



**CHARLES UNIVERSITY  
THIRD FACULTY OF MEDICINE**

Act number 9-18/2017-3LF

In Prague on the 18<sup>th</sup> August 2017

Number of pages: 4

Number of appendices: 3/11

**DEAN'S ORDER n. 18/2017**

**Enrolment into undergraduate studies for academic year 2017/2018**

**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 the 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 and also those who are using the two-year time period after passing the State Final Examinations or State Rigorous Examinations (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 and also those who are using the two-year time period after passing the State Final Examinations or State Rigorous Examinations (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 the 11<sup>th</sup> September 2017, 00:01AM to the 1<sup>st</sup> October 2017, 11:59PM.**
- 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 unit 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 part 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 or 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. 2017/2018, 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 put 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, into the post-box of the Study Division located at the ground floor of the main building, Ruská 87, or will send them as a recorded delivery or will deliver them personally to the Study Division until the 6<sup>th</sup> October 2017.
  - 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 2016/17,
  - b) who enrol into or use the two-year time period after passing the State Final Examinations or State Rigorous Examinations enrol at the Study Division (Building 19) in the following dates:  
  
**from the 19<sup>th</sup> September 2017 to the 29<sup>th</sup> September 2017 from 8AM to 1PM  
with the exception of the 28<sup>th</sup> September 2017 – a national holiday**
  - c) who had their studies interrupted during academic year 2016/17 enrol **from the 2<sup>nd</sup> October to the 15<sup>th</sup> October 2017** during office hours.
- 2) A student comes to the registration with the document “Overview of exam results” that he or 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 2017/2018 for the winter and summer semesters recommended by the study plan in the SIS (procedure following Appendix 3) from **the 4<sup>th</sup> September 2017, 3:00PM to the 10<sup>th</sup> September 2017, 11:59PM.**
- 2) Students of the first year who enrolled for studies in July 2017 or will enrol for studies in September 2017 register their optional courses for the winter and summer semesters:
  - a) at the introductory course in Dobronice or
  - b) from **the 14<sup>th</sup> September 2017 to the 29<sup>th</sup> September 2017** in office hours at the Study Division.
- 3) Students can register for optional courses for the winter and summer semesters that are realized by the Third Faculty of Medicine but are not recommended by the study plan in the SIS from **the 11<sup>th</sup> September 2017, 3:00PM to the 17<sup>th</sup> September 2017, 11:59PM.**
- 4) Registration for optional courses for the winter and summer semesters for students of other faculties of the Charles University in the SIS will be open from **the 18<sup>th</sup> September 2017, 3:00PM to the 30<sup>th</sup> September 2017, 11:59PM.**
- 5) Registration for optional courses in the summer semester (for remaining capacity) for all students of the Charles University will take place from **the 12<sup>th</sup> February 2018, 3:00PM to the 18<sup>th</sup> February 2018, 11:59PM.**

**Part V**  
**Registration of compulsory optional courses**

- 1) Students of the Master study programme General Medicine and Bachelor study programmes General Nurse (2<sup>nd</sup> and 3<sup>rd</sup> year) and Physiotherapy (2<sup>nd</sup> and 3<sup>rd</sup> year) register for compulsory optional courses in academic year 2017/2018 determined by the study plan in the SIS (procedure following Appendix 3) from **the 4<sup>th</sup> September 2017, 3:00PM to the 10<sup>th</sup> September 2017, 11:59PM.**
- 2) Students of the first year of the subject General Nurse (full-time and combined form) who enrolled into studies in July 2017 or will enrol into studies in September 2017 will register compulsory optional courses:
  - a) at the introductory course in Dobronice or
  - b) from **the 18<sup>th</sup> September 2017 to the 29<sup>th</sup> September 2017** at the Department of Nursing at PhDr. H. Svobodová in the following dates:  
**21<sup>st</sup> September 2017 from 12:30AM to 2:00PM**  
**26<sup>th</sup> September 2017 from 11:00AM to 1:00PM**
- 3) Students of the subject Physiotherapy who enrolled into studies in July 2017 or will enrol into studies in September 2017 will register compulsory optional courses determined by the study plan:
  - a) at the introductory course in Dobronice or
  - b) from **the 14<sup>th</sup> September 2017 to the 29<sup>th</sup> 2017** in office hours at the Study Division.
- 4) Students will register for compulsory optional courses realized by the Third Faculty of Medicine but not determined by the study plan **from the 11<sup>th</sup> September 2017, 3:00PM to the 17<sup>th</sup> September 2017, 11:59PM.**

