of study (summer semester). All the deadlines for start and end of registration are included in the [Academic Calendar](#).

Registration for the second section of study is done only electronically in SIS. It is recommended to do this registration as soon as possible (after obtaining required amount of credits) in order to meet all the requirements.

In the case that a student who has fulfilled the minimum required number of 12 credits does not enrol in the relevant section of study within the deadline, i.e. does not request a check for advancement to the second section of study, 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.

It is recommended to check your results on an ongoing basis and consult with the Student Officer immediately upon discovery of any uncertainties or problems. The student may run the following for their own use:

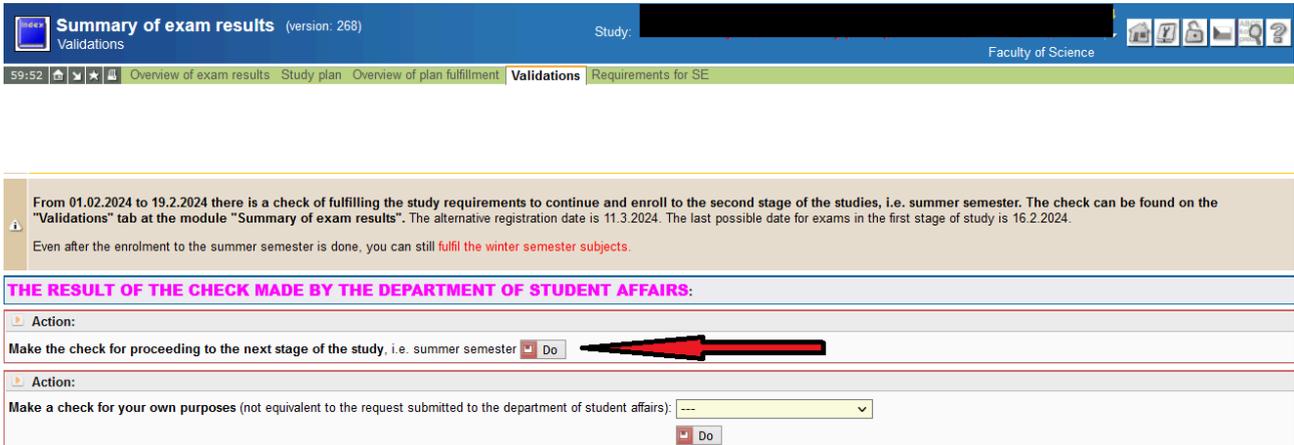
- a) a check for progression to the next stage of study
- b) check before the state examination - it is mainly used for the final check before the individual parts of the state examination, but it is recommended to run it at any time during the course of study for a visual overview of the fulfilment of compulsory and compulsory elective subjects of the study plan - application Exam results - viewing and State final examinations.

### **Steps to register for the second section of studies**

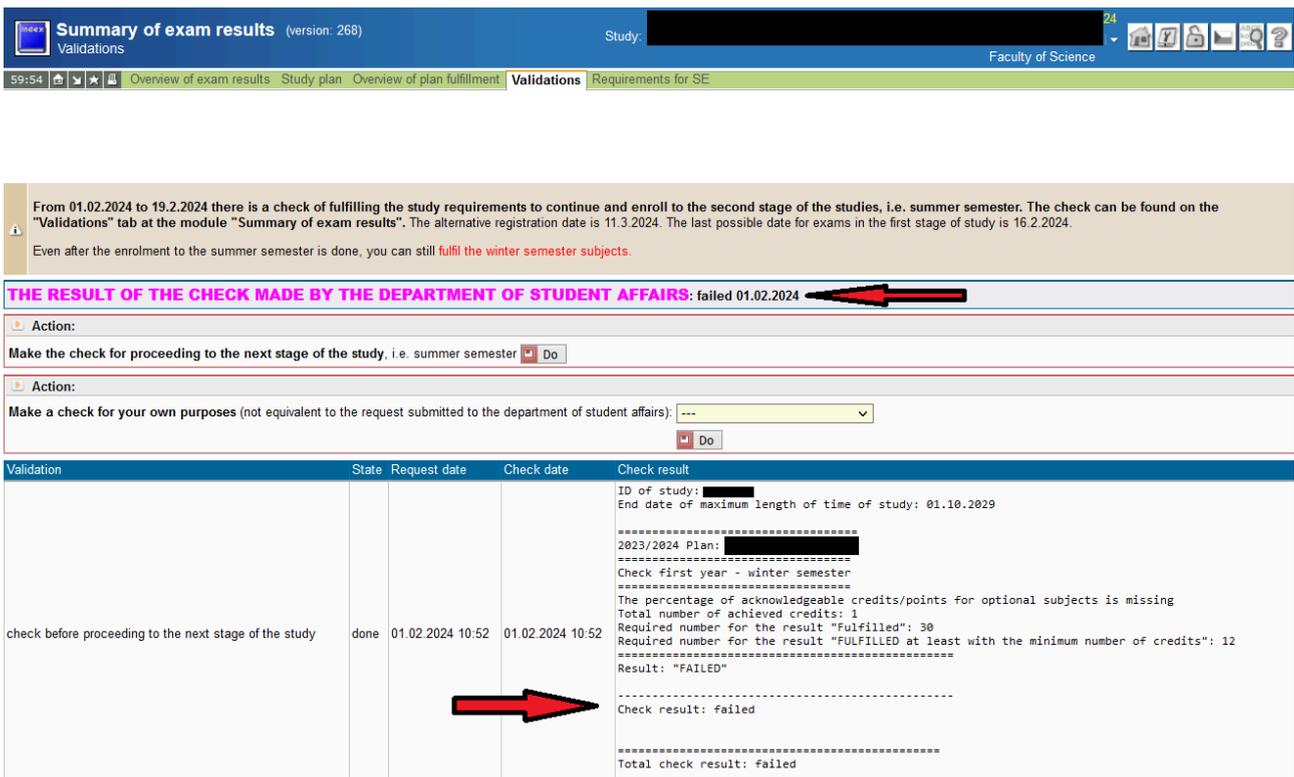
1. Students go to the module *Personal data and settings* and check whether all the information is updated and that the e-mail address is correct and functioning. If necessary, students update their information (or contact the Department of Student Affairs as some information, e.g. permanent address, 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 – checks tab Validation* and run a control for the summer semester performing the action "Make the check for proceeding to the next part of the study, i.e. summer semester".



