

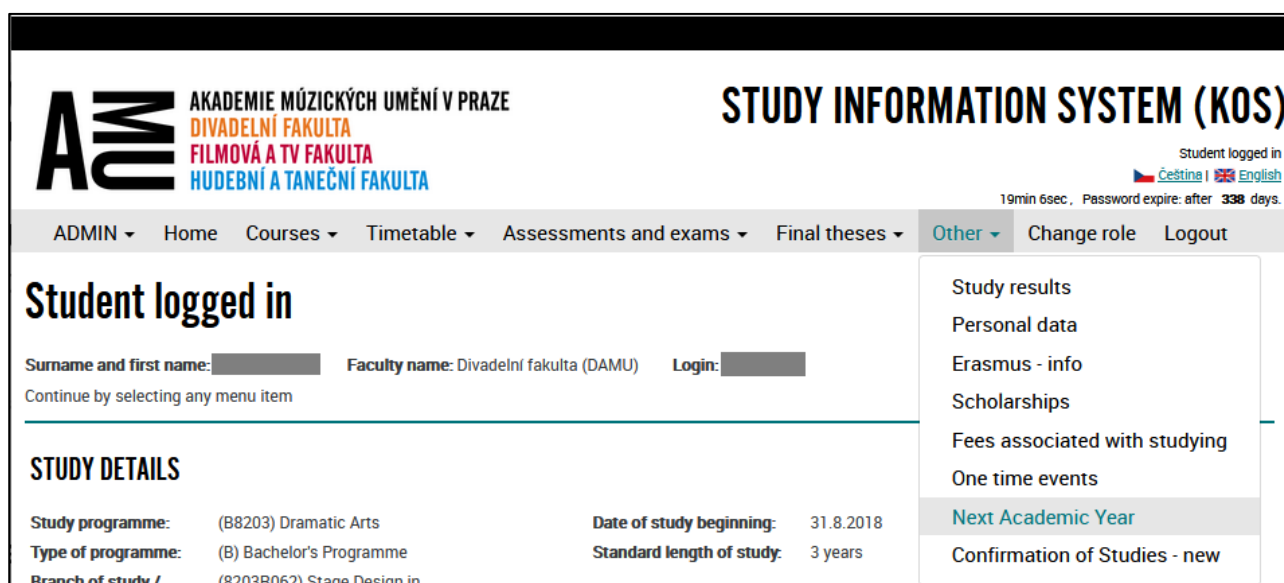
Registration for the next academic year

(registration for a higher programme year)

Since the last academic year, the new functionality “**Registration for the next academic year**” has been implemented in the KOS academic information system in connection with the updated Attendance and Examination Rules (Article 25).

This is the functionality that last year was called “New academic year”. The name has changed, but everything else remains the same.

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 displays 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". The top right corner shows "STUDY INFORMATION SYSTEM (KOS)" and "Student logged in" with language options for "Čeština" and "English", and a session timer "19min 6sec. Password expire: after 338 days". A navigation menu includes "ADMIN", "Home", "Courses", "Timetable", "Assessments and exams", "Final theses", "Other", "Change role", and "Logout". The "Other" menu is expanded, showing options like "Study results", "Personal data", "Erasmus - info", "Scholarships", "Fees associated with studying", "One time events", "Next Academic Year" (highlighted), and "Confirmation of Studies - new". Below the navigation, the "Student logged in" section shows fields for "Surname and first name", "Faculty name: Divadelní fakulta (DAMU)", and "Login". A "STUDY DETAILS" section lists: "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", and "Branch of study / (8203B062) Stage Design in".

Registration for the next academic year can take place without intervention by the Office of Academic Affairs (automatic registration), or upon manual fulfilment of a request submitted to the Office of Academic Affairs through KOS (manual registration).

If a student does not meet the requirements for automatic registration for the next academic year (e.g. not all required subjects have been completed), then he or she may attach an explanation of the reasons for this to the registration request.

