



ELECTRONIC REGISTRATION TO STUDY, CREATING A NEW REGISTRATION FORM IN THE ACADEMIC INFORMATION SYSTEM AiS2

➤ your personal screen after login into the Academic Information System AiS2 of UVMP in Košice:

Personal data
Person in AiS2
User management
Documents
Messenger
Studies overview
Study programmes
Courses database
Schedule
Date intervals
Electronic noticeboard
Requests for accommodation
Accommodation overview
List of candidate's applications
Register for examination
Person search
Graduates

Last login
16.8.2020 19:45:50
88.212.37.142
16.8.2020
Name-day **Leonard**

New messages 149
Open Messenger application

Unpaid fees 1

5VVL ZAŠI - všeobecné veterinárske lekárstvo (2020/2021)
Study properties Study control School fees and charges Scholarships Granting of consent

My schedule
Winter semester 2019/2020
Summer semester 2019/2020
New shedule view

My enrollment, my registration forms
2020/2021 - VVL ZAŠ - General Veterinary Medicine, year: 5
Unconfirmed enrollment
2019/2020 - VVL ZAŠ - General Veterinary Medicine, year: 4
Date of enrollment: 10.9.2019, Closed enrollment WS - No, SS - No
Electronic enrollment - not created
2018/2019 - VVL ZAŠ - General Veterinary Medicine, year: 3
Date of enrollment: 10.9.2018, Closed enrollment WS - No, SS - No
Electronic enrollment - not created
+ Create registration list
+ Create electronic registration

- to start with the electronic registration, find section “My enrollment, my registration forms” and click on the “Create electronic registration” below

List of registration forms

Ak. rok	Roč.	Dát. zápisu	Uzatvorený LS	Podm. zápis	Dátum	Príznak	Modifikoval	Posl. modifikácia	Uzatvorený ZS	Potv. zápis	Dátum s
2018/2019	3	10.09.2018		N			michaela.pauli...	19.09.2018 10...		A	
2019/2020	4	10.09.2019		N			michaela.pauli...	20.09.2019 13...		A	

Create registration form - VSES210

OK

Academic year 2020/2021
year 5 - Fifth year
Study programme VVL ZAŠ General Veterinary Medicine - (Single degree stud)
Type of financing 2 - student pays tuition
State of study 2 - enrollment to next year of study

- at first, you will be asked to create new registration form for the new academic year – choose the correct year of study and confirm with **OK**
- if you already have a registration form for new academic year, this step will be left out



➤ “Electronic registration for academic year” dialog box will open, consisting of several parts:

- I. Registration form (“Zápisný list” in Slovak) 3
- II. Courses 3
- III. Certificates 7
- IV. Processing of personal data – consents and confirmations 9
- V. Confirmation of electronic registration 9

Electronic registration 2020/2021 VSES320

Studies: 4VVL ZAŠl., Period: 0.0, year of the study: 2, Since: 10.09.2018, G

Zápisný list

I. 2020/2021, Fifth year, VVL ZAŠ – General Veterinary Medicine, (Single c

Courses

II. WS – 0, SS – 0, NS – 0, Together 0 credits

Certificates

III. ☐ I confirm results of the study in academic year 2019/2020. recorded in system. By confirmation I hereby agree with enclosing of registration list and I am aware of the fact that I will not be allowed to undertake other subjects in academic year 2019/2020.

☐ I will continue studying in academic year 2020/2021.

Changes in personal data ☐ Yes ☐ No

Processing of personal data – consents and confirmations

IV. What is the difference between confirmation and consent?

Type of consent	Granted	Date of consent	Current	Modifi
C	<input type="checkbox"/>			
T	<input type="checkbox"/>			
BOZP	<input type="checkbox"/>			

1 / 5

Confirmation of electronic registration

V. ☐ I confirm finalization of electronic registration of the day....

Save

2020/2021, Fifth year, VVL ZAŠ – General Veterinary Medicine, (Single degree study, do

Date of registration , Status: Not confirmed., Confirmed by:

Documents



I. REGISTRATION FORM (“Zápisný list” in Slovak)

- registration form was the first thing you have created or it was already created for you by the Study Office depending on your study programme and study year, and as such, this section is successfully completed and marked with

