

DEAN'S PROVISION

which issues the Dean's Order No. 14/2023

Enrolment into undergraduate studies for academic year 2023/2024

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) concerns 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, students with any unfulfilled study obligations from a previous 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, students with any unfulfilled study obligations from a previous study plan and students who enroll 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 4th 2023, 00:01 am to September 29th 2023, 11:59 pm.**
- 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. 5 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 stop the process of electronic enrolment and contact his or her Study division officer by e-mail. The Study division officer will check the state of affairs and finish 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 stop the process of electronic enrolment and 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) 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 3).
 - 6) After the check at the Study division (no later than 4 working days after the application for the check was submitted), the SIS will show the current academic year, i.e. 2022/2023, in the application “Summary of exam results”.
 - 7) It is possible to receive a confirmation of studies directly from the SIS 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 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 3).

Part III

Enrolment into higher sections of studies at the Study Division

- 1) Students:
 - a) who studied within an **individual study plan** in the academic year 2022/2023 enroll to study from September 18th 2023 to September 29th 2023 during office hours.
 - b) those who had their **studies interrupted** during the academic year 2022/2023 enroll from October 2nd 2023 to October 13th 2023 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) The students of all study years register for optional courses in the academic year 2023/2024 for the winter and summer semesters recommended by the study plan in the SIS (procedure following Appendix 2) from **September 4th 2023, 3:00 pm to September 30th 2023, 4:00 pm.**
- 2) 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 18th 2023, 9:00 am to September 30th 2023, 4:00 pm.**
- 3) 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 25th 2023, 8:00 to September 30th 2023, 4:00 pm.**
- 4) Registration for optional courses in the summer semester (for remaining capacity) for all students of Charles University will take place from **February 12th 2024, 3:00 pm to February 18th 2024, 4:00 pm.**

Part V

Registration of compulsory optional courses

- 1) Students of all the study programmes register for compulsory optional courses in the academic year 2023/2024 determined by the study plan in the SIS (procedure following Appendix 2) from **September 4th 2023, 3:00 pm to September 30th 2023, 4:00 pm.**
- 2) Students will register for compulsory optional courses realized by the Third Faculty of Medicine but not determined by the study plan from **September 18th 2023, 9:00 am to September 30th 2023, 4:00 pm.**

Registration of compulsory optional courses is limited by the interconnectedness of subjects stated in the SIS at relevant subjects.

- 3) Registration of compulsory optional courses for the winter and summer semesters for students of other faculties of Charles University will take place from **September 25th 2023, 8:00 am to September 30th 2023, 4:00 pm** in the SIS.

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

- 4) Registration of compulsory optional courses in the summer semester (for remaining capacity) will take place for all students of Charles University from **February 12th 2024, 3:00 pm to February 18th 2024, 4:00 pm** via SIS.

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

Part VI

Alternate date of enrolment

The alternative enrolment term is intended for all students who have not enrolled in their studies in accordance with Parts II and III of this measure.

The alternate date of enrolment to study for all students who interrupted their study in the academic year 2022/2023 is set on Wednesday, **November 1st 2023** during office hours at the Study division.

If the student will not enroll into the study during the alternate date of enrolment, their studies will be terminated. This provision does not apply if the student fails to enrol on the alternative date for serious reasons. The Dean shall decide on the regularity and timeliness of the excuse and the seriousness of the reasons.

Part VII

Final provisions

Study obligations determined by the study plan must be **fulfilled** according to the Dean's regulations (Regulation 2/2023, which sets the Time table for the academic year 2023/2024 until September 30th 2024 included.

This order:

- comes into effect on the day it is published
- stops being effective: October 1st 2024
- 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
in the representation of
MUDr.David Marx Ph.D.
Vice-dean for education and studies

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 who enrol after the interruption of their studies

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

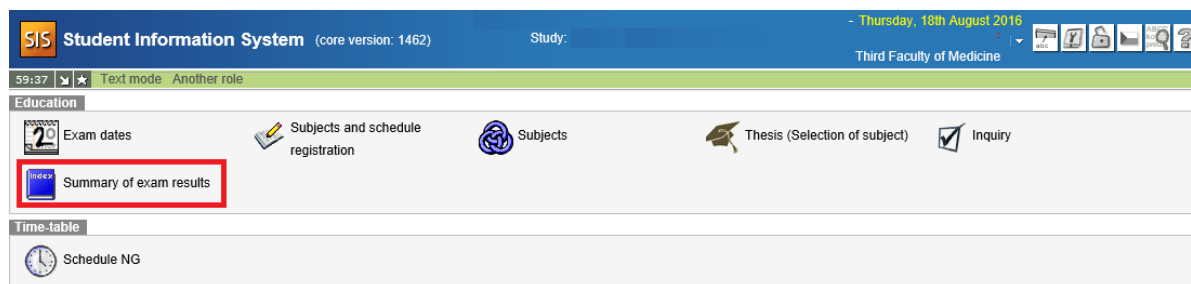


Figure 1

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.