In the case of manual registration, the Office of Academic Affairs (Studijní oddělení) may approve or reject the request to register for the next academic year. In the event that a request is rejected, the student may resubmit the request after fulfilling the missing requirements.

The Office of Academic Affairs may also invite the student to visit the Office in person for purposes of addressing the unfulfilled requirements for registration for the next academic year.

Automatic registration for a higher programme year

Automatic registration for the next academic year (for a higher programme year) is possible provided that:

1. the faculty allows automatic registration; and
2. the student has successfully completed all required subjects (this does not apply to students waiting to take a state final examination).

If a student meets the requirements to conclude the ending semester, and if there have been no changes to his or her personal data, then registration for a higher programme year will take place with “two mouse clicks”:

1. the student checks the “**I confirm the correctness of my personal and contact data**” option; and
2. the student clicks the “**Request registration for the next academic year**” button.

This completes the student’s registration for a higher programme year.

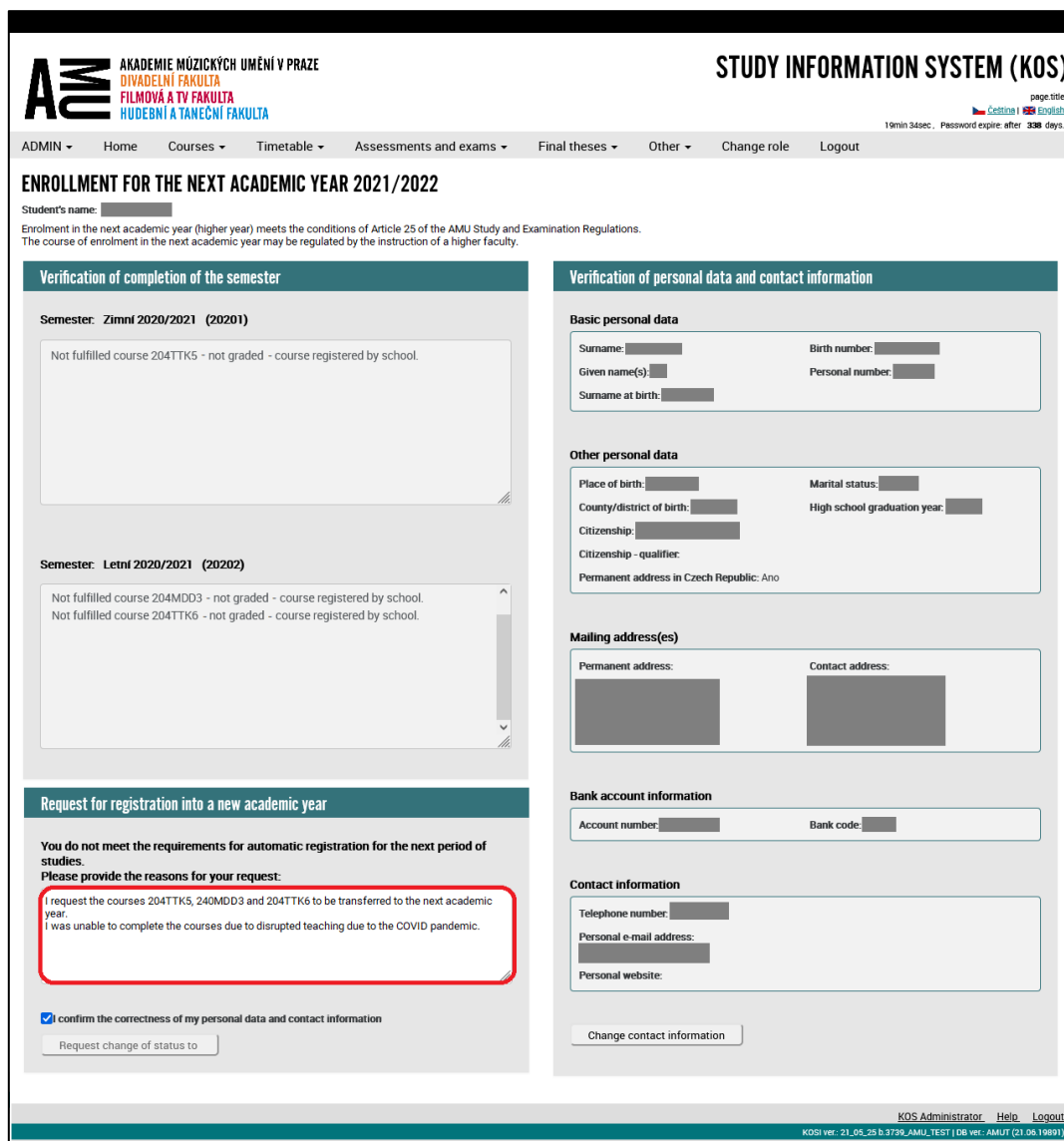
The screenshot displays the 'ENROLLMENT FOR THE NEXT ACADEMIC YEAR 2021/2022' page. It features two main verification sections: 'Verification of completion of the semester' and 'Verification of personal data and contact information'. The semester completion section shows two semesters (Zimní 2020/2021 and Letní 2020/2021) with a status of 'SPLNĚNO'. The personal data section includes fields for basic personal data (Surname, Birth number, Given name(s), Personal number, Surname at birth), other personal data (Place of birth, Marital status, County/district of birth, High school graduation year, Citizenship, Citizenship - qualifier, Permanent address in Czech Republic), mailing address(es) (Permanent address, Contact address), bank account information (Account number, Bank code), and contact information (Telephone number, Personal e-mail address, Personal website). At the bottom, there is a checkbox labeled 'confirm the correctness of my personal data and contact information' which is checked, and a button labeled 'Request registration for the next academic year' which is highlighted with a red arrow.