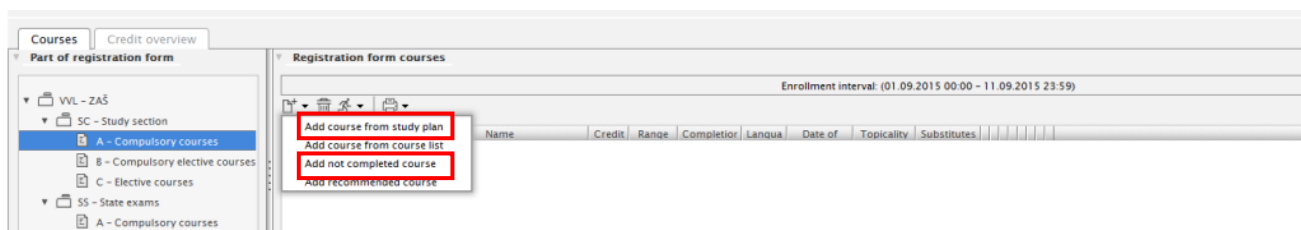
II. COURSES

- in this section, you are required to register for all study subjects you intend to attend during the new academic year, both in winter and spring/summer semester
- registration of subjects is done only once a year
- to register for subjects click on

- “Enrolment of courses, credits” dialog box opens, where you can select your subjects (courses)
 - you can add or remove subjects only if you are in the enrolment interval

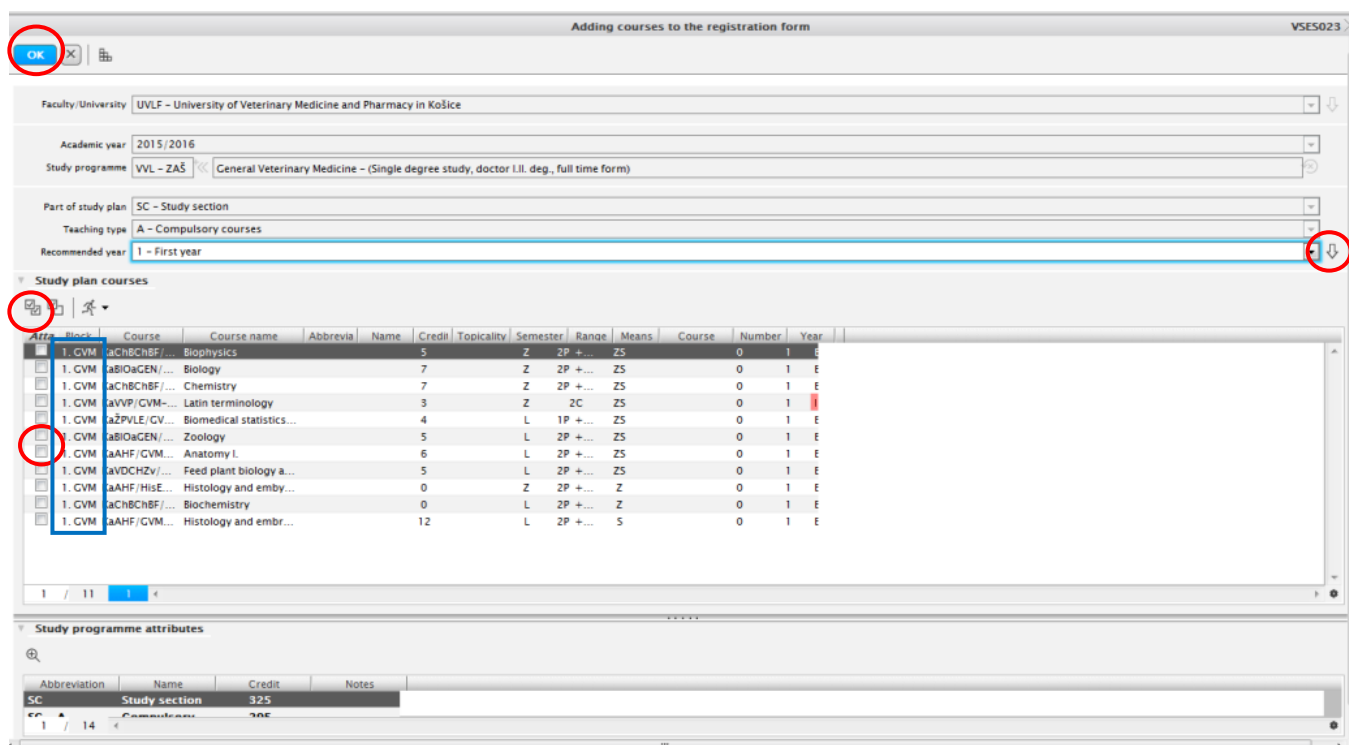
Abbreviation	Name	Credit	Notes
SC	Study section	325	
SC - A	Compulsory ...	295	
SC - A - 1. CVM	(6 y.) General V...	54	
SC - A - 2. CVM	(6 y.) General V...	54	
SC - A - 3. CVM	(6 y.) General V...	54	
SC - A - 4. CVM	(6 y.) General V...	54	
SC - A - 5. CVM	(6 y.) General V...	49	
SC - A - 6. CVM	(6 y.) General V...	30	
SC - B	Compulsory ...	30	
SC - B - CVM	(6 y.) General V...	30	
SS	State exams	35	
SS - A	Compulsory ...	35	
SS - A - 5.	General Veterin...	5	
SS - A - 6.	General Veterin...	30	




