DEAN’S ORDER NO. 18/2016
Enrollment into undergraduate studies for the academic year 2016/2017

Part I.
Subject of alteration

1) This order regulates the course of enrollment in the next unit of study for all undergraduate degree programs (Bachelor, Master) at the Third Faculty of Medicine of Charles University, i.e. it concerns all students studying in Czech and English language, both full-time and combined form of study, who have fulfilled all of the study requirements prior to the enrollment deadline, more precisely who have met all the requirements for enrollment in the further unit of study.

2) Electronic enrollment (see Part II.-Electronic enrollment in 2nd and further units of study) concerns all undergraduate study programs (Bachelor, Master), i.e. students of all Czech and English, full-time and combined curricula, who have fulfilled all the study requirements prior to the enrollment deadline, more precisely who have met all the requirements for enrollment in the further unit of study.

3) Electronic enrollment does not apply to 1st year students enrolling in studies, students who are studying according to an individual study plan, and students who enroll after an interruption of studies as well as to those who are on a two-year deadline for passing the State Final Examination or State Rigorosum Examination (see Part III.-Enrollment in the further unit of study – the Study Division).

Part II.
Electronic enrollment in 2nd and further units of study

1) Electronic enrollment applies to all students apart from 1st year students enrolling in studies, students who are studying according to an individual study plan, and students who enroll after an interruption of studies as well as to those who are on a two-year deadline for passing the State Final Examination or State Rigorosum Examination (for the enrollment procedure for these groups see Part III.-Enrollment in the further unit of study – the Study Division).

2) Electronic enrollment includes checking the fulfilled study requirements from the current academic year and sending an electronic request for a check of study requirements at the Study Division.

3) Electronic enrollment takes place:
   from September 13th 2016, 00:01AM. to October 2nd 2016, 23:59PM.

4) In the course of electronic enrollment students proceed in accordance with Annex no. 1 of this order. The result of electronic enrollment in Study Information System (hereinafter “SIS”) may be one of the following options:
   a. A message “You have been successfully enrolled in the next unit of study” will appear. (see Figure 4 in Annex no. 1). In this case, the student waits for the check by the Study Division.
   b. A message „Total check result: Failed“ will appear (see Figure 5 in Annex no. 1), and student still thinks that he/she fulfills the requirements for the enrollment in the next part of the study - in this case he/she contacts his hers study officer via email. They will do the check and any electronic enrollment for the student.
c. A message „Total check result: Failed“ will appear (see Figure 5 in Annex no. 1) and the conditions for enrollment in the next part of the study are not met by the student, in this case the student shall go personally to the Study Division on the dates specified in Part III of this order.

d. If during the electronic enrollment in SIS a paragraph „Action: Make the check for proceeding to the next part of the study“ does not appear (see Figure 6 in Annex no. 1), the student shall go personally to the Study Division on the dates specified in Part III of this order.

5) After the execution of electronic enrollment the student will print out the “Overview of exam results” from SIS application „Summary of exam results“ which he/she will sign.

6) If there is any change of students personal or identifying information (name, delivery address, e-mail, phone number, bank connection), he/she shall update it in SIS application “Personal data” (see Annex no. 2).

7) After making the check at the Study Division (no later than 4 working days after submitting the checking request) the current academic year (i.e. 2016/2017) will appear in SIS application „Summary of exam results“ After viewing this information student who carried out the change in application „Personal data“ print out and sign the „Certification of study“ (see Annex no. 2).

8) The printed and signed documents mentioned above („Overview of exam results“ and ev. „Certification of study“) and in case of Master’s degree student also a Logbook, student submits all to Study Division mailbox, which is located on the ground floor of the main building, Ruska 87, eventually will send it by registered mail or personally deliver to the Study Division no later than October 10th 2016.

9) After the electronic enrollment and submitting the aforementioned documents student can collect a coupon confirming the validity of student identification card during the office hours of the Study Division.

10) Beginning with the academic year 2016/2017 the certification of study can be obtained directly from SIS using one of the following procedures:
   a) Print out a classic confirmation („Certification of study“), which the student submits to verify during the office hours of the Study Division,
   b) Download an electronic document in PDF format with a recognized electronic mark (Certification of study - „Potvrzení s cert.“), which the student saves and submits to any branch of Czechpoint (http://www.czechpoint.cz/web/), where for a fee the document will be printed and authorized (see Annex no. 2).

