

Manual for creating the individual curriculum (IC)

Contents

I. Getting acquainted with the subject-area curriculum	2
II. Adding obligations using a code	5
III. Adding obligations without a code.....	9
IV. Setting the year of fulfilment	12
V. Add a progress on the doctoral dissertation and a description of the course of study.....	13
VI. Submitting the IC to your supervisor	15

I. Getting acquainted with the subject-area curriculum

At the web address plany.ff.cuni.cz, you can acquaint yourself with your subject-area curriculum (SAC). The list expands from left to right, so first you select *single area of study*, then *PhD studies*, then the respective *programme (area of study)*, and finally the year of admission *2024*. A link to the respective SAC file is displayed below the table.

Samostatnost / sdruženost (oborovost)	Druh studia
<ul style="list-style-type: none">samostatné – jednooborsdružené – dvouobor	<ul style="list-style-type: none">bakalářskédoktorskémagisterské pětileténavazující magisterské
Program (obor)	Rok přijetí
<ul style="list-style-type: none">Anglická a americká literaturaAnglický jazykAnglofonní literatury a kulturyAnglophone literatures and culturesAplikovaná lingvistika se zaměřením na didaktiku jazykaArcheologie pravěku a středověkuAsian history and cultureAuxiliary historical sciencesBlízkovýchodní studiaClassical archaeologyClinical psychology and health psychologyČeské dějiny	<ul style="list-style-type: none">20172018201920202021202220232024

Soubor ke stažení

[Otevřít studijní plán oboru Anglofonní literatury a kultury \(doktorské studium\) platný pro studenty přijaté v letech 2021 až 2024](#)

We have already entered most of the SAC into your IC in SIS (subjects that are mandatory and identical for all students of the respective area of study). Your task is to add electives and optional items, and to set the year of fulfilment for obligations that you can determine yourself (after agreeing with your supervisor). You can find a list of all items that need to be completed in SIS at the end of each SAC under the heading *Instructions for preparing individual curricula*, e.g.:

INSTRUCTIONS FOR PREPARING INDIVIDUAL CURRICULA


The basic version of the IC is created in SIS by the PhD and Academic Qualifications Office, and each PhD student is automatically assigned all obligations that are for all students of the area of study (a unique code is assigned to these obligations in the above curriculum). Once this basic IC has been created, the student, in agreement with the supervisor, must complete the following in SIS:


1. *Foreign language*, which is selected from the list of languages associated in SIS with the specific curriculum.
2. Individual study obligations as specified in the curriculum above. These obligations can be entered either by selecting an already existing subject, or (if the subject does not yet exist in SIS) by entering a “subject description”, which describes the obligation in writing, with the understanding that it will be associated with a certain subject in SIS at a later time.
3. Year of fulfilment for all obligations for which the above subject-area curriculum determines the time period.

At the address is.cuni.cz/studium, you then log in to SIS. If you have more than one choice of user roles, select your current PhD studies. You can then find your IC in the module *Individual Curriculum*:

The screenshot displays the SIS Student Information System interface. At the top, the header includes the SIS logo, the text "Student Information System (core version: 2289)", and "Faculty of Arts". Below the header, there are navigation options like "Text mode" and "Another role". The main content area is divided into "Education" and "Time-table" sections. The "Education" section contains various icons and links such as "Exam dates - publishing", "Exam results 2", "Final Exams", "Subjects", "Students registration into subjects", "Study group roster", "Šetření", and "Student thesis". The "Time-table" section contains "Individual study plan for PhD students" (highlighted with a red box) and "Schedule NG".

Create your curriculum using the blue icon:


Given and last name ♦♦	State of the plan ♦♦ Faculty ♦♦	Plan ♦♦	Study status ♦♦	Year of admission ♦♦	Study branch ♦♦	Supervisor ♦♦	Advisor ♦♦
<input type="checkbox"/>	FF  Plan is not created		studying	2022	:		



If you need to interrupt your work, you can return to creating your curriculum using the blue icon:

Individual study plan for PhD students (version: 711) Study: Faculty of Arts

59:58 Plan Search

Given and last name ♦♦	State of the plan ♦♦	Plan ♦♦	Study status ♦♦	Year of admission ♦♦	Study branch ♦♦	Supervisor ♦♦
	 ISP proposal - => student	22247	studying	2022	ZAK	

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You can edit your IC here until **31 October 2024** (or until submitting the curriculum to your supervisor). Complete the curriculum according to the *Instructions for preparing individual curricula* and after agreeing with your supervisor.

II. Adding obligations using a code

If you know the code of the obligation, proceed as follows:

Step 1 – Click on the “subject” box and then on “add”.

