Manual for creating the individual study plan (ISP)

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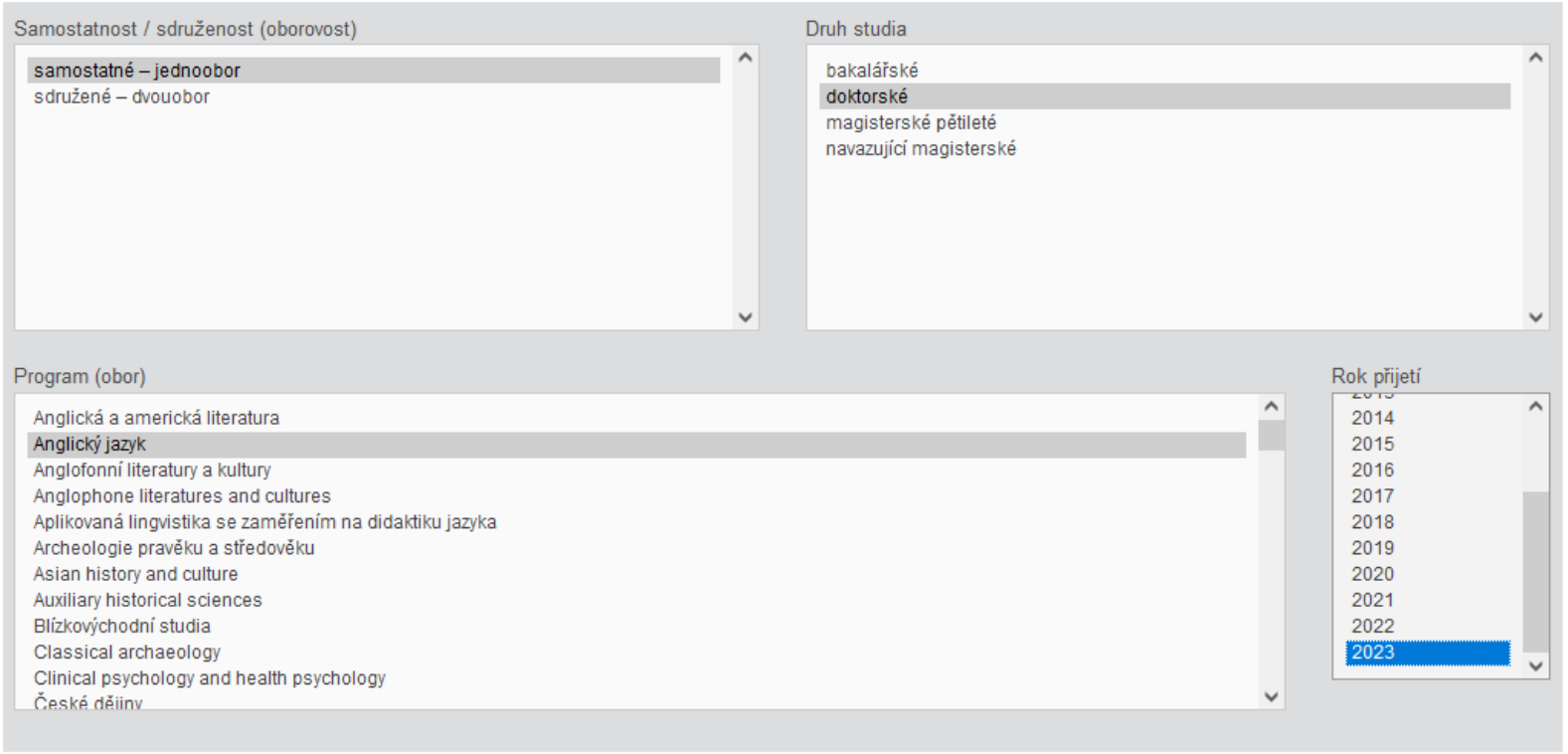
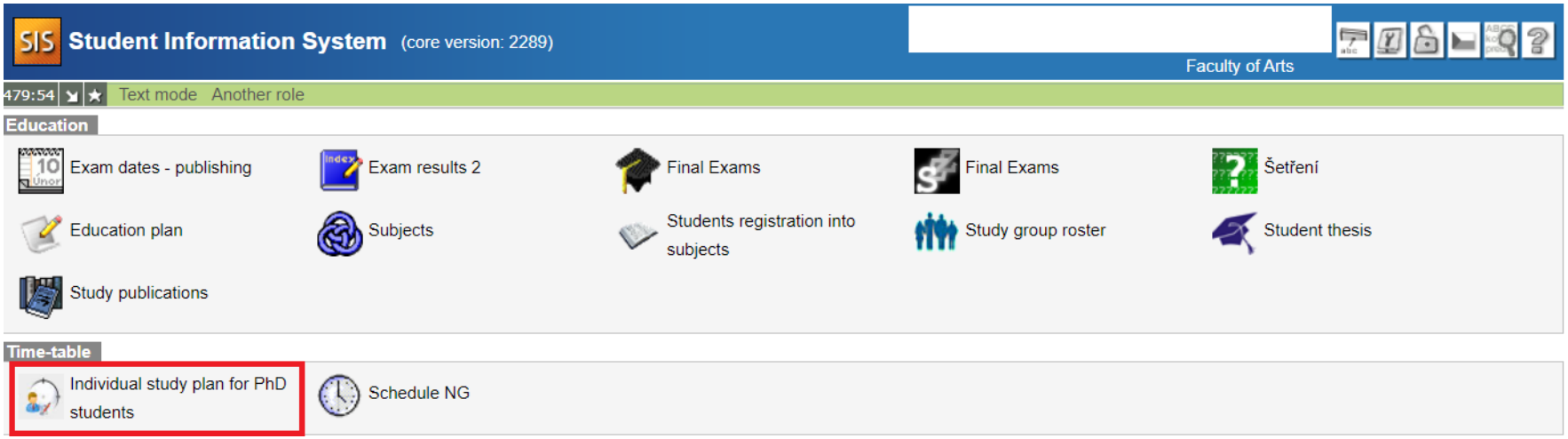
I. Getting acquainted with the subject-area plan

