Electronic registration for the next year of study

As stated in the Code of Study and Examination (art. 4), the students are obliged to register for the next year of their study. The period of the registration at the Faculty of Science is included in the Dean’s Measure on the Academic Calendar.

If a student does not register in the given period, i.e. does not fulfil their duties and does not request a control to allow them to proceed to the next year of study, they will be asked by the Department of Students Affairs to register in a prolonged period. The student will get an e-mail notification about the request available in SIS, in the module Personal Data – Documents. If the student does not register even in the prolonged period, their studies will be considered as finished as of the date of the prolonged registration period.

1. Students enter SIS and go to the Summary of exams results. In the menu Validations, they run the control for the given year of study.

During the electronic control, the following things are checked:
- number of credits
- whether courses taken for the second time have been completed
- in case that the limit of credits is exceeded, it is verified whether at least the normal amount of credits has been achieved (the number of credits can be found in Overview of exam results)

We recommend you to check your results regularly so you can resolve potential problems immediately with a member of the Department of Student Affairs. Students can run for themselves:
- the control of study requirements for the next year of study
- the control of requirements before final examinations which serves mainly the control before the individual parts of the state examination, but we recommend you to run it any time during your studies in order to have a clear overview of the obligatory and elective courses in your study plans – go to Summary of exam results and Final exams

2. If the control of results in point 1 is run successfully and the student wants to register for the next year of study, they click on Submit request.

3. The members of the Department of Study Affairs regularly control the registrations. Within a week, the students’ registrations are controlled.

If the student does not meet the conditions, they get a “failed” message including the date when the control was done.

If all the conditions are met, the status of the student is changed for the next academic year and SIS shows the following message “Next year (2020/21): studying from 01.10.2020, 2. year of study”. By this, the registration for the next year of study is completed.

4. After the registration, it is possible to print a confirmation of study. It can be done in Personal data – Print confirmation – Confirmation of study in the new academic year. There are two possibilities of the print:
   a) regular that is confirmed by the Department of Student Affairs
   b) with a digital signature that needs to be verified at CzechPoint

   The guidelines for the verification of the digital signature are on this page.