Part III.
Enrollment in the further unit of study – the Study Division

1) Students:
   a) commencing the 1st year of studies
   b) who in the ac. year 2015/2016 were studying according to an individual study plan,
   c) who in the ac. year 2015/2016 had an interruption of studies
   d) who register or already are on a two-year deadline for passing the State Final Examination or State Rigorosum Examination

enroll at the Study Division (building no. 19) in the following terms:

   September 19th 2016 from 8:00AM to 01:00PM
   September 20th 2016 from 8:00AM to 01:00PM
   September 21st 2016 from 8:00AM to 01:00PM
   September 22nd 2016 from 8:00AM to 01:00PM
   September 23rd 2016 from 8:00AM to 01:00PM
   September 26th 2016 from 8:00AM to 01:00PM
2) A student arrives for enrollment with a form „Overview of exam results“, which he will find at SIS application „Summary of exam results“, print it out and then sign. At enrollment, students must also submit CU Student Card and Master’s degree students also Logbook.

Part IV.
Enrollment in elective courses

1) In the academic year 2016/2017 students enroll into elective courses for the winter and summer semester which are recommended by the study plan via SIS (for the procedure see the Annex no. 3) from September 1st 2016, 03:00PM to September 12th 2016, 11:59PM.
2) 1st year students who either enrolled to study in July 2016 or will do so in September 2016 will enroll in elective courses for the winter and summer semester::
   a) at the opening workshop in Dobronice, or
   b) in the period from September 19th 2016 to September 30th 2016 during office hours at the Study Division.
3) During the period from September 19th 2016, 03:00PM to September 25th 2016, 11:59PM students will be able to enroll in elective courses for the winter and summer semester via SIS which are listed by the Third Faculty of Medicine but are not recommended by their study plan.
4) During the period from September 26th 2016, 03:00PM to October 2nd 2016, 11:59PM the enrollment in elective courses for the winter and summer semester via SIS will be made available for students of other faculties of Charles University.
5) Enrollment in elective courses for the summer semester (for the remaining available capacities) for all other students of Charles University will take place from February 2nd 2017, 3:00PM to February 12th 2017, 11:59PM.

Part V.
Enrollment in selectable courses

1) 1) In the academic year 2016/2017 students of the Master’s Degree program of General Medicine and a field of study General Nurse (2nd and 3rd year of study) enroll via SIS in selectable courses that are set by the study plan (for the procedure see the Annex no. 3) from September 1st 2016, 3:00PM to September 12th 2016, 11:59PM.
2) 1st year students of fields of study General Nurse (both full-time and combined), who either enrolled to study in July 2016 or will do so in September 2016 will enroll in selectable courses which are set for them by the study plan:
   a) at the opening workshop in Dobronice, or
   b) in the period from September 19th 2016 to September 30th 2016 at the Department of nursing with help of H. Svobodová, PhDr. During the following terms:
      September 21st 2016, 12:30AM to 02:00PM
      September 26th 2016, 11:00AM to 01:00PM.
3) Students of “Physiotherapy” field, who either enrolled to study in July 2016 or will do so in September 2016, will enroll in selectable courses which are set for them by the study plan:
   a) at the opening workshop in Dobronice, or
   b) in the period from September 19th 2016 to September 30th 2016 during the office hours at the Study division
4) During the period from September 19th 2016, 03:00PM to September 25th 2016, 11:59PM students will be able to enroll in selectable courses for the winter and summer semester via SIS which are listed by the Third Faculty of Medicine, but are not recommended by their study plan. Enrollment in selectable courses is limited by the interconnectedness of subjects, which is listed for each subject in SIS.
5) Enrollment in selectable courses for the winter and summer semester for students of other faculties of Charles University will take place from September 26th 2016, 03:00PM to October

Enrollment in selectable courses is limited by the interconnectedness of subjects, which is listed for each subject in SIS.

6) Enrollment in selectable courses for the summer semester (for the remaining available capacities) for all other students of Charles University will take place from **February 2nd 2017, 3:00PM to February 12th 2017, 11:59PM**. Enrollment in selectable courses is limited by the interconnectedness of subjects, which is listed for each subject in SIS.

**Part VI.**

**Final Provisions**

**Study requirements** set by the study plan must be **fulfilled** in accordance with the Calendar for the Academic Year 2015/2016 by **September 30th 2016** inclusive (http://www.lf3.cuni.cz/3LF-926.html).

This order:

- comes into force on the day of issue:
- forfeits validity on: September 30th, 2017
- does not interfere with any internal regulations
- will be published on the official notice board, on the website of the faculty and on the VNS
- was processed by the Study Division.

Prof. Michal Anděl MD., CSc.
Dean of the Third Faculty of Medicine
Enrollment to the next unit of study

Summary of exam results
Here is a brief summary of how to enroll into the next unit of study using the SIS application „Summary of exam results“. This manual as well as the electronic registration in the new academic year is NOT intended for the following groups: students enrolling to the first year, students with an individual study plan (ISP) and students in the two-year period to pass the state exams.