At the web address plany.ff.cuni.cz, you can acquaint yourself with your subject-area plan (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 *2023*. A link to the respective SAC file is displayed below the table.

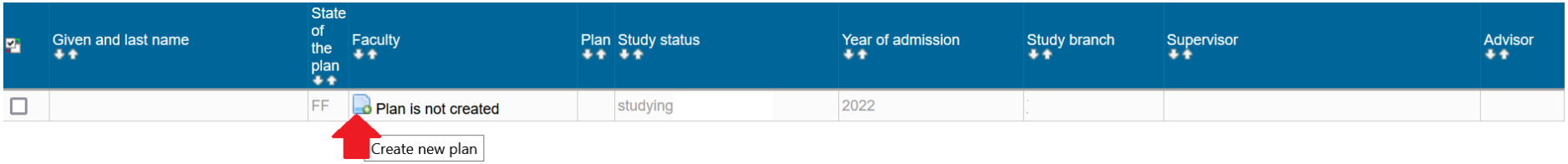


You will have already most of the SAC entered into your ISP in SIS (subjects that are mandatory and identical for all students of the respective area of study). Your task is to add electives and optional items, and to set the year of fulfilment for obligations that you can determine yourself (after agreeing 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 study plan*.

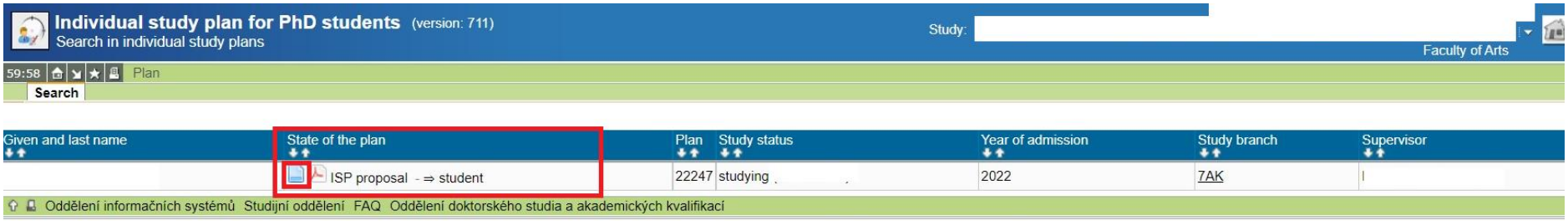
At the address is.cuni.cz/studium, you then log in to SIS. If you have more than one choice of user roles, select your current PhD studies. You can then find your ISP in the module *Individual study plan for PhD students:*



