

Electronic enrollment into the next year

GENERAL INFORMATION

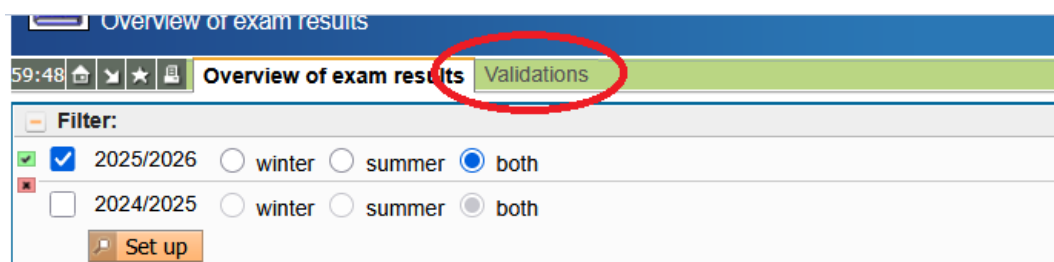
All the students (both bachelor and master) must follow these steps in order to register for the next year of study (details are below):

- 1) In SIS, students run a control of the requirements for proceeding with their studies (for their own purposes).
- 2) In SIS, students request a control of the requirements by the Study Department
- 3) The the Study Department runs the control
- 4) After a successful control, the registration is done and students are able to print the confirmation of their student status

- you can run this control before the Final State Examination (or any time during the academic year) to check your progress for your own purposes, but without the steps 2 – 4!

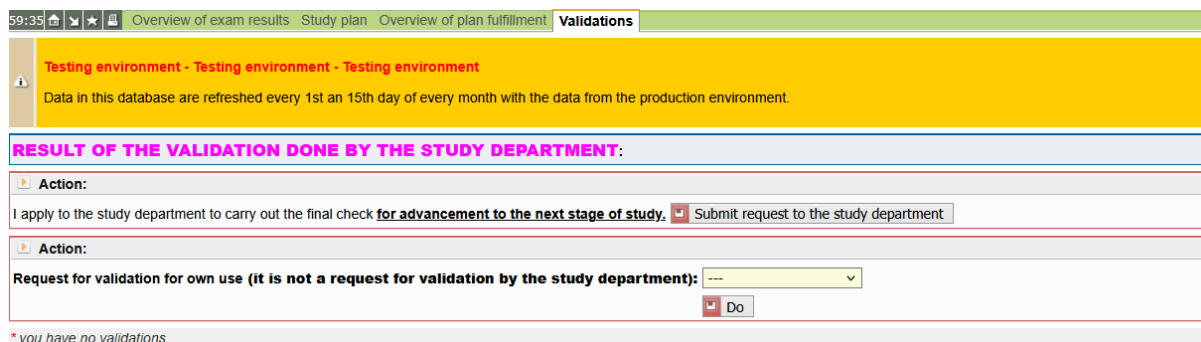
HOW TO PROCEED

- Students go to the module Summary of exam results, go to Validations and run a control for the year of study **they are about to finish.**



The screenshot shows the 'Overview of exam results' page. The 'Validations' tab is highlighted with a red circle. Below the tabs, there is a 'Filter:' section with two rows of radio buttons. The first row is for '2025/2026' with options 'winter', 'summer', and 'both' (selected). The second row is for '2024/2025' with options 'winter', 'summer', and 'both'. A 'Set up' button is at the bottom.

In „Validations“ pick out the type of control you want to run (the year of study you are about to finish) and click on „do“



The screenshot shows the 'Validations' page. At the top, there is a yellow banner with the text 'Testing environment - Testing environment - Testing environment' and 'Data in this database are refreshed every 1st an 15th day of every month with the data from the production environment.' Below this, the section 'RESULT OF THE VALIDATION DONE BY THE STUDY DEPARTMENT:' is highlighted in pink. Under this section, there are two 'Action:' labels. The first one has a text input field with the value 'I apply to the study department to carry out the final check for advancement to the next stage of study.' and a 'Submit request to the study department' button. The second one has a text input field with the value 'Request for validation for own use (it is not a request for validation by the study department):' and a 'Do' button. At the bottom, there is a message '* you have no validations'.

The control checks the number of credits, completing obligatory courses registered for the second time, and also whether at least minimum of the credits is obtained. The number of credits registered is found in the Overview of exam results. It is recommended to run such control during your studies, so you know how you are doing with obligatory courses and numbers of credits required. In case of any troubles, contact the Study department as soon as possible.

ELECTRONIC ENROLLMENT TO THE NEXT PHASE OF STUDIES

If the control is successful, it is possible to register for the next unit of study by clicking **Submit a request to the Study department**

54:44 Overview of exam results Study plan Overview of plan fulfillment **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.

RESULT OF THE VALIDATION DONE BY THE STUDY DEPARTMENT:

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

Action:
Request for validation for own use (it is not a request for validation by the study department): --- **Do**

- The control is usually done within a week, or during the summer within two weeks. If the requirements are not met, the results of the control say “failed”, the date of the control is included.
- If the requirements are met, the Study department changes the student’s status and the notification in SIS says:

59:54 Overview of exam results Study plan Overview of plan fulfillment **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 (2026/27): studying from 01.10.2026, 3. year of study.

Action:
Request for validation for own use (it is not a request for validation by the study department): --- **Do**

When the student status is updated by the Study department, it is possible to print a confirmation of your student status for the new academic year. Go into the module Personal data and settings, and the Print confirmation offers you two options for the confirmation – one normal and one with an electronic signature.

59:48 Information To be displayed User options **Print confirmation** Profile Registration sheet Information about studies and study visits Outgoing documents Received documents Consents E-mail

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.

Print confirmation

☒ Confirmation of study in the academic year: 2025/2026
☐ Confirmation of study progress

☒ regular PDF
☐ PDF with a digital signature

Show

PROBLEMS

If you encounter any problems, do not hesitate to contact your study referent.

20. 5. 2026

Mgr. Jana Nováková

If you find any mistakes, please write to novakova@etf.cuni.cz