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 the Charles University will take place **from the 18<sup>th</sup> September 2017, 3:00PM to the 30<sup>th</sup> September 2017, 11:59PM** 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 the Charles University **from the 12<sup>th</sup> February 2018, 3:00PM to the 18<sup>th</sup> February 2018, 11:59PM.**

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 – academic year 2017/2018 until the 30<sup>th</sup> September 2018 (<http://www.lf3.cuni.cz/3LF-1088.html>).

This order:

- comes into effect on the day it is published:
- stops being effective on the 30<sup>th</sup> September 2018
- 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. Michal Anděl, 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>)
2. Launch the „**Summary of exam results**“ application:

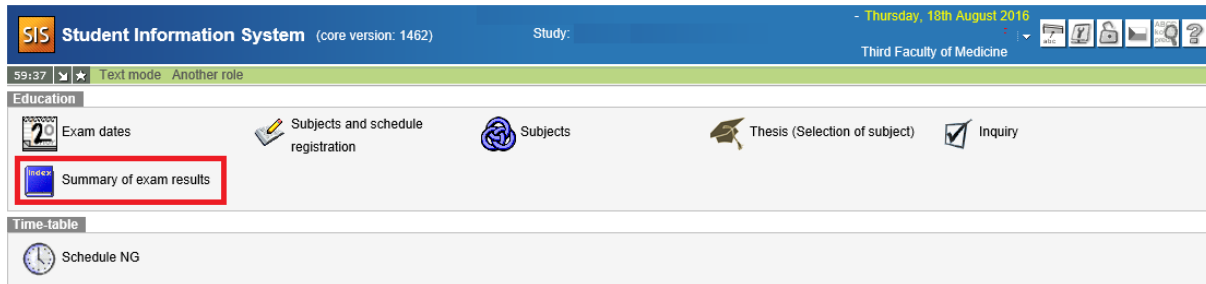


Figure 1

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.

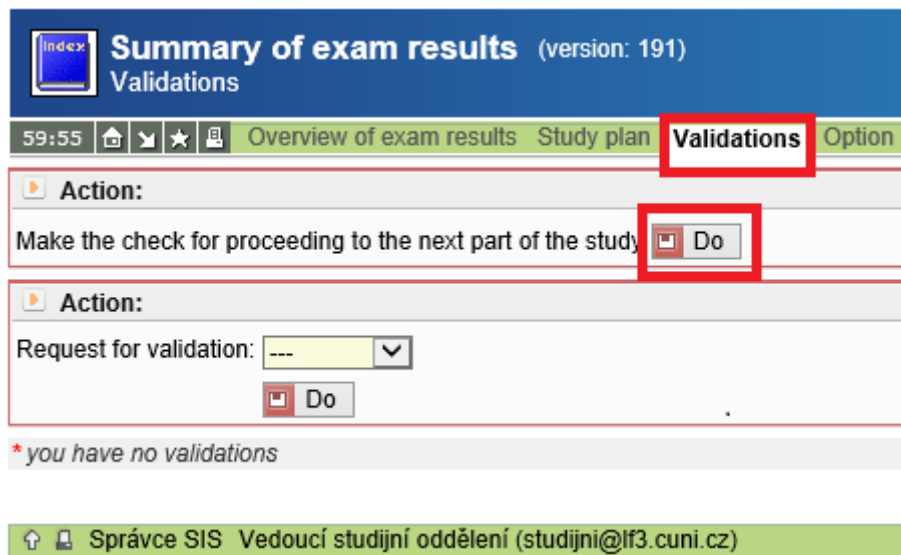


Figure 2

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**.