- in the section “Part of registration form” choose “A – Compulsory courses” by clicking on it
- then click on



1. at first, select “Add not completed courses” (as not completed are regarded subjects you have already been registered for, but not yet received the final evaluation) and after this selection, AiS2 will automatically enrol and designate such subjects as repeatedly registered for – always try this option because you may not be aware you are missing final evaluation in any subject
2. second, select “Add course from study plan” to add new subjects
 - AiS2 will enable you to enrol subjects from the recommended study plan – subjects that don’t have determined prerequisites or to which you have already completed determined prerequisites
 - if you have not completed determined prerequisites of a subject, you will not be able to register for it
 - also subjects from lower years of study which you have not yet been registered for and completed (e.g. because of said prerequisites) fall to this category

• “Adding courses to the registration form” dialog box opens




- you can choose and check off subjects of prescribed study plan individually or you can check them off en bloc by clicking on 
- when enrolling subjects, look at the column labelled *Block*, where you have to choose subjects from your correct study plan (make a difference between GVM, BSc and JSP label)
- those who need to register for lower year subjects or those who are repeating a year and want to register for some subjects from higher year of study can do so by changing recommended year, confirming the selection by clicking on  and then repeating the choosing process again
- you confirm your selection of subjects by clicking on 
- when making registration for a particular subject, especially compulsory optional, pay attention also to column labelled *Course limitation* which limits the number of students allowed to register for the subject and column labelled *Number of* which shows how many students have already registered for

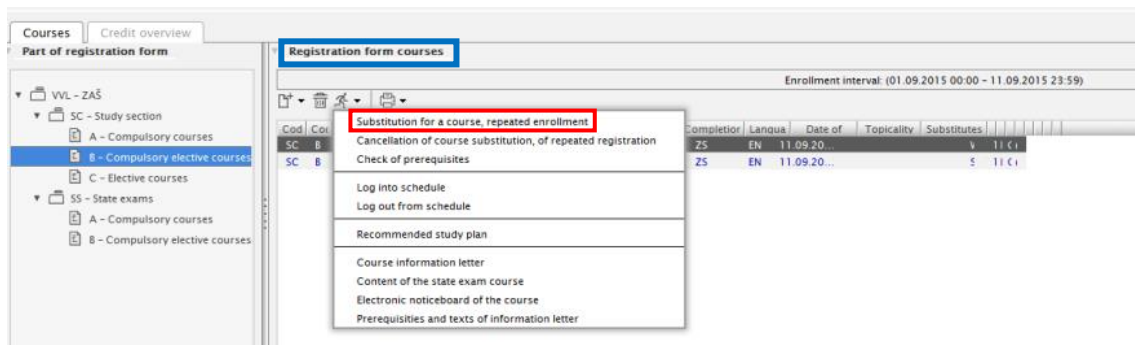
this particular subject, because if you are the one who has exceeded the limitation number, you may be removed from the subject and asked to choose another

