



Electronic enrollment in the next year of study

Instructions:

1: The student will check in the application SIS Personal data whether everything corresponds to reality and the contact e-mail is filled in, or he/she corrects the data, resp. contacts the Study Department for Medical Studies in English (eg the permanent address can only be changed by the clerk).

2. The student starts checking the section of study he/she is finishing in the SIS application **Summary of exam results** in the menu **Validations**.

The screenshot shows the SIS application interface. At the top, there is a blue header with the text 'Summary of exam results (version: 231) Validations'. Below this is a green navigation bar with the text 'Overview of exam results Study plan Validations'. A yellow warning banner reads 'Testing environment - Testing environment - Testing environment' and 'Data in this database are refreshed every 1st and 15th day of every month with the data from the production environment.' Below the banner, there are two 'Action:' sections. The first section has the text 'I apply to the study department to carry out the final check for advancement to the next stage of study.' and a 'Submit request' button. The second section has the text 'Request for validation' and a dropdown menu with 'first year' selected, and a 'Do' button. At the bottom, there is a green footer with the text 'Správce studijních aplikací'.

In the electronic check for the enrollment is ascertained:

- number of credits
- whether the compulsory subject enrolled for the second time is fulfilled
- whether the limit of credits was fulfilled (student will find out the number of enrolled credits in **Overview of exam results**)

We recommend to check your results continuously and consult any problems with the Study Dept. for Medical Studies in English immediately after finding them out.



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3. When the checkup according to point 2. is successfully completed

first year	done	15.05.2020 09:32	15.05.2020 09:32	Check first year Total number of achieved credits: 60 (M+E: 60 0: 0) Maximum allowed percentage of optional subjects: 20% (= 8) Required number for the result "Fulfilled": 40 Result: "FULFILLED" Fulfilled: E#P1VSE019 Povinné předměty 1. ročník - nová akreditace (19) 14.05.2020 check result: fulfilled Total check result: fulfilled
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to enroll in the next year of study you have to select the button **Submit request**

Action:
I apply to the study department to carry out the final check for advancement to the next stage of study

Action:

4. Study Dept. for Medical Studies in English regularly checks whether the student has actually met all the conditions for enrollment in the next year of study. If the student did not meet all the conditions, „failed“ will be displayed with the date of the Study Dept. 's inspection.

If the student has fulfilled the conditions for the enrollment, the clerk will set a new study status for the following academic year.

Summary of exam results (version: 231)
Validations

59:56 Overview of exam results Study plan **Validations**

Testing environment - Testing environment - Testing environment
Data in this database are refreshed every 1st an 15th day of every month with the data from the production environment.

Next year (2020/21): studying from 01.10.2020, 2. year of study.

Action:
Request for validation: ---

Validation	State	Request date	Check date	Check result
first year	done	15.05.2020 09:32	15.05.2020 09:32	End date of maximum length of time of st ===== 2019/2020 Plan: EVSE082019 Všeobecné lék ===== Check first year ===== Total number of achieved credits: 60 (M+ Maximum allowed percentage of optional s Required number for the result "Fulfille ===== Result: "FULFILLED"

This enrolls the student in the next year of study. The student will receive an e-mail confirming the enrollment.