Create your plan using the blue icon:



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

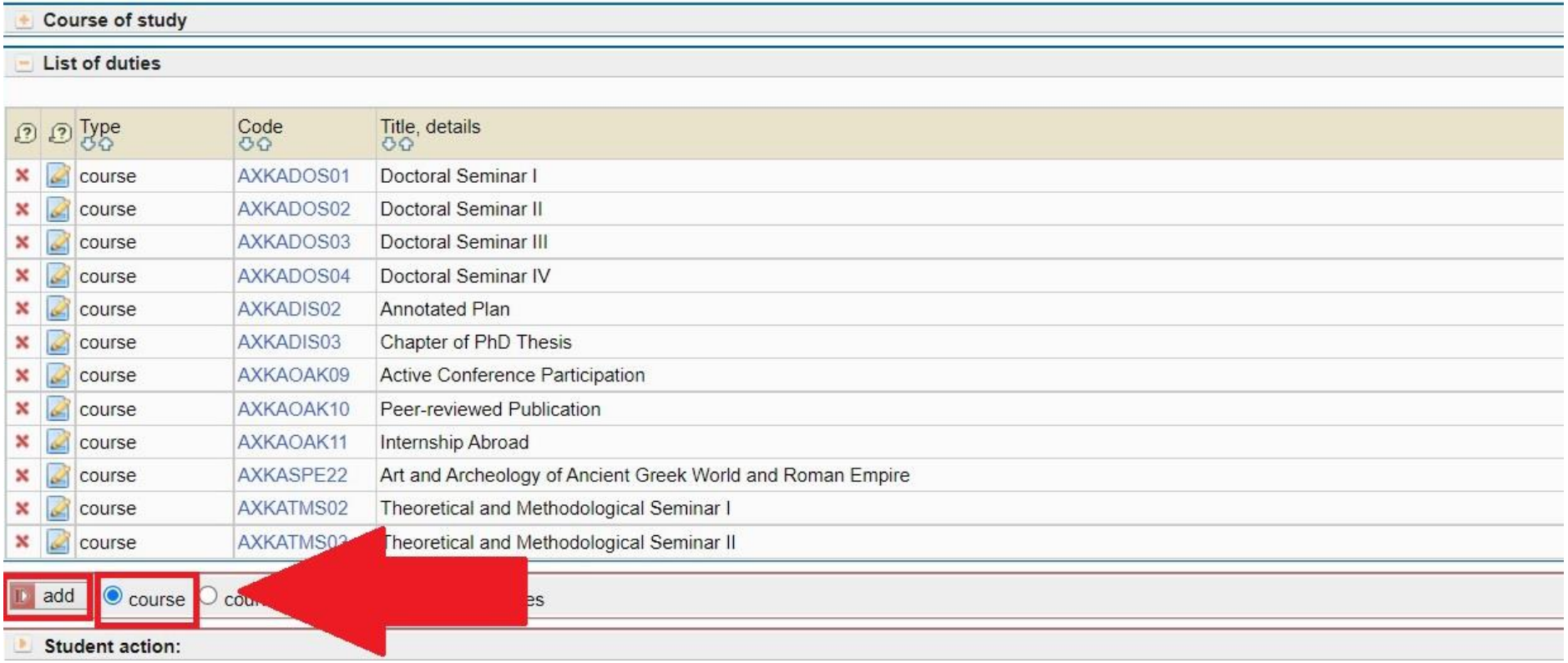


You can edit your ISP here until **31 October 2023** (or until submitting the plan to your supervisor). Complete the plan according to the *Instructions for preparing individual study plan* and after agreeing with your supervisor.

