Dean’s Order No. 20/2015
on Enrollment in Study for the Academic Year 2015/2016

1) The enrollment in study for the Academic Year 2015/2016 will take place between the 14th – 25th September, 2015 from 8:00 to 13:00 at the Study Division (building No. 19). The Burian lecture hall may be used for the actual act of enrollment in the aforementioned dates.

2) Enrollment is obligatory for all students, including those who are traveling abroad as part of exchange programmes (for example Sokrates-Erasmus) and also for those who are taking the two year term for the fulfillment of the state rigorous exams.

3) The enrollment concerns all pregradual study programmes (Bachelor’s, Master’s), i.e. students studying in Czech, English, both in daily and in combined study forms. The dates for enrollment are the following:

- 6th year: 14th or 21st September, 2015
- 5th year: 15th or 22nd September, 2015
- 4th year: 16th or 23rd September, 2015
- 3rd year: 17th or 24th September, 2015
- 2nd year: 18th or 25th September, 2015

The above dates relating to each study year are for your reference only – it is possible to enroll at a date other than the one for your respective year – with regard to the dates that are reserved for credit book signing for internships (see point 6).

4) The University Credit Book (hereinafter “Index”) must contain all the fulfilled study duties determined by the study plan, including internships, elective courses and bachelor theses. Before the student submits his/her Index, the student shall check if the data in the Study Information System (hereinafter “SIS”) are in agreement with the data in his/her Index, and the student shall print, from SIS, a checklist of study courses, which he/she shall hand in undersigned to the responsible Study Division worker. If you are missing a record of the fulfillment of any course in SIS, please contact the responsible teacher for the given subject. Only he/she is allowed to enter your fulfilled but not-yet-entered courses into SIS.

5) Students of the Master’s degree also submit their Logbook when enrolling into the next study year – in accordance with article III of the Dean’s Directive No. 1/2013.

6) Credit book signing for internships will be carried out in the following way:

- **PhDr. Hana Janečková (for 1st Year – Summer Internship I.)** – combined and daily study in the study programme General Nurse – 18th September 2015 from 12:00 to 14:00 at the Department of Nursing, SZŠ building, pavilion X – door No. 415

- **Mgr. Renata Vytejčková (for 2nd Year – Summer Internship II.)** – combined and daily study in the study programme General Nurse – 14th September and 24th September, 2015 from 9:00 to 11:00 at the Department of Nursing, SZŠ building, pavilion X – door No. 415

- **Mgr. Petra Křížová, DiS (for 1st and 2nd Year – Vocational Summer Internship)** – daily study in the study programme Dental Hygienist – 7th September and 14th September 2015 from 8:00 to 12:00 at the Department of Stomatology, 2nd floor, door No. 208

- **PhDr. Alena Herbenová (for 1st and 2nd Year – Vocational Summer Internship)** – daily study in the study programme Physiotherapy – 17th September, 24th September and 25th September 2015 from 9:00 to 12:00 at the Department of Rehabilitation Medicine, 1st floor, door No. 106

- **PhDr. Marie Zvoničková (for 1st and 2nd Year – ICM – Internship I. and Internship II.)** at the Department of Nursing, SZŠ building, pavilion X, 4th floor, door No. 414:
  - 9th September 2015 8:00-11:00 and 12:00-16:00,
  - 10th September 2015 8:00-11:00 and 12:00-16:00,
  - 15th September 2015 8:00-12:00
  - 16th September 2015 8:00-11:00 and 12:00-16:00
  - 18th September 2015 8:00-13:00
  - 23rd September 2015 8:00-11:00 and 12:00-16:00
  - 24th September 2015 8:00-11:00 and 12:00-16:00

(in even-numbered hours ICM-Internship I, at odd-numbered hours ICM–Internship II)
• MUDr. Jolana Rambousková, CSc. (for 4th Year summer practice Internal medicine and Clinical department): 14th September and 22nd September, 2015 from 9:00 to 13:00 in the main Faculty building, 6th floor, door No. 622

• doc. MUDr. Monika Kneidlová, CSc. (for 5th Year summer practice from Elective field): 14th September and 21st September, 2015 from 8:00 to 13:00 at the Department of Occupational and Travel Health (FNKV, pav. I, ground floor, door No. 19)

• MUDr. Jiří Popelka (for 5th Year summer practice from Gynecology and Obstetrics): 15th September and 17th September, 2015 from 8:00 to 12:00 at the Department of Gynecology and Obstetrics, secretary’s office.

• MUDr. David Jirava (for 5th Year summer practice from Surgery): 7th September, 14th September and 21st September 2015 from 9:00 to 12:00 at the Department of General Surgery, secretary’s office, 1st floor

7) **Study requirements** defined by the study plan must be **completed** in accordance with the Calendar of the academic year 2014/2015 by the 30th of September, 2015, inclusive (http://www.lf3.cuni.cz/en/studium/organization-study/index.html).

8) For enrollment, the student shall bring with him/her Index, a printout of study courses from SIS, his/her Student’s Card (ISIC) and Master’s degree students also their Logbook.

This Order:
• Is effective on the date of issue: 26th June, 2015
• Expires on: the 31st of October, 2015
• Does not alter any valid internal regulations
• Will be published on the Official board, on the Faculty website and in VNS
• Processed by the study division – Mgr. Stožická

Prof. Michal Anděl, M.D., Ph.D.
Dean of the Third Faculty of Medicine