

# Registration for the next academic year

## (registration for a higher programme year)

You can access the “**Registration for the next academic year**” form under **Other > Next academic year**, and also by clicking the “**Registration for the next academic year**” button on the KOS homepage or on the **Registered subjects** page.

The screenshot shows the KOS (Study Information System) interface. At the top left is the logo of the Academy of Music and Performing Arts in Prague (AMU), with the text "AKADEMIE MÚZICKÝCH UMĚNÍ V PRAZE" and "DIVADELNÍ FAKULTA FILMOVÁ A TV FAKULTA HUDEBNÍ A TANEČNÍ FAKULTA". At the top right is the title "STUDY INFORMATION SYSTEM (KOS)" and the text "Student logged in" with language options for "Čeština" and "English", and a session timer "19min 6sec, Password expire: after 338 days". Below the header is a navigation menu with items: ADMIN, Home, Courses, Timetable, Assessments and exams, Final theses, Other (selected), Change role, and Logout. The main content area is titled "Student logged in" and shows the student's name, faculty name (Divadelní fakulta (DAMU)), and login details. Below this is a "STUDY DETAILS" section with the following information: Study programme: (B8203) Dramatic Arts; Date of study beginning: 31. 8. 2018; Type of programme: (B) Bachelor's Programme; Standard length of study: 3 years; Branch of study / (8203R062) Stage Design in. On the right side, there is a vertical menu with options: Study results, Personal data, Erasmus - info, Scholarships, Fees associated with studying, One time events, Next Academic Year (highlighted), and Confirmation of Studies - new.

**The registration for the next academic year will take place after your application has been processed with an assessment by the Registrar's Office (manual registration)**

1. Open the webpage **Next Academic Year**
2. Check personal data, especially correspondence address, email, telephone, bank details
3. Check the “**I confirm the correctness of my personal and contact data**” option
4. Request for the registration for the next academic year by “**Request registration for the next academic year**” button.

If a student **does not meet the requirements** for registration for the next academic year (e.g. not all required subjects – PH, PB, PO - have been completed), then he or she may attach an explanation of the reasons for this to the registration request (for example the transfer of the subject to the next academic year, later term of examination, unregistered classification etc.)

The request needs to be approved by the Registrar's office.

The Registrar's office may also invite the student in person for purposes of addressing the unfulfilled requirements for registration for the next academic year.

The field for inserting an explanation of the reasons for non-fulfilment of requirements is shown in the picture hereunder:

**AKADEMIE MÚZICKÝCH UMĚNÍ V PRAZE**  
DÍVADELNÍ FAKULTA  
FILMOVÁ A TV FAKULTA  
HUDEBNÍ A TANEČNÍ FAKULTA

**STUDY INFORMATION SYSTEM (KOS)**

ADMIN Home Courses Timetable Assessments and exams Final theses Other Change role Logout

19min 34sec. Password expire after 338 days

### ENROLLMENT FOR THE NEXT ACADEMIC YEAR 2021/2022

Student's name: [REDACTED]

Enrolment in the next academic year (higher year) meets the conditions of Article 25 of the AMU Study and Examination Regulations.  
The course of enrolment in the next academic year may be regulated by the instruction of a higher faculty.

#### Verification of completion of the semester

Semester: **Zimní 2020/2021 (20201)**

Not fulfilled course 204TTK5 - not graded - course registered by school.

Semester: **Letní 2020/2021 (20202)**

Not fulfilled course 204MDD3 - not graded - course registered by school.  
Not fulfilled course 204TTK6 - not graded - course registered by school.

#### Verification of personal data and contact information

##### Basic personal data

Surname: [REDACTED] Birth number: [REDACTED]  
Given name(s): [REDACTED] Personal number: [REDACTED]  
Surname at birth: [REDACTED]

##### Other personal data

Place of birth: [REDACTED] Marital status: [REDACTED]  
County/district of birth: [REDACTED] High school graduation year: [REDACTED]  
Citizenship: [REDACTED]  
Citizenship - qualifier:  
Permanent address in Czech Republic: Ano

##### Mailing address(es)

Permanent address: [REDACTED] Contact address: [REDACTED]

##### Bank account information

Account number: [REDACTED] Bank code: [REDACTED]

##### Contact information

Telephone number: [REDACTED]  
Personal e-mail address: [REDACTED]  
Personal website:

#### Request for registration into a new academic year

You do not meet the requirements for automatic registration for the next period of studies.  
Please provide the reasons for your request:

I request the courses 204TTK5, 240MDD3 and 204TTK6 to be transferred to the next academic year.  
I was unable to complete the courses due to disrupted teaching due to the COVID pandemic.

confirm the correctness of my personal data and contact information

Request change of status to

KOS Administrator Help Logout  
KOS ver: 21\_06\_24 b 3792\_AMU\_TEST | DB ver: AMUJ (21\_06\_1989)

The status of a submitted request can be tracked in the new **“Submitted requests”** section.

The screenshot shows a registration form with several sections. The 'Submitted requests' section is highlighted with a red border and contains a table with one entry:

Submitted requests	
03.06.2021 21:07	zažádáno

Other sections in the form include:

- Semester:** Letní 2020/2021 (20202)
- Not fulfilled course 204MDD3 - not graded - course registered by school.
- Not fulfilled course 204TTK6 - not graded - course registered by school.
- Citizenship - qualifier: Permanent address in Czech Republic: Ano
- Mailing address(es):** Permanent address: [redacted], Contact address: [redacted]
- Bank account information:** Account number: [redacted], Bank code: [redacted]
- Contact information:** Telephone number: [redacted], Personal e-mail address: [redacted], Personal website: [redacted]

The status of a request may be **“Submitted”**, **“Approved”** or **“Rejected”**. Rejected requests may be accompanied by an explanation of the reasons for the rejection. In the event that a request is rejected, the student may resubmit the request after fulfilling the missing requirements.

**Following approval of registration for a new academic year, students can register for required elective subjects and elective subjects.**

## Students who request for the registration for the next academic year

- Students who continue their studies in a higher programme year
- Students in their last year of study programme who **do not** plan to attend the Final state examination this academic year and will be waiting for the FSE the next academic year
- Students with **individual study plan** (rozložený ročník), and students who have children

## Students who **do not** request for the registration for the next academic year

- Students in their last year of studies **planning to attend the Final state examination** this academic year
- Students **waiting for the FSE** do not register but should merely confirm the validity of their contact information in the **“Registration for the next academic year”** form.