Registration for the next academic year with an assessment by the Office of Academic Affairs (manual registration)

If the requirements to register for a higher programme year have not been fulfilled, e.g. not all required subjects have been completed, then the student's registration for a higher programme year must be assessed by the Office of Academic Affairs (Studijní oddělení). In such a case, it is necessary to attach an explanation of the reasons for non-fulfilment of requirements.

Manual approval of registration for the next academic year by the Office of Academic Affairs shall also apply in cases where fulfilment of the student's academic obligations cannot be verified automatically. This pertains mainly to students for whom one programme year has been re-distributed over two academic years (rozložený ročník), and to students who have children.

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



AMU AKADEMIE MÚZICKÝCH UMĚNÍ V PRAZE
DÍVADELNÍ FAKULTA
FILMOVÁ A TV FAKULTA
HUDEBNÍ A TANECNÍ FAKULTA

STUDY INFORMATION SYSTEM (KOS)

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

ENROLLMENT FOR THE NEXT ACADEMIC YEAR 2021/2022

Student's name: [REDACTED]

Enrollment 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: [REDACTED]

Change contact information

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_05_25 b:3759_AMU_TEST | DB ver: AMUJ (21.05.1989)

The Office of Academic Affairs may request additional information or invite the student to visit the Office in person.

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

The screenshot displays a student portal interface. On the left, a scrollable list shows 'Submitted requests' with a red border around the header and one entry: '03.06.2021 21:07 zažádáno'. The right side contains several form sections: 'Citizenship - qualifier' with a 'Permanent address in Czech Republic' field; 'Mailing address(es)' with 'Permanent address' and 'Contact address' fields; 'Bank account information' with 'Account number' and 'Bank code' fields; and 'Contact information' with 'Telephone number', 'Personal e-mail address', and 'Personal website' fields.

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.

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

Students waiting for a state final examination

Students waiting for a state final examination should merely confirm the validity of their contact information in the **“Registration for the next academic year”** form. It is important for the school to have up-to-date contact information.