The screenshot shows the 'Summary of exam results' interface. At the top, there are navigation tabs: 'Overview of exam results', 'Study plan', 'Validations', and 'Option'. Below the tabs, there are three 'Action:' sections. The first action is 'Make the check for proceeding to the next part of the study' with a 'Do' button. The second action is 'Enroll in the next part of the study' with a 'Do' button. The third action is 'Request for validation' with a dropdown menu and a 'Do' button. A callout box points to the second and third actions, stating: 'This section only appears after a successful check.' Below the actions is a table with columns: 'Validation', 'State', 'Request date', 'Check date', and 'Check result'. The table contains one row with the following data: 'check before proceeding to the next part of the study', 'done', '18.08.2016 16:31', '18.08.2016 16:31', and a detailed text-based result. The result text includes: '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 P...: CCSF3 Všeobecné lékařství - 3. úsek studia', 'Check result: fulfilled', 'Result: "FULFILLED"', 'Fulfilled for Všeobecné lékařství - 3. úsek studia - kreditní studium 01.07.2016', 'Check result: fulfilled', and 'Total check result: fulfilled'. A callout box labeled 'Result' points to the 'Check result' and 'Result' fields in the table.

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

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).

The screenshot shows the 'Summary of exam results' interface after a successful enrollment. At the top, there is a yellow message box with an information icon and the text: '• You have been successfully enrolled in the next unit of study.' Below the message box, there are three 'Action:' sections. The first action is 'Request for validation' with a dropdown menu and a 'Do' button. Below the actions is a table with columns: 'Validation', 'State', 'Request date', and 'Check date'. The table contains one row with the following data: 'enrollment in the next part of the study', 'done', '23.08.2016 16:57', and an empty 'Check date' field.

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.

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	<p>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</p> <p>=====</p> <p>2015/2016 Plan: CCSF3 Všeobecné lékařství - 3. úsek studia</p> <p>=====</p> <p>Check third year</p> <p>=====</p> <p>!!! 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</p> <p>=====</p> <p>Result: "FAILED"</p> <p>=====</p> <p>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 započít nesplněné povinné předměty:  CVSE3P0009 Microbiology, Immuno...has already been registered 1 times</p> <p>-----</p> <p>Check result: failed</p> <p>-----</p> <p>Total check result: failed</p>

Figure 5

- 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)
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@f3.cuni.cz)

