Electronical registration for a second section (summer semester) of the first year of the bachelor degree study

According to the Code of Study and Examination of Charles University, students of the first year of bachelor’s degree study are obligated to register for the second section of study (summer semester). All the deadlines for start and end of registration are included in the Academic Calendar.

Registration for the second section of study is done only electronically in SIS. It is recommended to do this registration as soon as possible (after obtaining required amount of credits) in order to meet all the requirements.

In the case that a student who has fulfilled the minimum required number of 12 credits does not enrol in the relevant section of study within the deadline, i.e. does not request a check for advancement to the second section of study, the study department will invite the student via SIS to enrol on an alternative date. The student will receive an e-mail notification of the availability of the invitation in SIS, in the Personal Data and setting module, tab. Document received. Students who do not run their registration within the special deadline cannot proceed with their studies and their studies are considered to be finished.

Please be aware that the studies are not done solely by stopping going to the classes or by not having the option to take the second term to finish an obligatory course registered for the second time.

Students must end their studies in one of the ways stated in the Higher Education Act. Otherwise, they are still registered as students and in case of prolonged studies, they can be charged for their studies. Ending studies can be done in a quick way by providing a written statement on such ending.

It is recommended to check your results on an ongoing basis and consult with the Student Officer immediately upon discovery of any uncertainties or problems. The student may run the following for their own use:

a) a check for progression to the next stage of study
b) check before the state examination - it is mainly used for the final check before the individual parts of the state examination, but it is recommended to run it at any time during the course of study for a visual overview of the fulfilment of compulsory and compulsory elective subjects of the study plan - application Exam results - viewing and State final examinations.

Steps to register for the second section of studies

1. Students go to the module Personal data and settings and check whether all the information is updated and that the e-mail address is correct and functioning. If necessary, students update their information (or contact the Department of Student Affairs as some information, e.g. permanent address, can be changed only by the members of the department. Detailed information on how to change personal information is here:

2. Students go to the module *Summary of exam results – checks tab Validation* and run a control for the summer semester performing the action "Make the check for proceeding to the next part of the study, i.e. summer semester".

![Summary of exam results](image)

After the check has been evaluated, its result is displayed both in the field THE RESULT OF THE CHECK MADE BY THE DEPARTMENT OF STUDENT AFFAIRS and with details in the lower half of the window.

![Summary of exam results](image)

If the check evaluates that the student has met the conditions for progression, its result is displayed and the action "Enrol in the next part of study, i.e. summer semester" is available. DO NOT FORGET THIS STEP!
Once the student is enrolled, the information **YOU HAVE BEEN SUCCESSFULLY ENROLLED TO THE NEXT STAGE OF THE STUDIES, I.E. SUMMER SEMESTER** appears.