+ Course of study				
- List of duties				
?	?	Type	Code	Title, details
×		course	AXKADOS01	Doctoral Seminar I
×		course	AXKADOS02	Doctoral Seminar II
×		course	AXKADOS03	Doctoral Seminar III
×		course	AXKADOS04	Doctoral Seminar IV
×		course	AXKADIS02	Annotated Plan
×		course	AXKADIS03	Chapter of PhD Thesis
×		course	AXKAOAK09	Active Conference Participation
×		course	AXKAOAK10	Peer-reviewed Publication
×		course	AXKAOAK11	Internship Abroad
×		course	AXKASPE22	Art and Archeology of Ancient Greek World and Roman Empire
×		course	AXKATMS02	Theoretical and Methodological Seminar I
×		course	AXKATMS03	Theoretical and Methodological Seminar II

course courses

Student action:

Step 2 – Fill in the code of the obligation and the year of fulfilment and then click on “Save”.

Edit the duty

⚠ In accordance with the provisions of the Study and Examination Regulation

* Course code: Angličtina ←

* Academic year: ↕ ←

Semester: none winter summer both

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If you know only a part of the code, typically for subject-area exams, click on the search icon next to the subject code, and a new window will open:

Step 1

Edit the duty

⚠ In accordance with the provisions of the Study and Examination Regulations of Charles University, courses completed in previous study cannot be added to the ISP. These courses are not displayed in dialogue boxes for adding and pairing courses.

* Course code:

* Academic year: ↕

Semester: none winter summer both

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Step 2 – Enter the beginning of the code or the name of the subject, which will take you to a list of specializations, and select the one you have agreed on with your supervisor:


Searching: Course code

Faculty: Faculty of Arts

Department: ---

Name:

Code:



Code	Name	Department	Faculty
<input checked="" type="checkbox"/> AXCJSPE02	Optional Subject I	21-UCJTK	FF
<input checked="" type="checkbox"/> AXCJSPE03	Graded Paper	21-UCJTK	FF
<input checked="" type="checkbox"/> AXCJSPE04	Onomastics	21-UCJTK	FF
<input checked="" type="checkbox"/> AXCJSPE05	Sociolinguistics	21-UCJTK	FF
<input checked="" type="checkbox"/> AXCJSPE06	Stratification of Language	21-UCJTK	FF
<input checked="" type="checkbox"/> AXCJSPE07	Slang	21-UCJTK	FF

Step 3 – The procedure after this is the same – enter the year of fulfilment and click on “Save”:

Edit the duty

⚠ In accordance with the provisions of the Study and Examination Regulations of Charles University, courses completed in previous study cannot be added to the ISP.

* Course code: Sociolinguistics  

* Academic year: 

Semester: none winter spring both









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Charles University | <http://www.ff.cuni.cz/home/>>Facu

If needed, you can delete the subject by clicking on the icon next to the subject:

Course of study

List of duties

 	Type	Code	Title, details
 		E05	Sociolinguistics
 	course	AXKADOS01	Doctoral Seminar I
 	course	AXKADOS02	Doctoral Seminar II

III. Adding obligations without a code

If you do not know the code – typically for individual study obligations – you can create the obligation using the *subject description* (a specific code can be assigned to it at a later time based on an already existing subject or a subject that will be newly created for you by your officer at the PhD and Academic Qualifications Office based on instructions from your supervisor):

Step 1:

<input checked="" type="checkbox"/>		course	AXKADIS03	Chapter of PhD Thesis
<input checked="" type="checkbox"/>		course	AXKAOAK09	Active Conference Participation
<input checked="" type="checkbox"/>		course	AXKAOAK10	Peer-reviewed Publication
<input checked="" type="checkbox"/>		course	AXKAOAK11	Internship Abroad
<input checked="" type="checkbox"/>		course	AXKASPE22	Art and Archeology of Ancient Greek World and Roman Empire
<input checked="" type="checkbox"/>		course	AXKATMS02	Theoretical and Methodological Seminar I
<input checked="" type="checkbox"/>		course	AXKATMS03	Theoretical and Methodological Seminar II

course course description sets of

Student action:

Step 2:

Edit the duty

⚠ In accordance with the provisions of the Study and Examination Regulations of Charles University, courses completed in previous study cannot be added to the ISP. These courses are not displayed in dialogue boxes for adding and pairing courses.

* Course title:

Refinement of duty:

Comment here in more detail about the content of the subject or the conditions for fulfilment that you agreed on with your supervisor (approximately one to two sentences).

