



Electronic Registration



Log in to AIS

[AiS2](#) [Contacts](#) [Manuals](#) SK EN

 PAVOL JOZEF ŠAFÁRIK UNIVERSITY
IN KOŠICE 

User login

Username

Password

Sign In

Browser test

This test enables you to verify the settings of your browser required for using AiS2.

Run test

Project AiS2

The AiS2 project was supported by the Ministry of Education of Slovak Republic in the years 2005-2007 by means of central project of IT development. See the AiS2 portal for more information.

Information portal AiS2

Step 1

Step 2

tradícia

most

akademické zázemie

android apka

AiS2 študent





Academic information system AiS2 © UPJŠ Košice 2007-2018

design © Šomšák, 2009 - 2015



Electronic registration

Student

4VL-GM - General Medicine (2022/2023)

→

Registration forms

My courses in 2022/2023 (4VL-GM)

Registration date: Aug 15, 2022

Closed enrollment WS: No, SS: No

Electronic registration: not created

My courses in 2021/2022 (3VL-GM)

Registration date: Sep 1, 2021

Closed enrollment WS: No, SS: No

Electronic registration: created, confirmed on: Sep 8, 2021

My courses in 2020/2021 (2VL-GM)

Registration date: Sep 1, 2020

Closed enrollment WS: No, SS: No

Electronic registration: created, confirmed on: Sep 14, 2020

My courses in 2019/2020 (1VL-GM)

Registration date: Sep 10, 2019

Closed enrollment WS: No, SS: No

Electronic registration: not created

Create registration list

Create electronic registration

IDO:

Last login
15.08.2022 10:12

Today is: **Aug 15, 2022**
Name-day: **Marcela**

Applications

Personal data

Person in AIS2

User management

Published documents

Messenger

Studies overview

Study programmes

Courses database

Schedule

Date intervals

Electronic noticeboard

Requests for accommodation

Accommodation overview

List of candidate's applications

Return slips

Register for examination

Step 3

Creating a new registration form and it's courses' registration:

<http://www.upjs.sk/public/media/9611/AIS2-StudentZapisnyListEN.pdf>



Creating a registration form

VSES381: Zoznam zápisných listov – Pracovný – Microsoft Edge

3VL-GM9b, Period: 0.0, year of the study: 3, Since: 01.09.2019, General Medicine, (Single degree study, doctor I.II. deg., Full-Time form)

List of registrat

Ak. rok	Roč.	
2019/2020	1	10.0
2020/2021	2	01.09
2021/2022	3	01.09

Step 5

OK

Create registration form – VSES210

VSES210

Uzatvorený ZS

Potv. zápis

A

A

A

Academic year 2022/2023

Year 4 – Fourth year

Study programme VL-GM General Medicine – (Single degree study, doctor I.II. deg., Full-Time form)

Type of financing 2 – student pays tuition

State of study 2 – enrollment to next year of study

Step 4

4th step – to select an academic year, the year of study and a study program



Electronic registration

Electronic registration 2022/2023 VSES320

Reg. form
2022/ - General Medicine, (Single degree study, doc)

Courses
WS - 8 - 0, NS - 0, Together 8 credits

Certificates

☐ I confirm results of the study in academic year 2021/2022. 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 courses in academic year 2021/2022.

☐ I will continue studying in academic year 2022/2023.

Changes in personal data ☐ Yes ☐ No

Processing of personal data - consents and confirmations

What is the difference between confirmation and consent?

Help for consent granting - ?

Type of appr.	Granted	Date of appr.	Current	Modified by
UNI	✓	04.09.2019 12...	A	5234641
C	✓	08.09.2021 22...	NI	5234641

6th step – Certificates – confirmations' registration is an obligatory prerequisite to complete electronic registration.

The electronic registration form will be **locked** after confirming the recorded study results of the respective academic year in the system (AIS). It means there would be no possibility to re-register for another date of evaluation or to record any evaluation.



Processing of personal data

Electronic registration 2022/2023 VSES320

☒ I confirm results of the study in academic year 2021/2022, 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 courses in academic year 2021/2022.

☒ I will continue studying in academic year 2022/2023.

Changes in personal data ☐ Yes ☒ No

Processing of ... and confirmation

What is the difference between ... sent?

Help for consent granting - ?

Step 9

Step 10

Step 7

Step 8

Confirm new version of consent/confirmation

			Current	Modified by
UNI	<input checked="" type="checkbox"/>	04.09.2019 12...	A	5234641
C	<input checked="" type="checkbox"/>	08.09.2021 22...	N	5234641
T	<input checked="" type="checkbox"/>	04.09.2019 12...	A	5234641
B	<input checked="" type="checkbox"/>	29.08.2018 13...	A	5234641
R	<input checked="" type="checkbox"/>	29.08.2018 13...	A	5234641
P	<input checked="" type="checkbox"/>	29.08.2018 13...	A	5234641

Study fees

student has to have all mandatory charges and at least 1 charge from a group among his charges

7th step – You must select all required type of approvals

8th step – Select a type of approval with the old date of approval granting

10th step – Confirm new version of consent/confirmation



Electronic registration

The screenshot shows the 'Electronic registration 2022/2023' interface. At the top, there's a table with columns C, T, and A, and rows for 15.08.2022 10... and 04.09.2019 12... with values 5234641. Below this is a 'Study fees' section with a list of fees and checkboxes. A red box labeled 'Step 11' points to the 'Study fees' section. A red box labeled 'Step 12' points to the 'Technical fee' checkbox. A red box labeled 'Step 13' points to the printer icons next to the 'Prolongation fee for the University Library' and 'Prolongation fee for the special electronic services for the University Library' items. A red box labeled 'Step 14' points to the 'Finalize electronic registration' button. A red box labeled 'Step 15' points to the 'I confirm finalization of electronic registration of the day...' checkbox. Below the checkbox is a text field with 'th year, VL-GM – General Medicine, (Single degree study, doctor I.II. deg.,' and a 'Documents' button.