- selected subjects will appear back in the **“Enrolment of courses, credits”** dialog box

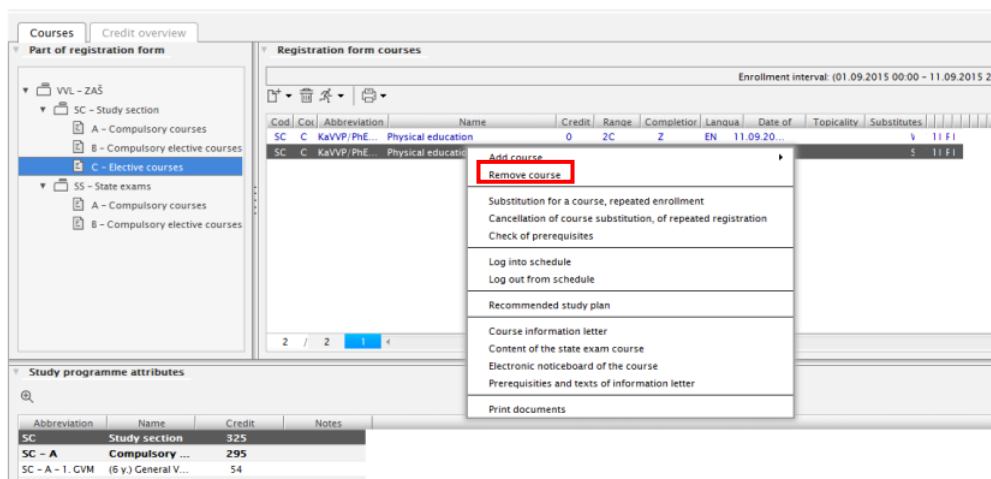
- continue in the same way with selection of subjects from other *“Study sections”* (B – Compulsory elective courses and C – Elective courses) as well as with *“State exams”* (A – Compulsory courses and B – Compulsory elective courses) if applicable

- if you have not yet decided which compulsory optional or optional subject you want to register for and you want to read more about its contents, click on the subject in the *“Adding courses to the registration form”*, then on  and select the option *“Course information letter”* by which you will be able to download a course information letter of the particular subject

- you can repeatedly register for not completed subject of study section “B – Compulsory elective courses” (mandatory) and “C – Elective courses” (only if you don’t have enough overall credits) as for the same not completed subject from the previous academic year through “Add not completed course” option similar to registration of not completed compulsory subjects
- however, not completed subject from the previous academic year/s in the study section “B – Compulsory elective courses” can be substituted by other subject from the same category, which you have never registered for so far
- not completed subjects from the previous academic year/s in the study section “C – Elective courses” can be also substituted by other subject from the same category or it does not have to be substituted or registered for again at all
- if you substitute a subject, it will not be automatically designated as repeatedly registered for and you have to do it yourself:



- in the section “Registration form courses”, click on the subject intended as substitution, then click on and select “Substitution for a course, repeated enrollment”
- if you make a mistake you can remove added subject/s



- make right click on the subject in the section “Registration form courses”, then select “Remove course”
- before you close registration for subjects, in the section “Part of registration form” click on the part “SC – Study section” which will display all subjects from all sections you have registered for:
 - read the list of subjects carefully, compare it with the recommended and prescribed study plan, make sure you have not missed anything
 - make sure you have not made mistakes and you have not added any compulsory optional or optional subjects you have not wished to, etc.
 - after the enrollment interval closes, you will not be allowed to change anything and all you have registered for will become mandatory to attend and complete (even if you receive enough credits)!