Figure 6

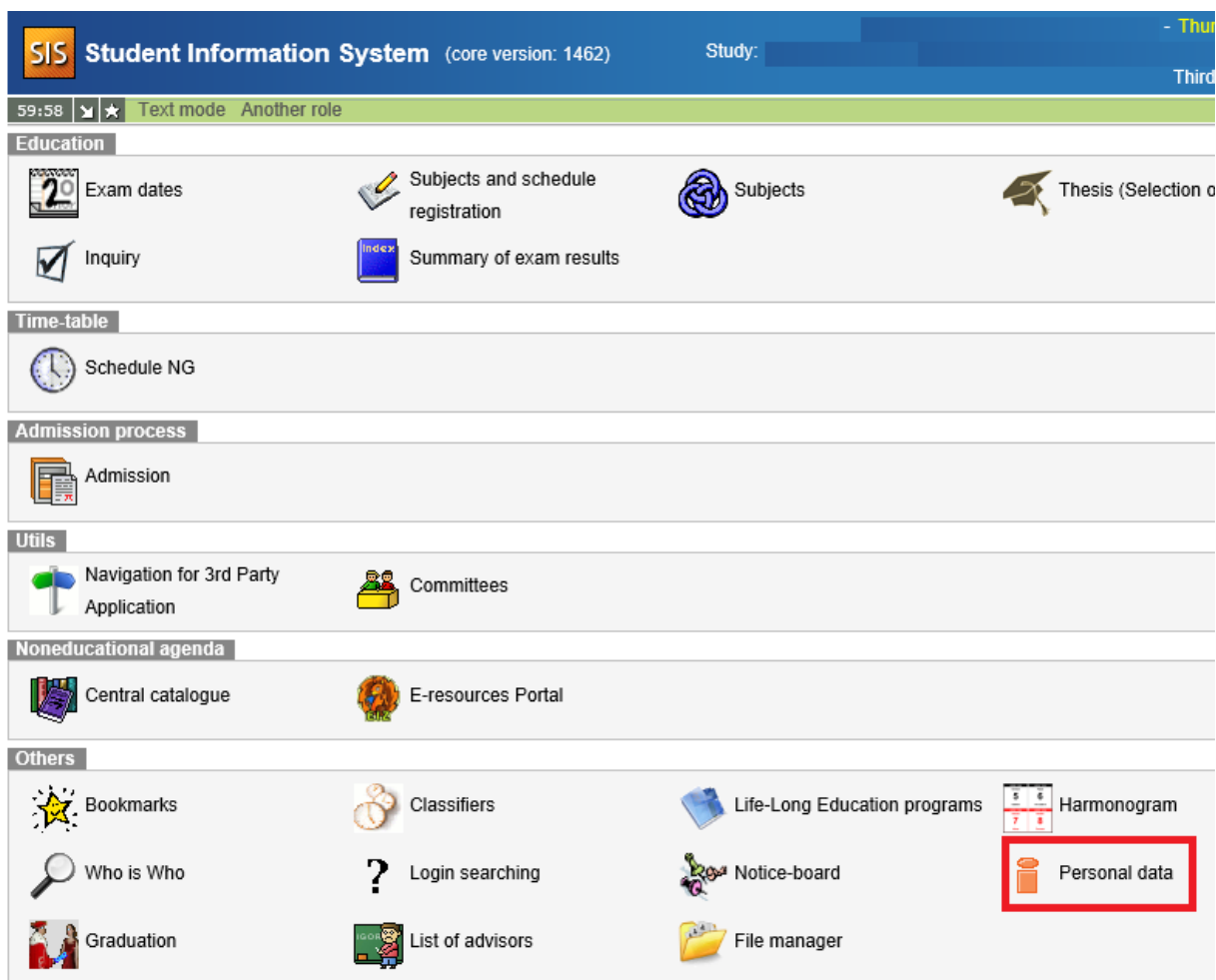


# SIS Module – Personal data **/for students/**

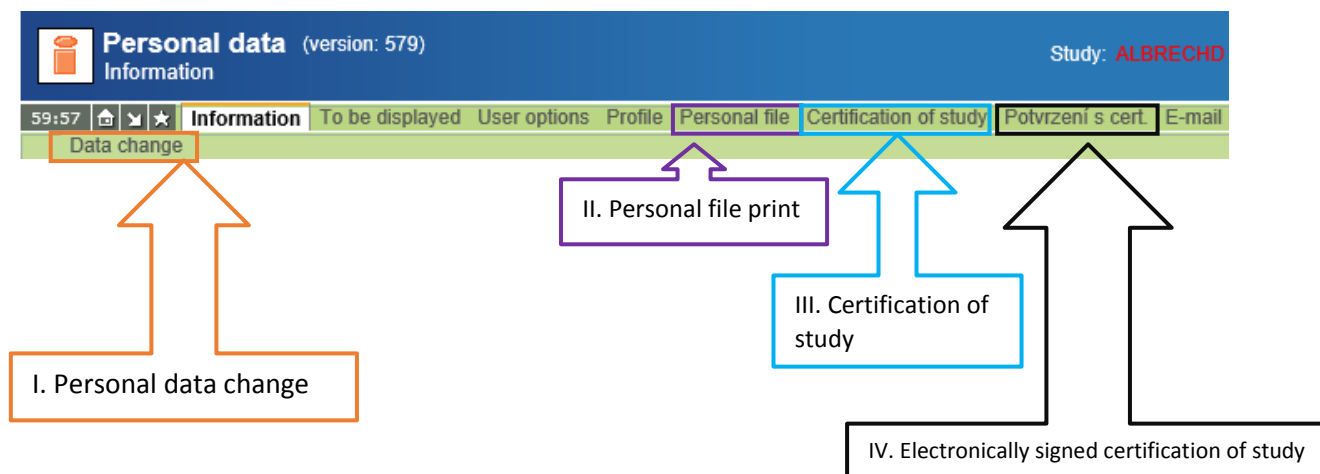
- I. Personal data change
- II. Personal file print
- III. Confirmation of study
- IV. Electronically signed Certification of study

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:



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 '.

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): \_\_\_\_\_

Save

## 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.

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:	Mobil phone:
Dormitory:		
Passport number	Citizenship:	Permanent residence in the CR: Yes
Permanent residence:		
Postal address:		phone:
		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:		ref. no.
Admission for study provided by:		
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.