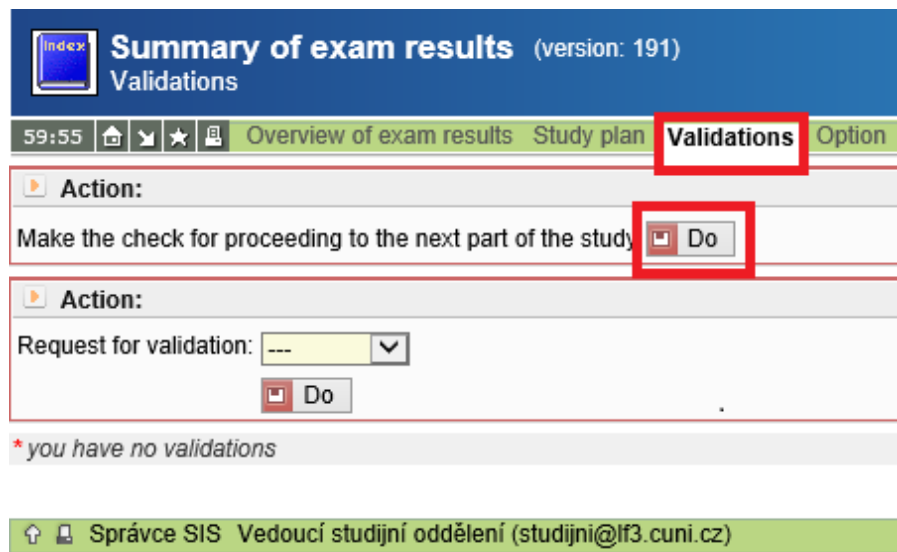


Figure 2

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.

Summary of exam results (version: 191) Thursday, 18th August 2016 10:00:31 AM
 Validations Study: Inird Faculty of Medicine

59:58 Overview of exam results Study plan Validations Option

Action:
 Make the check for proceeding to the next part of the study

Action:
 Enroll in the next part of the study

Action:
 Request for validation:

This section only appears after positive result of the check

Validation	State	Request date	Check date	Check result
check before proceeding to the next part of the study	done	18.08.2016 16:31	18.08.2016 16:31	End date of maximum length of time of study: 30.09.2024 Earliest date of the end of period for passing a part of the State Examination: not yet available ===== 2015/2016 Bc.: CCSF3 Všeobecné lékařství - 3. úsek studia ===== Check the !! V konci podů z ročník nejsou zadány body credits: 186 Result "Fulfilled": 158 Result "FULFILLED at least with the minimum number of credits": 158 ===== Result: "Fulfilled" Fulfilled CCSF3 Všeobecné lékařství - 3. úsek studia - kreditní studium 01.07.2016 Check result: fulfilled ===== Total check result: fulfilled

Správce SIS Vedoucí studijní oddělení (studijni@i3.cuni.cz)

Figure 3 - top: The appearance of this section depends on a positive result of the check.; bottom: The result of the check.

- 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)
- 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).

• You have been successfully enrolled in the next unit of study.

Action:
 Request for validation:

Validation	State	Request date
enrollment in the next part of the study	done	23.08.2016 16:57


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 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.

Action: Make the check for proceeding to the next part of the study <input type="button" value="Do"/>				
Action: Request for validation: <input type="text" value="---"/> <input type="button" value="Do"/>				
Validation	State	Request date	Check date	Check result
check before proceeding to the next part of the study	done	23.08.2016 14:28	23.08.2016 14:28	End date of maximum length of time of study: 30.09.2024 Earliest date of the end of period for passing a part of the State Examination: not yet available ===== 2015/2016 Plan: CCSF3 Všeobecné lékařství - 3. úsek studia ===== Check third year ===== !!! V kontrole bodů za ročník nejsou zadány body Total number of achieved credits: 178 (M+E: 49 O: 129) Maximum allowed percentage of optional subjects: 15% (= 24) Effective number of registered credits: 73 (= 49 + 24) The percentage of optional courses exceeded the limit allowed for the current assessment Required number for the result "Fulfilled": 158 Required number for the result "FULFILLED at least with the minimum number of credits": 158 ===== Result: "FAILED" ===== FAILED: C#SF3R Všeobecné lékařství - 3. úsek studia - kreditní studium 45 obtained (should have 53) CVSE3P0009 Microbiology, Immunology and General Infectology Kontrola, zda lze v příštím roce zapsat nesplněné povinné předměty: CVSE3P0009 Microbiology, Immuno...has already been registered 1 times ===== Check result: failed ===== Total check result: failed

Figure 5

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.