- you can check if you have enrolled enough subjects to meet the total sum of allocated credits for the new academic year in the dialog box **“Enrollment of courses, credits”**, section **“Credit overview”**

Description	Total	Total
Study section		
A - Compulsory courses	54 ± 295 / ...	54 / 0
B - Compulsory elective c...	6 ± 30 / 0 ...	6 / 0
C - Elective courses	0 / 0 + 0 + 0	0 / 0
Study section	60 / 0 + ...	60 / 0
State exams		
A - Compulsory courses	0 ± 35 / 0 ...	0 / 0
B - Compulsory elective c...	0 / 0 + 0 + 0	0 / 0
State exams	0 / 0 + 0 ...	0 / 0
Assigned credits	0	0
Total	60 / 0 + ...	60 / 0

- if you are satisfied with your registration, close the dialog box

III. CERTIFICATES



- in this section, you close the previous academic year by confirming achieved results recorded in AIS, you confirm your intention to continue with your study in the following academic year and let us know about any changes in your personal data

Certificates

☐ I confirm results of the study in academic year 2019/2020. recorded in system. By confirmation I hereby agree with enclosing of registration list and I am aware of the fact that I will not be allowed to undertake other subjects in academic year 2019/2020.

☐ will continue studying in academic year 2020/2021.

Changes in personal data ☐ Yes ☐ No

- to review your results click on  on the right side of the confirmation and an **“Assessment, averages”** dialog box will open which lists all your subjects and received grades and evaluations
 - before you confirm the results of previous academic year, make sure that all your results are really recorded in AIS and according to your knowledge
 - if you make this confirmation and you have not yet taken all your exams, you will not be able to anymore, even if it is still before the end of academic year, August 31
 - if you are satisfied with the assessments, close the dialog box and check off the confirmation
 - if you are a new student, you are not required to make this confirmation as no results of previous year are recorded – confirmation box will appear blank
- check off your intention to continue with your study in the next academic year
- before you make the decision about whether your personal data have changed or not, please review them carefully at first
 - to review your personal data recorded in AIS, click on  on the right side of the box and an **“Detail**



of personal data” dialog box will open which lists all your personal data the AIS system is bound to collect and record

Case	Name	Surn
GEN		
DAT		
AKU		
LOK		
INS		

- all data in sections “Personal data” (full name, family status, passport number, birthdate, place of birth, telephone, e-mail) and “Addresses” (permanent home address and temporary Slovak address) are mandatory and has to be true and updated
- compare your personal data to your passport and provide us only with matching data (e.g. don’t provide us with your middle name if it is not used on your passport or on other identification documents, etc.) – all recorded data will be eventually printed on your graduation documents!
- after the review, close the dialog box and if you have changes to report, check off Changes in personal data “Yes” and write down the changes to the box below

Changes in personal data ☒ Yes ☐ No

new address: xxx
change of name: surname: xxx


- if you don’t have changes to report, check off Changes in personal data “No” and proceed to the next part
- if any changes occur during the year (e.g. address) you are required to report it within 8 days of the change