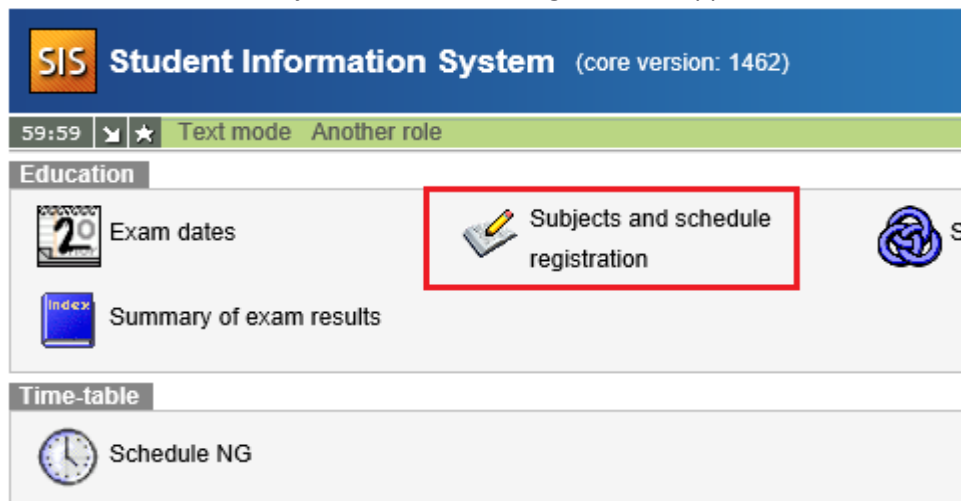
**SIS Enrollement in compulsory  
optional and elective courses .  
Students – Enroll (my own)  
(📝 Subjects and schedule  
registration)**

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.

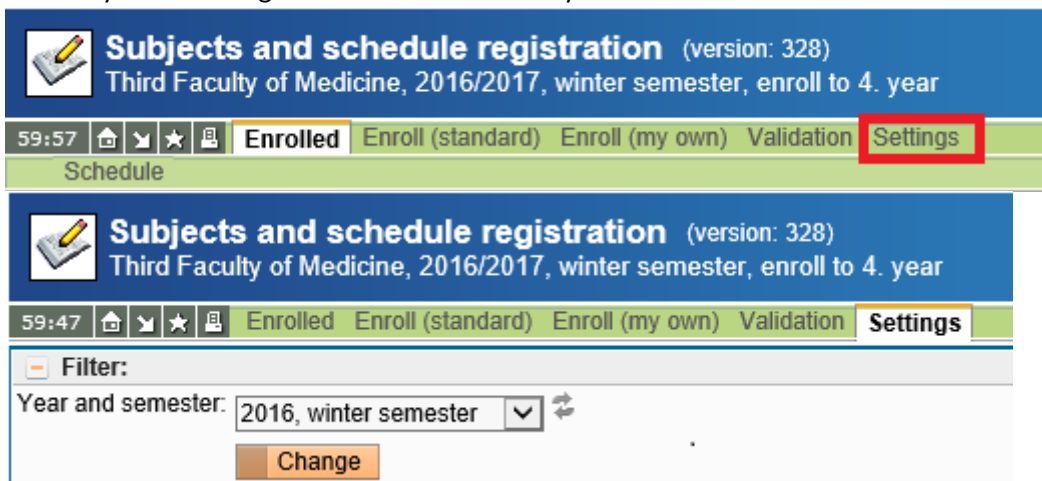
## Enroll (my own)

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

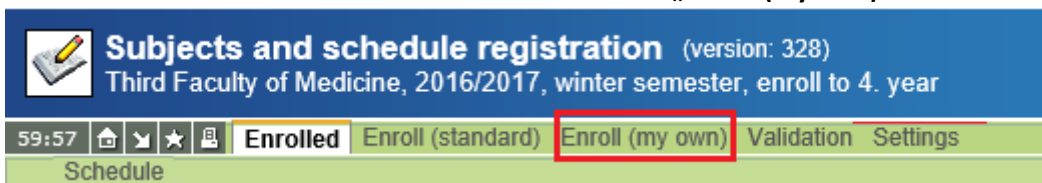
1. Sign into SIS (<http://is.cuni.cz/studium>)
2. Launch the „Subjects and schedule registration“ application




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)“





- 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:   


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

Guarantee:   

Subject code:

Title contains:  

Show only courses with available capacity:

Show:   results per page

- 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:   results per page

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

Results 1-3 of 3 