DEAN’S ORDER no. 16/2018
Enrolment into undergraduate studies for academic year 2018/2019

Part I
Subject of alteration

1) This order regulates the process of enrolment into higher sections of studies of all undergraduate study programmes (Bachelor, Master) at the Third Faculty of Medicine of Charles University, i.e. it concerns students in the Czech and English language, both in full-time and combined form of studies who have fulfilled all study obligations in the due date, which means they met all conditions for enrolling into the next section of studies.

2) The electronic enrolment (see Part II – Electronic enrolment to the second and higher sections of studies) concern all undergraduate study programmes (Bachelor, Master), i.e. students in the Czech and English language in both full-time and combined form of studies who have fulfilled all study obligations before the date of the enrolment, which means they met all conditions for enrolling into the next section of studies.

3) The electronic enrolment does not concern students enrolling into the first year, students studying with an individual study plan and students who enrol after an interruption of studies (see Part III – Enrolment into higher sections of studies at the Study Division).

Part II
Electronic enrolment to the second and higher sections of studies

1) The electronic enrolment does not concern students enrolling into the first year, students studying with an individual study plan and students who enrol after an interruption of studies (see Part III – Enrolment into higher sections of studies at the Study Division).

2) The electronic enrolment includes a check of completed study obligations from the current academic year and sending an electronic application for a check of study obligations to the Study division.

3) The electronic enrolment takes place from September 10th, 2018, 00:01 A.M. to September 30th, 2018, 11:59 P.M.

4) Students proceed according to Appendix 1 of this order during the electronic enrolment. The result of the electronic enrolment at the Study Information System (hereinafter “SIS”) can be one of the following options:
   a. the system will say “You have been successfully enrolled into the next section of study” (see fig. 4 in Appendix 1). In this case, the student will wait for the Study division to finish the check;
   b. the system will say “Total check result: Failed” (see fig. 4 of Appendix 1) but the student believes that he or she meets the conditions for enrolling into the next section of studies – in this case the student will contact his or her Study division officer. The Study division officer will check the state of affairs and execute the electronic enrolment if appropriate;
c. the system will say “Total check result: Failed” (see fig. 5 of Appendix 1) and the student does not meet the conditions for enrolling into the next section of studies, in this case the student will come to the Study division in person at any date stated in Part III of this order;
d. if the paragraph “Action: Make the check for proceeding into the next section of study” does not appear in the SIS during the electronic enrolment (see fig. 6 of Appendix 1), the student will come in person to the Study division in any date stated in Part III of this order.

5) After the electronic enrolment, the student will print “Overview of exam results” from the “Summary of exam results” application in the SIS and sign it.

6) If there had been changes to the student’s personal or identity data (name, delivery address, e-mail, phone number, bank connection), he/she will update them in the SIS application “Personal data” (see Appendix 2).

7) After the check at the Study division (no later than 4 labour days after the application for the check was submitted), the SIS will show the current academic year, i.e. 2018/2019, in the application “Summary of exam results.” After the SIS shows this information, the student who made changes in the “Personal data” application will print out and sign the “Personal file” (see Appendix 2).

8) The student will send the aforementioned documents, printed out and signed, (“Overview of exam results” and “Personal file”) and in case of a student of a Master programme also the Logbook, as a recorded delivery or will deliver them personally to the Study division until October 5th, 2018.

9) The student can come for the coupon confirming validity of his or her student ID after the electronic enrolment and after handing in the aforementioned documents during office hours of the Study Division.

10) It is possible to receive a confirmation of studies for academic year 2016/2017 directly from the Study Division through one of the following ways:
   a) the student will print out the usual confirmation (“Confirmation of study”) and bring it to the Study Division during office hours;
   b) the student will download the electronic document in the PDF format with the recognized mark (“Certification of study - “Potvrzení s cert.”) that the student will save and will come to any bureau of Czechpoint http://www.czechpoint.cz/web/ where the document will be printed and authorized for a fee (see Appendix 2).

Part III
Enrolment into higher sections of studies at the Study Division

1) Students:
   a) who studied within an individual study plan at academic year 2017/18 enrol to study from September 17th, 2018 to September 27th, 2018 from 8:00 A.M. to 1 P.M.
   b) who had their studies interrupted during academic year 2017/18 enrol from October 1st, 2018 to October 15th, 2018 during regular office hours.

2) The student comes to the registration with the document “Overview of exam results” that he/she will print out from the SIS, from the application “Summary of exam results,” and sign. The student will also show the CU student ID and a student of the Master programme will also provide his or her Logbook.

Part IV
Registration of optional courses
1) Students register optional courses in academic year 2018/2019 for the winter and summer semesters recommended by the study plan in the SIS (procedure following Appendix 3) from September 3\textsuperscript{rd}, 2018, 3:00 P.M. to September 9\textsuperscript{th}, 2018, 11:59 P.M.

2) Students of the first year who will enrol for studies in September 2018, will register their optional courses for the winter and summer semesters:
   
   a) at the introductory course in Dobronice or
   
   b) from September 17\textsuperscript{th}, 2018 to September 27\textsuperscript{th}, 2018 in regular office hours at the Study division.

3) Students can register for optional courses for the winter and summer semesters which are realized by the Third Faculty of Medicine, but are not recommended by the study plan in the SIS from September 10\textsuperscript{th}, 2018, 0:00 to September 16\textsuperscript{th}, 2018, 11:59 P.M.