1. Sign into SIS ([http://is.cuni.cz/studium](http://is.cuni.cz/studium))
2. Launch the „Summary of exam results“ application:

3. Press the **Validations** button and then the **Do** button in the section „Action: Make the check for proceeding to the next part of the study“: In case you don’t see the section „Action: Make the check for proceeding to the next part of the study“: skip to the eighth section of this manual.

4. The request for processing the check will be executed in a few seconds or minutes, depending on current system load. You can display the results of the check by refreshing the content of the browser window by pressing the key **F5**.
5. If the previous step is successful, the following paragraph will appear:
   „Action: enroll in the next part of the study“ and the result of the check and its verbal description will show at the bottom part of the window. (see Figure 3)

6. By pressing the button Do at the end of the paragraph „Action: enroll in the next part of the study“ you will perform the final enrollment in the next part of the study and you will be shown a message “You have been successfully enrolled in the next unit of study.“ (see Figure 4).

7. In the event that you receive a negative result of the check (see Figure 5), and you think that you fulfil the requirements for the enrollment in the next part of the study, contact your study officer via email. They will do
the check and any electronic enrollment for you. If the conditions for enrollment in the next part of the study are not met, please go personally to the Study Division during office hours.

8. If the section containing the request to make the check does not show (see Figure 6), you cannot perform the electronic enrollment in the current academic year. Please, go personally to the Study Division during office hours.
SIS Module – Personal data

/for students/

1. Personal data change
2. Personal file print
3. Confirmation of study
4. Electronically signed Certification of study
Here is a brief summary of how to change personal data, print personal file and export electronically signed certification of study using a SIS application “Personal data”.

1. Sign into SIS (http://is.cuni.cz/studium)
2. Launch the Personal data application:

3. The individual operations (personal data change, personal file print and certification of study) of the module Personal data can be accessed through the application menu as you can see in the figure below. Each operation has its own chapter in the following text colour-coded just as in the figure below.
**I. Personal data change**

When you click the tab “Data change” you can change the settings for various personal information - see figure below. The changed data is saved after pressing the button, Save.

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**II. Personal file print**

After selecting this menu item SIS will prepare an output (PDF file) for you, which you can save to disk or open in Adobe Acrobat Reader at once and print. The Personal file preferably together with the output "Summary of exam results" (this document is submitted annually and is made by using the application "Summary of exam results" in SIS) you submit – both of them signed – to the mailbox of the Study Division on the ground floor of the main building.
III. Certification of study

After selecting this menu item SIS will prepare an output (PDF file) for you, which you can save to disk or open in Adobe Acrobat Reader at once and print. This printed document will be confirmed at the Study Division and serves as confirmation in requests such as discount fares on public transport in Prague.

IV. Electronically signed Certification of study

When you select a menu item “Electronically signed certification of study” the system will generate (as in the previous chapter) a PDF document. Unlike the personal file this PDF document is provided with an electronic signature of Charles University and is not (!) primarily meant for printing. The file has a value for you exclusively in an electronic form – upload it to some storage device that is always accessible for you (e.g. flash drive, smart phone or tablet).

A verification of the certification of study in paper form is guaranteed by Czech Filling and Verification Information National Terminal aka “Czech POINT” (more details here: http://www.czechpoint.cz/web/?q=node/63). Czech POINT terminals can be found at most Czech Post offices but also in many other places throughout the Czech Republic (complete list here: http://www.czechpoint.cz/web/?q=node/62). You shall deliver the document in electronic form to Czech POINT, which checks the electronic key and issues you a verified paper form of the electronic version of the document (for more information here: http://www.czechpoint.cz/web/?q=node/478). This paper document can then be used for example when applying for a student discount at Prague public transit.
SIS Enrollement in compulsory optional and elective courses. Students – Enroll (my own) (📝 Subjects and schedule registration)
In this academic year (2015/2016) there is a change in enrollment options for elective courses of the Faculty. Students will have the opportunity (when the period for „Enrollment (Standard)“ ends) to enroll in elective courses of all disciplines and years of study at the Faculty.

**Enroll (my own)**

Here is a brief summary of how to find the relevant course and perform „Enroll (my own)“.

1. Sign into SIS ([http://is.cuni.cz/studium](http://is.cuni.cz/studium))
2. Launch the „Subjects and schedule registration“ application

3. In the „Subjects and schedule registration“ application by selecting the menu item „Settings“ you can change the semester in which you want to enroll.

4. For the enrollment itself choose the menu item „Enroll (my own)“
5. Set the respective filters and then press the „Search“ button. The application will in the basic setting offer all elective courses of our faculty. Faculty Combo box allows you to browse / choose subjects from other faculties. Selecting a workplace using the combo box Guarant it will display only items guaranteed by the workplace in question. After entering the code of the subject the application only displays objects that match the given code. Item “Title contains” displays all objects that have in the name given text.

6. Choose a course you want to enroll in and press the „Enroll“ button. You can always choose only 1 subject at the time.