Summary of exam results (version: 191)

Validations
 Stud

59:57

 Overview of exam results
 Study plan
 Validations
Option

Action:
 Request for validation:

* you have no validations

Správce SIS Vedoucí studijní oddělení (studijni@lf3.cuni.cz)

Figure 6

SIS Enrolment in compulsory optional and elective courses.

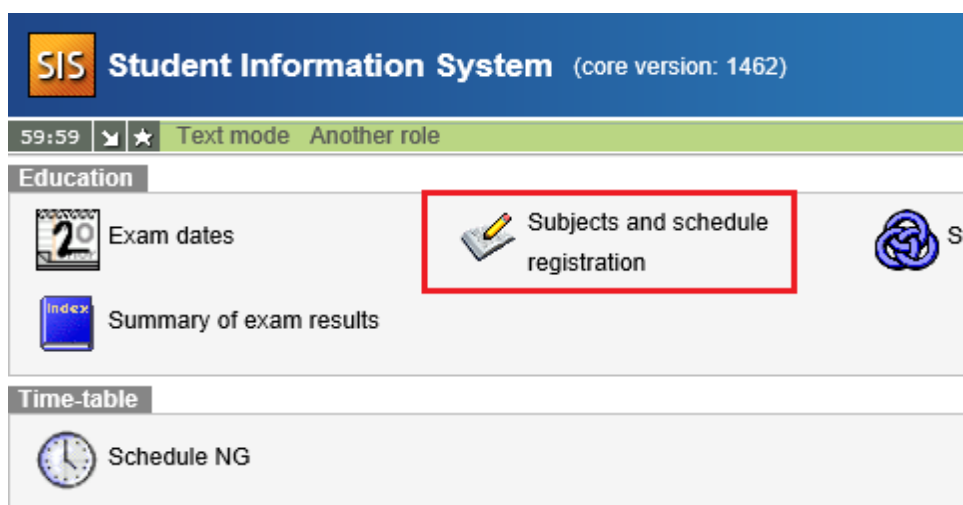
Students – Enroll (my own) (*Subjects and schedule registration*)

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>)
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.

Subjects and schedule registration (version: 328)
Third Faculty of Medicine, 2016/2017, winter semester, enroll to 4. year

59:57 **Enrolled** [Enroll \(standard\)](#) [Enroll \(my own\)](#) [Validation](#) [Settings](#)

Schedule

Subjects and schedule registration (version: 328)
Third Faculty of Medicine, 2016/2017, winter semester, enroll to 4. year

59:47 **Enrolled** [Enroll \(standard\)](#) [Enroll \(my own\)](#) [Validation](#) [Settings](#)

Filter:

Year and semester: 2016, winter semester

[Change](#)

4. For the enrollment itself choose the menu item „Enroll (my own)“

Subjects and schedule registration (version: 328)
Third Faculty of Medicine, 2016/2017, winter semester, enroll to 4. year

59:57 **Enrolled** [Enroll \(standard\)](#) [Enroll \(my own\)](#) [Validation](#) [Settings](#)

Schedule

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.

Subjects and schedule registration (version: 328)
Third Faculty of Medicine, 2016/2017, winter semester, enroll to 4. year

59:58 **Enrolled** [Enroll \(standard\)](#) [Enroll \(my own\)](#) [Validation](#) [Settings](#)

Filter:

Faculty: Third Faculty of Medicine

Year and semester: 2016/2017, winter semester [\[Change\]](#)

Guarantee: ---

Subject code:

Title contains:

Show only courses with available capacity: ☐

Show: 20 results per page

[Search](#)

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

Show only courses with available capacity: ☐

Show: 20 results per page

[Search](#)

Code	Title	Links
<input type="radio"/> CVOL0022	Diabetes and pregnancy	[courses]
<input checked="" type="radio"/> CVOL0085	English Dental Terminology	[courses] [schedule]
<input type="radio"/> CVOL242	Handicapped Children and Youth	[courses]

Results 1-3 of 3 **1**

[Enroll](#)



