

# Instructions for electronic enrollment in the next year of study

## Electronic enrollment into the 2nd, 3rd, 4th, 5th and 6th year

(Does not apply for the enrollment into the 1st year and Individual Study plan. Enrollment into the individual study plan is done **via paper form** as before)

**1. Students of the 2nd and 4th year of GM and students of 2nd, 3rd and 4th year of DY submit a summer practice confirmation** to the Study Department (via email) [Lékařská fakulta v Plzni | Univerzita Karlova \(cuni.cz\)](#)

This year, due to an epidemiological situation, it is possible to send the confirmation via emails an attachment to [medstudy@lfp.cuni.cz](mailto:medstudy@lfp.cuni.cz).

As a **subject of the email** write: Summer practice - Name, Surname - year and field of study.  
Example: Summer practice- John Newman - 4th year GM

Of course, it is possible to send a payment confirmation and a summer practice confirmation in **one** email as two attachments.

**2. Check your personal data in the SIS.** In case if some of your data set in the SIS are not valid anymore, update it.

**3. For your own purpose run in SIS the checking of your study duties** necessary for the enrollment into the next year.

### Is some fulfilled credit or exam missing in your SIS?

All results are recorded by appropriate Departments and Clinics into the SIS system. Student's responsibility is to check, if their results are recorded in the system correctly and on time - at least within 5 working days from the date of sitting their exam or credit. In case if this does not happen, student is obliged to contact their examiner via email. The copy of their email should be forwarded to the guarant of the subject, too.

### 4. Register for core-elective subjects.

The number of credits achieved in core elective subjects for the whole time of study is 18 for General Medicine Course/ 15 for Dentistry Course. Number of credits in core elective subjects necessary to fulfill during the appropriate year of study please find in Karolinka booklet - if enrolled as a 1st year student before 2019/20 **or** in a new Study Plan- if enrolled as a 1st year student in 2019/20. [Lékařská fakulta v Plzni | Univerzita Karlova \(cuni.cz\)](#)

**5. Send a request for the enrollment into the next year via SIS to the Study Department.**

**In attached file of this article see the instructions how to process it**

**If everything is correct, you will be enrolled by a Study Department in an electronic way.**

Student who do not complete their enrollment during the enrollment terms set by the Faculty will be prompted via email in the SIS to do so at the latest during the alternative term. If student do not enroll at the latest by the alternative enrollment date, it applies that by the date of the alternative enrollment date their study was terminated.

**To avoid problems with the start of study we appeal to all students to pay their tuition fee on time and do their enrollment as soon as possible if the conditions for their enrollment are fulfilled.**