4) Registration for optional courses for the winter and summer semesters for students of other faculties of Charles University in the SIS will be open from September 17\textsuperscript{th}, 2018, 0:00 to September 30\textsuperscript{th}, 2018, 11:59 P.M.

5) Registration for optional courses in the summer semester (for remaining capacity) for all students of Charles University will take place from February 11\textsuperscript{th}, 2019, 3:00 P.M. to February 17\textsuperscript{th}, 2019, 11:59 P.M.

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Part V

Registration of compulsory optional courses

1) Students of the Master study programme General Medicine and Bachelor study programmes General Nurse (2\textsuperscript{nd} and 3\textsuperscript{rd} study year) and Physiotherapy (2\textsuperscript{nd} and 3\textsuperscript{rd} study year) register for compulsory optional courses in academic year 2018/2019 determined by the study plan in the SIS (procedure following Appendix 3) from September 3\textsuperscript{rd}, 2018, 3:00 P.M. to September 9\textsuperscript{th}, 2018, 11:59 P.M.

2) Students of the first study year of the subject General Nurse (full-time and combined form) who enrolled into studies in July 2018 or will enrol into studies in September 2018 will register compulsory optional courses:
   
   a) at the introductory course in Dobronice or
   
   b) from September 17\textsuperscript{th}, 2018 to September 27\textsuperscript{th}, 2018 at the Study division during regular office hours.

3) Students of the subject Physiotherapy who enrolled into studies in July 2018 or will enrol into studies in September 2018 will register compulsory optional courses determined by the study plan:
   
   a) at the introductory course in Dobronice or
   
   b) from September 17\textsuperscript{th}, 2018 to September 27\textsuperscript{th}, 2018 at the Study division during regular office hours.

4) Students will register for compulsory optional courses realized by the Third Faculty of Medicine but not determined by the study plan from September 10\textsuperscript{th}, 2018, 0:00 to September 16\textsuperscript{th}, 2018, 11:59 P.M.

   Registration of compulsory optional courses is limited by interconnectedness of subjects stated in the SIS at relevant subjects.
5) Registration of compulsory optional courses for the winter and summer semesters for students of other faculties of Charles University will take place from September 17th, 2018, 0:00PM to September 30th, 2018, 11:59 P.M. in the SIS.

Registration for compulsory optional courses is limited by interconnectedness of subjects stated in the section “entrance requirements” at relevant subjects.

6) Registration of compulsory optional courses in the summer semester (for remaining capacity) will take place for all students of Charles University from February 11th, 2019, 3:00 P.M. to February 17th, 2019, 11:59 P.M.

Registration for compulsory optional courses is limited by interconnectedness stated in the SIS in the section “entrance requirements” at relevant subjects.

Part VI
Final provisions

Study obligations determined by the study plan must be fulfilled according to the Time table of the academic year 2018/2019 until September 30th, 2019 (http://www.lf3.cuni.cz/3LF-1088.html).

This order:
• comes into effect on the day it is published: June 27th, 2018
• stops being effective: September 30th, 2019
• does not revoke any internal provision
• will be published on the notice board, on the website of the Faculty and in the VNS
• was processed by the Study division.

prof. MUDr. Petr Widimský, DrSc.
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)
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
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.

**Figure 5**

**Figure 6**
data
/for students/

I. Personal data change
II. Personal file print
III. Confirmation of study
IV. 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](http://is.cuni.cz/studium))
2. Launch the Personal data application:

3. The individual operations (personal data change, personal file 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.
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.

Personal data change

<table>
<thead>
<tr>
<th>Postal address:</th>
<th>Dormitory:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormitory:</td>
<td></td>
</tr>
<tr>
<td>Room:</td>
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<tr>
<td>Phone:</td>
<td></td>
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<tr>
<td>Phone 2:</td>
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<tr>
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<tr>
<td>Postcode (O):</td>
<td></td>
</tr>
<tr>
<td>Country (O):</td>
<td></td>
</tr>
</tbody>
</table>

Save

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.

<table>
<thead>
<tr>
<th>University: Charles University, Prague</th>
<th>academic year: 2015/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty: Third Faculty of Medicine</td>
<td>Study program: General medicine</td>
</tr>
<tr>
<td>Type of study: Master's</td>
<td>Branch of study: VSE COH</td>
</tr>
<tr>
<td>Form of study: full-time</td>
<td>General medicine</td>
</tr>
<tr>
<td></td>
<td>Number of study group: 8</td>
</tr>
</tbody>
</table>

Personal file

Family name(s) (capital letters): Full name: Academic title:
Middle name: 
Phone: Phone2: Mobil phone: Dormitory: Permanent residence: Permanent residence in the CR: Yes
Passport number: Citizenship: phone:
Permanent residence: phone:
Postal address: 
Account: 
Date of birth: Place of birth: 
Parent's full name(s) and other relationship(s): phone:

Previous university studies
University/Faculty: Graduation (date): Left the study (from-to):

Passport number (residence permit): only foreigners:
Admission for study provided by:
ref. no.
Office record:
E-mail:
Study at 3 LF from:
Cooperation member:
Date: Student's sign: Registration stamp:
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.

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 (2018/2019) 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

1. 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.