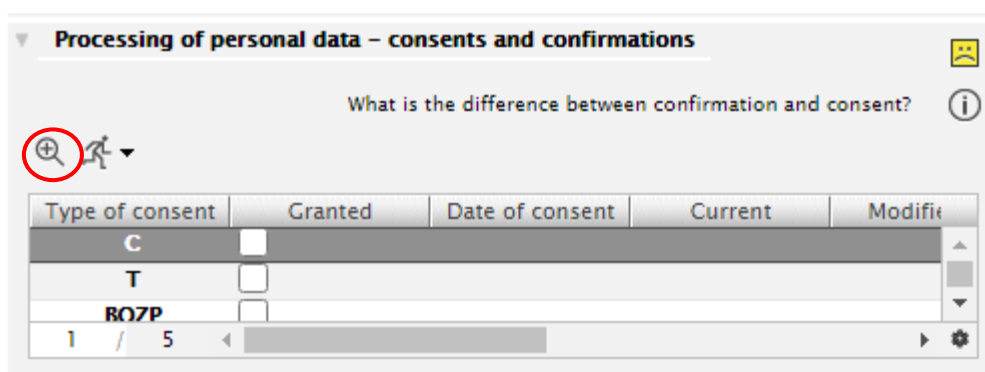


IV. PROCESSING OF PERSONAL DATA – CONSENTS AND CONFIRMATIONS

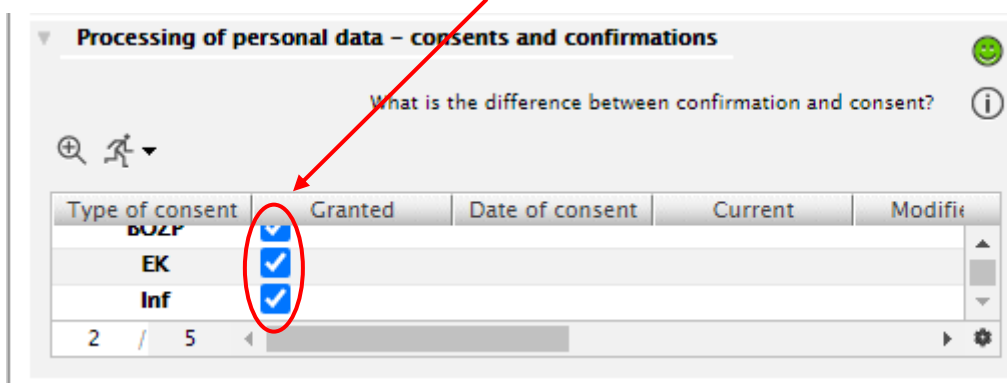
- in this section, you are presented with confirmation of consents to processing of your personal data and confirmation of you being aware of several obligations towards the university
- there are 5 documents you are required to read carefully and grant consent and/or confirmation to each:

Type of consent	Purpose
C	consent to the provision of personal data to CKM Association for Students, Youth and Teachers for the purpose of issue/renewal of a membership card (ISIC licence)
T	consent to the provision of personal data for the purpose of production of student's identity card as a contactless chip card issued by the university, and its use in public transport
BOZP	confirmation of reading and being familiar with the training and principles of safety and health and fire protection
EK	confirmation of reading and being familiar with UVMP Study Guidelines, Student Code of Ethics and Student Disciplinary Procedure
Inf	confirmation of reading and being familiar with basic information regarding registration and study at the UVMP in Košice

- to review the document, click on it and on  to show detail of consent/confirmation



- after you have read the document check off granting the consent/confirmation



- before completion of the electronic registration, all consents/confirmations have to be granted
- it is up to you to read through all the documents, but please be aware that you can be held accountable for not adhering to the information, obligations and instructions you have confirmed

V. CONFIRMATION OF ELECTRONIC REGISTRATION

- this is the final part of electronic registration
- if you are not yet ready to finalize the electronic registration, you can just save your progress and return to complete the registration later

Confirmation of electronic registration

☐ I confirm finalization of electronic registration of the day....

Save

2020/2021, Fifth year, VVL ZAŠ – General Veterinary Medicine, (Single degree study, do

Date of registration , Status: Not confirmed., Confirmed by:

Documents

Confirmation

Electronic registration is not finalized until affirmation of finalization is selected. Do you want to save continuous registration?

Yes **No**

2020/2021, Fifth year, VVL ZAŠ – General Veterinary Medicine, (Single degree study, do

Date of registration , Status: Not confirmed., Confirmed by:

Documents

- if you are ready to finalize the electronic registration, check off the confirmation and click on the “Finalize electronic registration” button and confirm it being final – no data can be modified afterwards

Confirmation of electronic registration

☒ I confirm finalization of electronic registration of the day....

Finalize electronic registration

2020/2021, Fifth year, VVL ZAŠ – General Veterinary Medicine, (Single degree study, do

Date of registration , Status: Not confirmed., Confirmed by:

Documents

Confirmation

Electronic registration is final. No registration data can be modified after saving. Do you want to save your registration?