Max length 2500 characters, typed 0, 2500 remaining.

* Academic year:

Semester: none winter summer both

Before adding an obligation without a code, verify whether or not your subject area has a defined group of subjects that you could choose from:


Step 1:

<input checked="" type="checkbox"/>		course	AXKAOAK09	Active Conference Participation
<input checked="" type="checkbox"/>		course	AXKAOAK10	Peer-reviewed Publication
<input checked="" type="checkbox"/>		course	AXKAOAK11	Internship Abroad
<input checked="" type="checkbox"/>		course	AXKASPE22	Art and Archeology of Ancient Greek World and Roman Empire
<input checked="" type="checkbox"/>		course	AXKATMS02	Theoretical and Methodological Seminar I
<input checked="" type="checkbox"/>		course	AXKATMS03	Theoretical and Methodological Seminar II


course course description sets of courses

Step 2

Filter:

Type of courses: PVP Jazyky Klasické archeologie 

Only non-enrolled courses and courses with repeatable enrollment

Vybrat 


Step 3

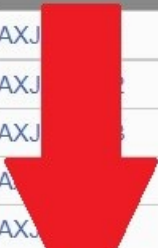
Filter:

Type of courses: PVP Jazyky Klasické archeologie

Only non-enrolled courses and courses with repeatable enrollment

Vybrat

Academic year	Semester	Course code	Courses	Capacity
Other courses				
<input checked="" type="checkbox"/> * 2022/2023 	---	AXJ	English Language	x
<input type="checkbox"/> * ---	---	AXJ	French Language	x
<input type="checkbox"/> * ---	---	AXJ	Italian Language	x
<input type="checkbox"/> * ---	---	A	German Language	x
<input type="checkbox"/> * ---	---	AXJ	Russian Language	x









Action:

* Selected **Enroll in the selected courses**  **Send**

IV. Setting the year of fulfilment


Set the year of fulfilment for all obligations not specified in your SAC:

Step 1:

		course	AXKAOAK09	Active Conference Participation
		course	0	Peer-reviewed Publication
		course	AXKAOAK11	Internship Abroad

Step 2:

Edit the duty

 In accordance with the provisions of the Study and Examination Regulations of Charles University,







Course code: Odborná publikace [AXKAOAK09]

* Academic year:

Semester: none winter both

V. Add a progress on the doctoral dissertation and a description of the course of study

Starting with the academic year 2024/2025, all students have a new obligation add to their IC two new individual parts, which allow more detailed description of a progress on the doctoral dissertation and a description of the course of study.

 course	AXKAOAK11	Internship Abroad	-	2023/2024	
 course	AXKATMS02	Theoretical and Methodological Seminar I	-	2023/2024	
 course	AXKATMS03	Theoretical and Methodological Seminar II	-	2023/2024	

course course description progress on the doctoral dissertation sets of courses description of the course of study











In the next step fill in the comment and save.

Edit the duty

* Description of the course of study: To be filled in by student

Max length 15000 characters, typed 26, 14974 remaining.

Detail of the IC with added parts

- Dissertation and progress on the dissertation				
 	Type	Title, details	Commentary	 Year of insertion
	doctoral dissertation	<input type="checkbox"/> Language of the PhD thesis:		<input type="calendar"/> 2023/2024
 	progress on the doctoral dissertation	To be filled in by student...		<input type="calendar"/> 2023/2024
+ State doctoral exam and doctoral dissertation defence				
- Course of study				
 	Title, details		Commentary	 Year of insertion
 	To be filled in by student			<input type="calendar"/> 2023/2024

VI. Submitting the IC to your supervisor

After entering all obligations and the year of their fulfilment, **submit the IC to your supervisor:**

course	AXKADOS04	Doctoral Seminar IV	2024/2025	both
course	AXKADIS03	Chapter of PhD Thesis	2024/2025	both
course	AXKAOAK11	Internship Abroad	2024/2025	both
course	AXKATMS02	Theoretical and Methodological Seminar I	2024/2025	both
course	AXKASPE22	Art and Archeology of Ancient Greek World and Roman Empire	2025/2026	both
course	AXKATMS03	Theoretical and Methodological Seminar II	2025/2026	both

add course course description sets of courses

Student action:

forward the plan to the supervisor Go

After clicking on the IC module, you can monitor the status of your curriculum and where it currently is in the approval process:

Individual study plan for PhD students (version: 711) Study: Faculty of Arts

59:57 Plan Search

Given and last name	State of the plan	Plan	Study status	Year of admission	Study branch	Supervisor
	ISP proposal student ⇒ supervisor	22247	studying	2022	ZAK	

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