After the check has been evaluated, its result is displayed both in the field **THE RESULT OF THE CHECK MADE BY THE DEPARTMENT OF STUDENT AFFAIRS** and with details in the lower half of the window.



If the check evaluates that the student has met the conditions for progression, its result is displayed and the action "Enrol in the next part of study, i.e. summer semester" is available. **DO NOT FORGET THIS STEP!**

Summary of exam results (version: 268) Study: [redacted] 024 Faculty of Science

59:39 Overview of exam results Study plan Overview of plan fulfillment **Validations** Requirements for SE

From 01.02.2024 to 19.2.2024 there is a check of fulfilling the study requirements to continue and enroll to the second stage of the studies, i.e. summer semester. The check can be found on the "Validations" tab at the module "Summary of exam results". The alternative registration date is 11.3.2024. The last possible date for exams in the first stage of study is 16.2.2024. Even after the enrolment to the summer semester is done, you can still fulfill the winter semester subjects.

**THE RESULT OF THE CHECK MADE BY THE DEPARTMENT OF STUDENT AFFAIRS: fulfilled 01.02.2024** ←

Action: Make the check for proceeding to the next stage of the study, i.e. summer semester

Action: **ENROLL in the next stage of the study**, i.e. summer semester  ←

Action: Make a check for your own purposes (not equivalent to the request submitted to the department of student affairs): ---

Validation	State	Request date	Check date	Check result
check before proceeding to the next stage of the study	done	01.02.2024 11:20	01.02.2024 11:20	ID of study: [redacted] End date of maximum length of time of study: 01.10.2029 ===== 2023/2024 Plan: [redacted] ===== Check first year - winter semester ===== The percentage of acknowledgeable credits/points for optional subjects is missing Total number of achieved credits: 31 Required number for the result "Fulfilled": 30 Required number for the result "FULFILLED at least with the minimum number of credits": 12 ===== Result: "FULFILLED" ----- Check result: fulfilled ===== Total check result: fulfilled

Once the student is enrolled, the information YOU HAVE BEEN SUCCESSFULLY ENROLLED TO THE NEXT STAGE OF THE STUDIES, I.E. SUMMER SEMESTER appears.

Summary of exam results (version: 268) Study: [redacted] 024 Faculty of Science

57:36 Overview of exam results Study plan Overview of plan fulfillment **Validations** Requirements for SE

From 01.02.2024 to 19.2.2024 there is a check of fulfilling the study requirements to continue and enroll to the second stage of the studies, i.e. summer semester. The check can be found on the "Validations" tab at the module "Summary of exam results". The alternative registration date is 11.3.2024. The last possible date for exams in the first stage of study is 16.2.2024. Even after the enrolment to the summer semester is done, you can still fulfill the winter semester subjects.

**YOU HAVE BEEN SUCCESSFULLY ENROLLED TO THE NEXT STAGE OF THE STUDIES, I.E. SUMMER SEMESTER** ←

**THE RESULT OF THE CHECK MADE BY THE DEPARTMENT OF STUDENT AFFAIRS: fulfilled 01.02.2024**

Action: Make a check for your own purposes (not equivalent to the request submitted to the department of student affairs): ---

Validation	State	Request date	Check date	Check result
enrollment in the next stage of the study	done	01.02.2024 11:23	01.02.2024 11:23	01.02.2024: You have succesfully enrolled in the next semester. ID of study: [redacted] End date of maximum length of time of study: 01.10.2029 ===== 2023/2024 Plan: [redacted] ===== Check first year - winter semester ===== The percentage of acknowledgeable credits/points for optional subjects is missing Total number of achieved credits: 31 Required number for the result "Fulfilled": 30 Required number for the result "FULFILLED at least with the minimum number of credits": 12 ===== Result: "FULFILLED" ----- Check result: fulfilled ===== Total check result: fulfilled