Yes **No**

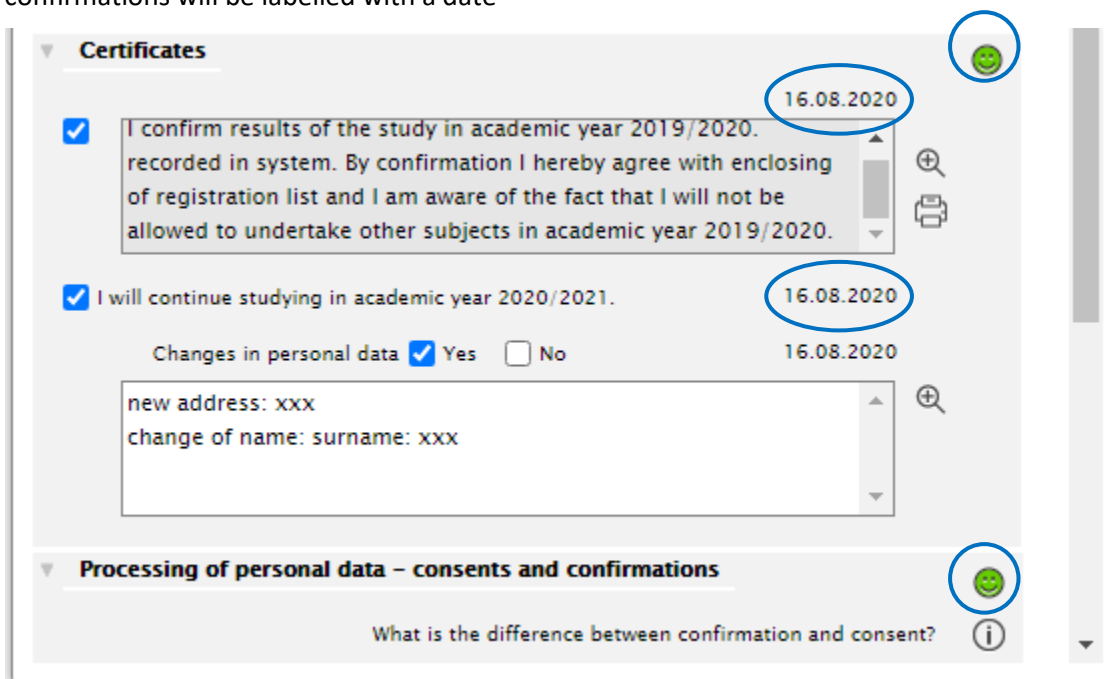
2020/2021, Fifth year, VVL ZAŠ – General Veterinary Medicine, (Single degree study, do

Date of registration , Status: Not confirmed., Confirmed by:

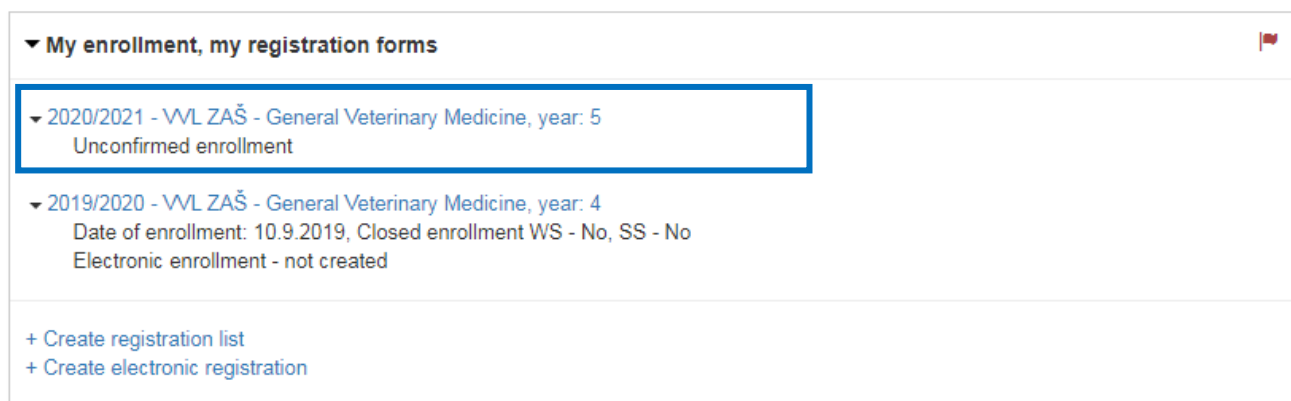
Documents



- if your registration is successful, all  will turn into  and all certificates, consents and confirmations will be labelled with a date



- back in the section **“My enrollment, my registration forms”** on your main personal AIS screen, your new registration form for new academic year will appear



- your enrollment/registration will remain unconfirmed until confirmed by the Study Office during September – unless notified otherwise, your part was successfully completed!
- if you have not yet finalized your electronic registration and just saved your progress, you can return to it by clicking on the new registration form and choosing **“Electronic enrolment”** option

