# Guide to performing an electronic check on meeting study requirements for registration in the higher year

- Applies only to those students studying under the credit system, who are proceeding to the 2nd year and higher
- This is will significantly speed up registration at the Faculty Office

When checking conformance with the study requirements please proceed as follows:

1. **After logging on to SIS select module** **"Summary of exam results".**
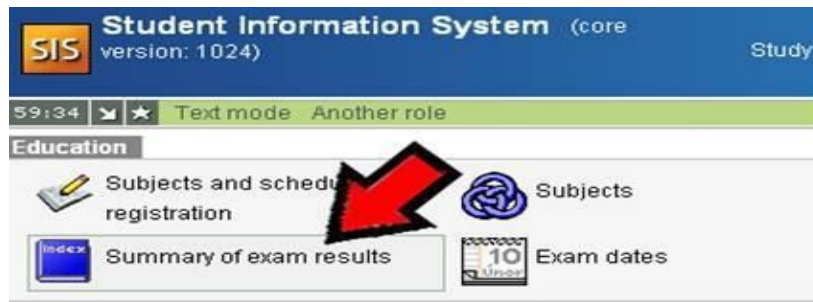
2. In the **" Summary of exam results "** module, choose the **"Validation"** tab in the upper bar.
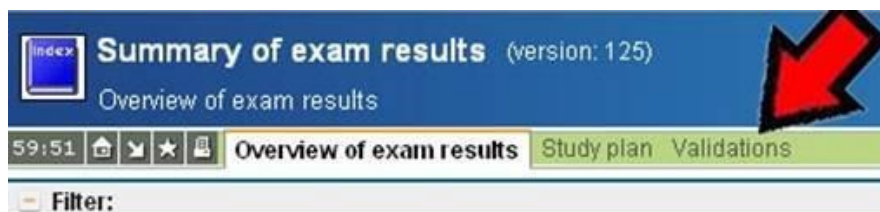
3. Input here the type of check (i.e. **the year you are completing**) and confirm with the **"DO"** button.
   If the check does not occur soon, click again on the **"DO"** button, or update the window of your internet browser (F5).

4. The completed check looks like this:

The check data marked with the **red line** is critical for **moving up** to the higher year.

For moving up to the higher year is important that value **A** is greater than value **B** even though the result is "Failed"

By this the registration process is complete. Now you just print and sign the Registration sheet with which you can come to the study department to the actual registration.

5. Printing your Personal Record File
In the "**Personal data**" module check whether all items are correct (e.g. that the contact email address is correctly filled in, the correct correspondence address is given, your bank account details are provided for grant payments, etc.).
Please pay close attention to updating your personal details, these data are important for your communications with the Faculty, and this is very much in the interests of the success of your studies. In the event that you do not have the right to change some of the personal data items, you will have to apply for any changes in writing to the Faculty Office (for the attention of your Faculty Officer).

6. In case the check fails, and you believe that you have reached the required number of credits, it is necessary to check that entries in the index were identical in the SIS.

7. **You will be registered for higher years of study on the day on which you come to the Faculty Office with the signed Personal Record File (this is a condition set out in the Study Regulations).**
Only after submitting this will you receive confirmation of your studies for the upcoming academic year (you can also print this out from this module), the coupon for your student ID and confirmation of registration in your record book (**index**).

Bring with you:
 - Printed and signed "Registration list" for the next academic year
 - Index, in which you fill the subjects for the next academic year, according "Yellow book" for next academic year
 - ISIC