



# Creating a Registration Form



# Log in to AIS

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

[SK](#) [EN](#)



PAVOL JOZEF ŠAFÁRIK UNIVERSITY  
IN KOŠICE



## User login

Username

Password

**Sign In**

**Step 1**

## Browser test

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

**Run test**

**Step 2**

## 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**

tradícia



aktívnosť

akademické zázemie

android apka  
**AiS2 študent**





# Creating a registration form

**Student**

Job market 12

My schedule, schedule search

**1VL-GM - General Medicine (2020/2021)**

Registration forms 1

**2020/2021 - VL-GM - General Medicine, year: 1**

Predmety

**Registration date:** Sep 23, 2020  
**Closed enrollment:** WS - No, SS - No  
**Electronic registration:** not created

[Create registration list](#) [Create electronic registration](#)

Thesis 0

Last login  
06.08.2021 13:10

Today is: **Aug 6, 2021**  
Name-day: **Jozefina**

**Applications**

- 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

**Step 3**



# Creating a registration form

VSES381: Zoznam zápisných listov – Pracovný – Microsoft Edge

1VL-GM8, Period: 0.0, year of the study: 1, Since: 01.09.2020, General Medicine, (Single degree study, doctor I.II. deg., Full-Time form)

List of registration forms

Ak. rok	Zápisu	Uzatvorený LS	Podm. zápis	Dátum	Príznak	Uzatvorený ZS	Potv. zápis	Dátum splnenia	Nespor
2020/2021		N	N			N	A		

Create registration form – VSES210

Step 5

Step 4

Academic year: 2021 / 2022

Year: 2 - Second 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: 1 - newly accepted

1 / 1

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



# Enrollment of the courses, credits

VSES381: Zoznam zápisných listov – Pracovný – Microsoft Edge

0.0, year of the study: 1, Since: 01.09.2020, General Medicine, (Single degree study, doctor I.II. deg., Full-Time form)

List of registration forms

Step 7

- Create electronic registration
- Supplement electronic registration
- Detail of electronic registration
- Enrollment of the courses, credits**
- Continuous assessment
- Examination dates
- Assessments, averages
- Classifying into / signing out of the schedule
- Check of prerequisites of the courses
- Recommended study plan

Step 8

Uzatvorený LS	Podm. zápis	Dátum	Príznak	Uzatvorený ZS	Potv. zápis	Dátum splnenia	Nespor.
N	N			N	A		
N							

Step 6

2 / 2

6<sup>th</sup> step – to select the newly created registration form



# Adding courses from the study plan

The screenshot shows the 'VSES213: Enrollment of the courses, credits' interface in Microsoft Edge. The page is divided into several sections:

- Student Information:** Fields for Student ID, Studies (1VL-GM8, Period: 0.0, year of the study: 2, Since: 01.09.2020, General Medicine, (Single degree study, doctor I.II. deg., Full-Time form)), and Reg. form (2021/2022, Second year, year of the study: 2, Single degree study, doctor I.II. deg., Full-Time form).
- Enrollment Interval:** A field showing 'Enrollment interval: (06.08.2021 00:00 - 06.08.2021 23:59)'. A red callout labeled 'Step 9' points to this field.
- Part of registration form:** A tree view showing course categories. 'A - Compulsory courses' is selected. A red callout labeled 'Step 10' points to this category.
- Registration form courses:** A table with columns: Name, Completion, Credit, Range, Schedule, Key. A dropdown menu is open, showing options: 'Add course from study plan', 'Add course from course list', 'Add not completed course', 'Add recommended course', and 'Add course of certified program'. A red callout labeled 'Step 12' points to the 'Add course from study plan' option. Another red callout labeled 'Step 11' points to the 'Add course from study plan' option in the dropdown menu.
- Study programme attributes:** A table with columns: Abbreviation, Name, Credit, Notes.

9<sup>th</sup> step – The courses can be added only if the enrollment interval allows that.

10<sup>th</sup> step – The courses in the registration form are divided to compulsory courses, compulsory elective courses and elective courses. Select an appropriate course type.

12<sup>th</sup> step – The courses can be added from the provided study plan only.



# Course selection from the study plan

VSES213: Enrollment of the courses, credits – Pracovní – Microsoft Edge

Adding courses to the registration form VSES023

OK

Faculty/University: LF UPJŠ - Faculty of Medicine

Academic year: 2021/2022

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

Part of study plan: SC - Study section

Teaching type: A - Compulsory courses

Recommended year: 2 - Second year

Study plan courses

Block	Subprogra	Course	Course name	Name in lang. mutation	Seme	Cred	Range	Means
2. GM	UA/A-GM3/17	Anatomy 3	Anatomy 3	Anatomy 3	Z	8	3P + 3C	S
2. GM	UFZ/Ph-GM1/17	Physiology 1	Physiology 1	Physiology 1	Z	6	3P + 4...	A
2. GM	UHE/HE-GM2/17	Histology and Embryology 2	Histology and Embryology 2	Histology and Embryology 2	Z	7	2P + 4...	S
2. GM	ULCHBKB/MBCH...	Medical Biochemistry 1	Medical Biochemistry 1	Medical Biochemistry 1	Z	5	2P + 3C	A
2. GM	UO/NC-GM1/17	Nursing Care 1	Nursing Care 1	Nursing Care 1	Z	2	1P + 2C	A

Study programme attributes

Abbreviation	Name	Credit	Notes
/	0		

Step 15

Step 14

Step 13

**A – Compulsory courses** – it is recommended to mark all courses of the study plan

**B – Compulsory elective courses** – to be chosen from the proposed courses of the study program

**C – Elective courses** – according to a student decision



# The courses of the registration form

VSES213: Enrollment of the courses, credits – Pracovní – Microsoft Edge

Student:

Studies: 1VL-GM8, Period: 0.0, year of the study: 2, Since: 01.09.2020, General Medicine, (Single degree study, doctor I.II. deg., Full-Time form)

Reg. form: 2021/2022, Second year, year of the study: 2, VL-GM - General Medicine, (Single degree study, doctor I.II. deg., Full-Time form)

Courses | Credit overview

**Part of registration form**

- VL-GM
  - SC - Study section
    - A - Compulsory courses**
    - B - Compulsory elective courses
    - C - Elective courses
  - SS - State exams
    - A - Compulsory courses
    - B - Compulsory elective courses

**Registration form courses**

Enrollment interval: (06.08.2021 00:00 - 06.08.2021 23:59)

Cod	Code	Ser	Abbreviation	Name	Completion	Credit	Range	Schedule	Key
SC	A	W	UFZ/Ph-GM1/17	Physiology 1	A	6	3P + 4C ...		Neprihlášený n
SC	A	W	UHE/HE-GM2/17	Histology and Embryology 2	S	7	2P + 4C ...		Neprihlášený n
SC	A	W	ULCHBKB/MBC...	Medical Biochemistry 1	A	5	2P + 3C		Neprihlášený n

1 / 3 1

**Study programme attributes**

Abbreviation	Name	Credit	Notes
--------------	------	--------	-------

/ 0

Repeat steps from 10 to 15 for the other study courses, i.e. compulsory elective and elective courses.