C	T	A
✓	✓	5234641
✓	✓	5234641

1 / 7

Study fees

student has to have all mandatory charges and at least 1 charge from a group among his charges

- ☐ Technical fee for students who do not want to use the services of the University Library. Do not pay this fee ! It will be cancelled after the end of the electronic
- ☒ Prolongation fee for the University Library – 1. component (it must be pay together with the 2. component) (group: Knižničný poplatok – Library fee) 5,00 EUR
- ☒ Prolongation fee for the special electronic services for the University Library – 2. component (it must be paid together with the 1. component) (group: Knižničný
- ☒ Prolongation of ISIC card (group: Prolongácia) 12,80 EUR
- ☐ Prolongation of NO ISIC card (group: Prolongácia) 5,80 EUR

Confirmation of electronic registration

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

Finalize electronic registration

th year, VL-GM – General Medicine, (Single degree study, doctor I.II. deg.,

Date of registration 15.08.2022, Status: Not confirmed., Confirmed by:

Documents

12th step – You must select all required study fees.

13th step – Print the required payment orders.

14th step – In order to finish the electronic registration, it is necessary to confirm electronic registration by clicking “I confirm finalization of electronic registration of the day...”.

Electronic registration is to be confirmed only after completing and recording all the results in the registration form of the respective academic year.

Firstly confirm “Finalise electronic registration” at the end of electronic registration (step 15), then you will be able to see the printer icons and faces (emoticons) turn to green.



Print a study plan

Electronic registration 2022/2023 – Closed 15.08.2022 VSES320

C	✓	15.08.2022 10...	A	5234641
T	✓	04.09.2019 12...	A	5234641
1 / 7				

Study fees

student has to have all mandatory charges and at least 1 charge from a group among his charges

- ☐ Technical fee for students who do not want to use the services of the University Library. Do not pay this fee ! It will be cancelled after the end of the electronic
- ☒ Prolongation fee for the University Library – 1. component (it must be pay together with the 2. component) (group: Knižničný poplatok – Library fee) 5,00 EUR
- ☒ Prolongation fee for the special electronic services for the University Library – 2. component (it must be paid together with the 1. component) (group: Knižničný
- ☒ Prolongation of ISIC card (group: Prolongácia) 12,80 EUR
- ☐ Prolongation of NO ISIC card (group: Prolongácia) 5,80 EUR

Confirmation of electronic registration

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

Registration is finished

2022/2023, Fourth year, VL-CM – General Medicine, (Single degree study, doctor I.II. deg.,

Date of registration 15.08.2022, Status: Not confirmed., Confirmed by:

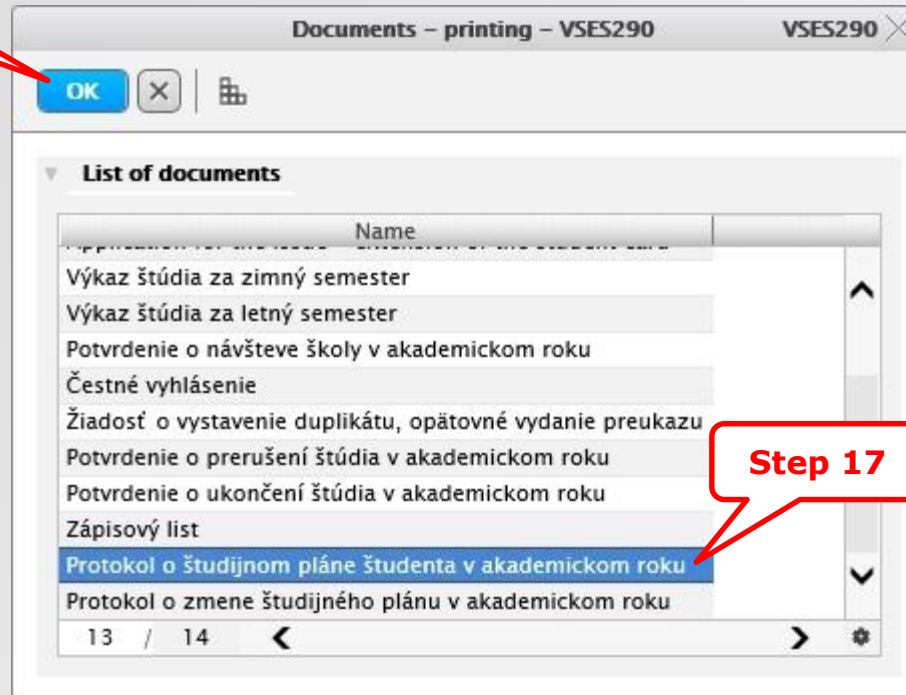
Documents

Step 16



Print a study plan

Step 18



Step 17

17th step – description is only in Slovak language. Select „Protokol o študijnom pláne študenta v akademickom roku“.



Print a study plan

Step 20

Template selection CM017

OK X

Šablóny

Number	Name	Description	Note	Language cod
1174	LF Study plan	Používateľská šablóna	EN	EN
1183	LF Protokol študijného plánu študenta	Používateľská šablóna		SK
1184	LF Protokol o zmene študijného plánu štude...	Používateľská šablóna	EN	EN

1 / 3

Step 19