SIS Module – Personal data /for students/

- I. Personal data change
- II. Personal file print
- III. Confirmation of study
- IV. Electronically signed Certification of study

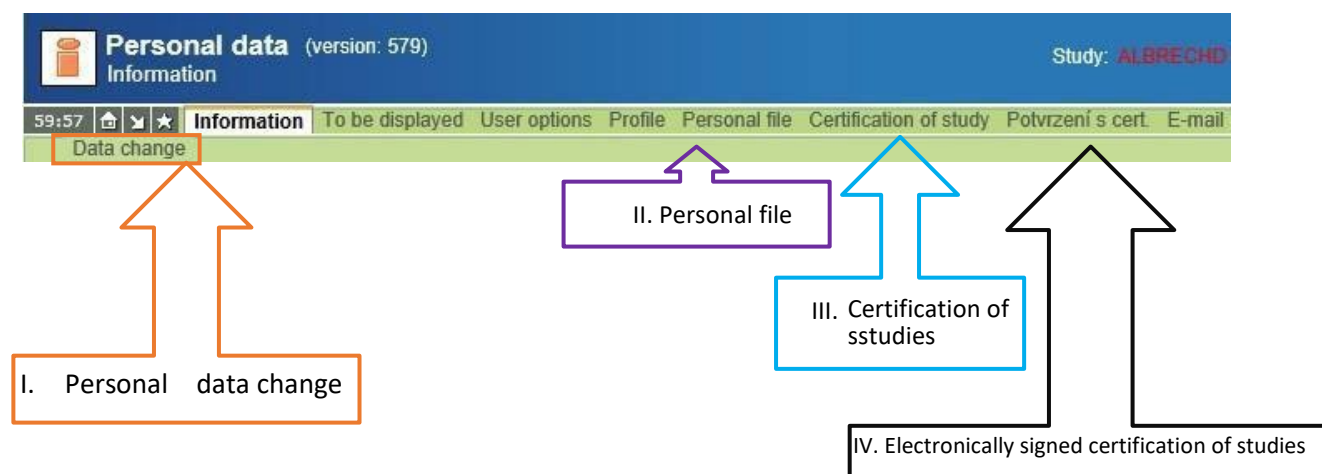
Here is a brief summary of how to change personal data, print personal file and export electronically signed certification of study using a SIS application “Personal data”.

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

The screenshot displays the SIS Student Information System interface. The top navigation bar includes the SIS logo, the text "Student Information System (core version: 1462)", and a user profile section. Below the bar, the interface is organized into several categorized sections:

- Education**: Includes links for Exam dates, Inquiry, Subjects and schedule registration, Summary of exam results, Subjects, and Thesis (Selection o).
- Time-table**: Includes a link for Schedule NG.
- Admission process**: Includes a link for Admission.
- Utils**: Includes links for Navigation for 3rd Party Application and Committees.
- Noneducational agenda**: Includes links for Central catalogue and E-resources Portal.
- Others**: Includes links for Bookmarks, Who is Who, Graduation, Classifiers, Login searching, List of advisors, Life-Long Education programs, Notice-board, File manager, Harmonogram, and **Personal data** (highlighted with a red box).

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.



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**”.

The screenshot shows the 'Data change' form with the following fields:

- Postal address:
- Dormitory:
- Room:
- Phone:
- Phone 2:
- Mobile phone:
- E-mail address:
- URL:
- Account number:
- Specific symbol:
- Other address
- Street (O):
- Town (O):
- Postcode (O):
- Country (O):

A 'Save' button is located at the bottom right of the form.

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 either personally or– to the mailbox of the Study Division on the ground floor of the main building.

University: Charles University, Prague
Faculty: Third Faculty of Medicine
Type of study: Master's
Form of study: full-time

academic year
2015/2016

Year: 3
Study program: General medicine
Branch of study: VSEOB
General medicine
Number of study group: 6

Personal file

Family name(s) (capital letters):	Full name:	Academic title:
Middle name:	Phone:	Phone2:
Phone:	Mobil phone:	Dormitory:
Passport number:	Citizenship:	Permanent residence in the CR: Yes
Permanent residence:	phone:	
Postal address:	phone:	
Account:		
Date of birth:	Place of birth:	
Personal ID:	Parents' family name(s) and other/given name(s):	phone:
Previous university studies University/Faculty:	Graduation (date):	Left the study (from-to):
Passport number (residence permission) - only foreigners:	Admission for study provided by:	ref. no.
Office records:		

E-mail:

Study at 3.LF from

Coupon number:

Date:

Student's sign:

Registration stamp:

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 and does not need to be validated by the Study Division.