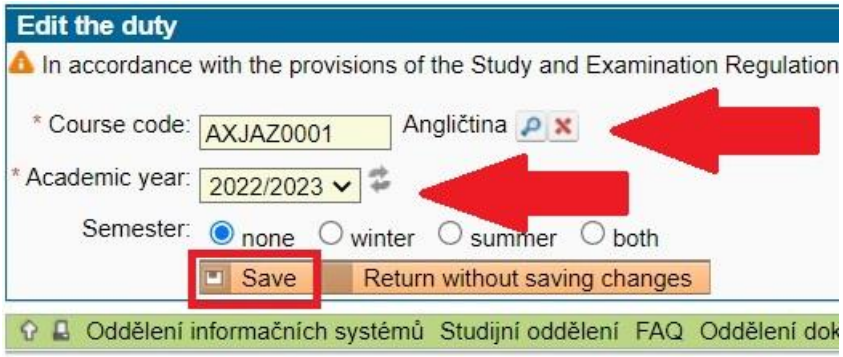
II. Adding obligations using a code

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

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

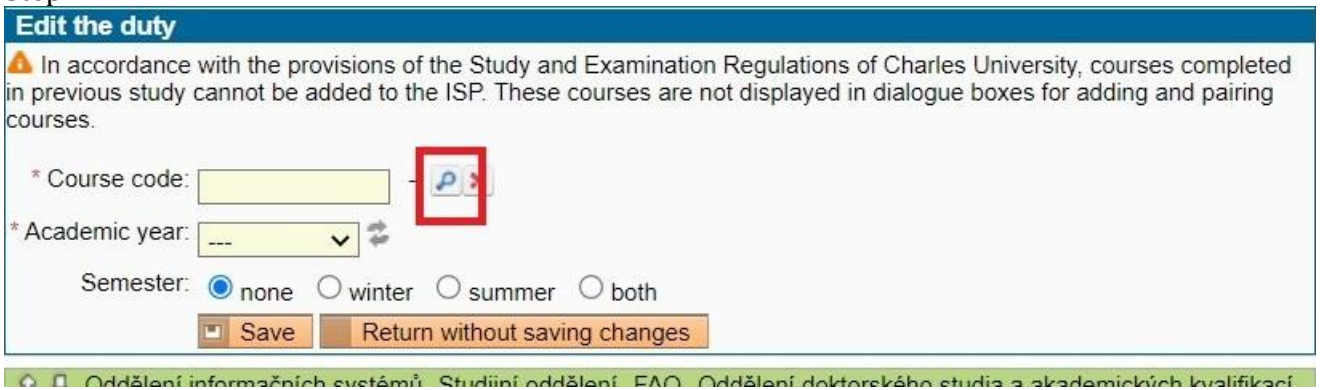


Step 2 – Fill in the code of the obligation and the year of fulfilment and then click on “Save”.

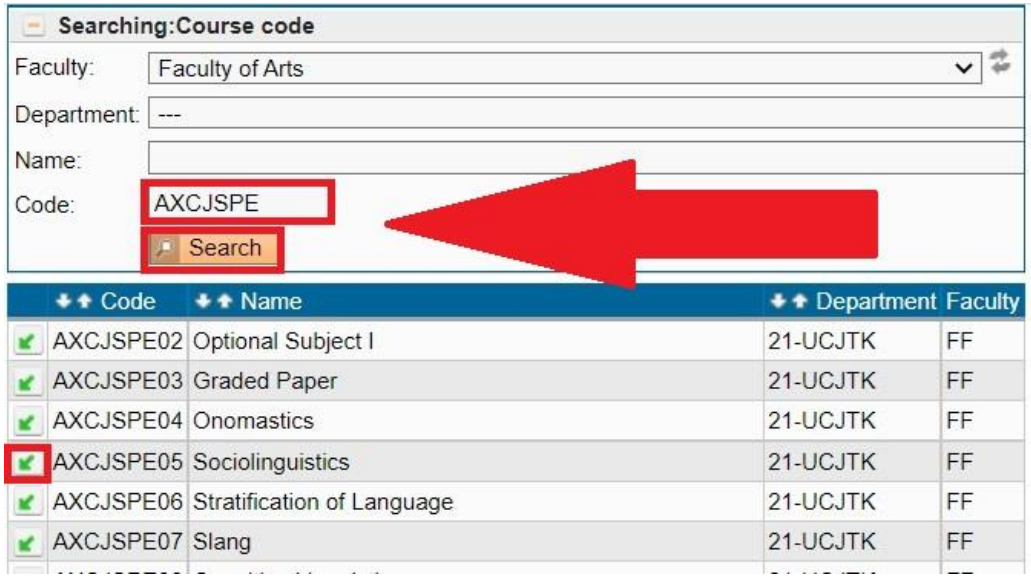


If you know only a part of the code, typically for subject-area exams, click on the search icon next to the subject code, and a new window will open:

Step 1

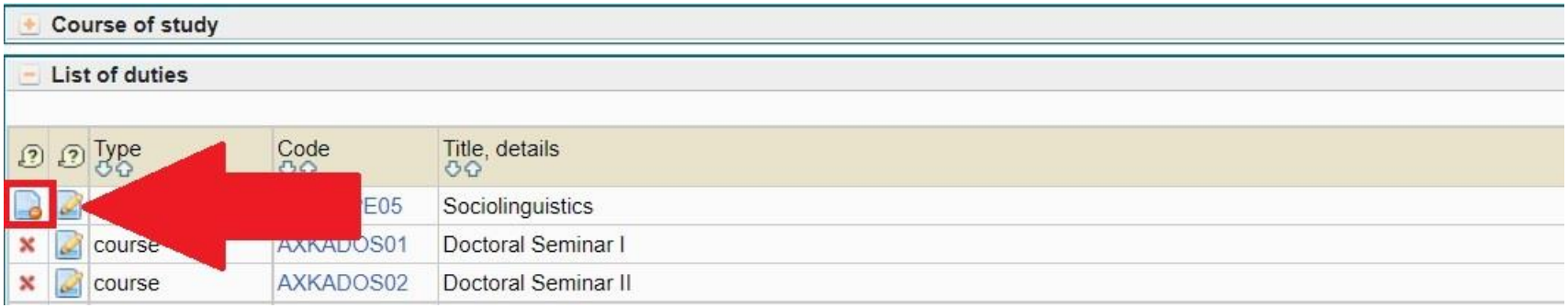


Step 2 – Enter the beginning of the code or the name of the subject, which will take you to a list of specializations, and select the one you have agreed on with your supervisor:



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

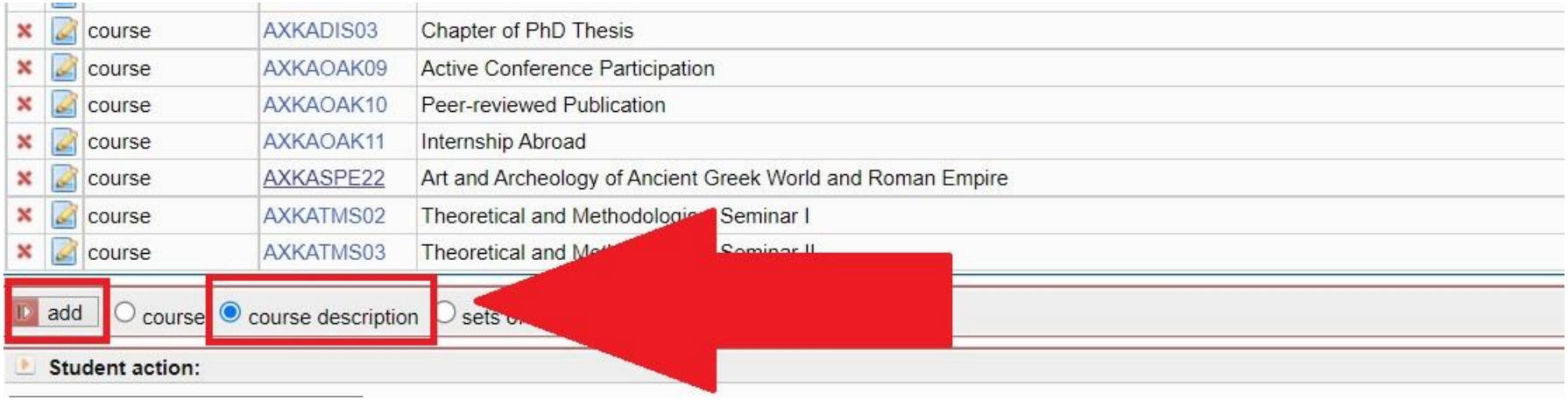
If needed, you can delete the subject by clicking on the icon next to the subject:



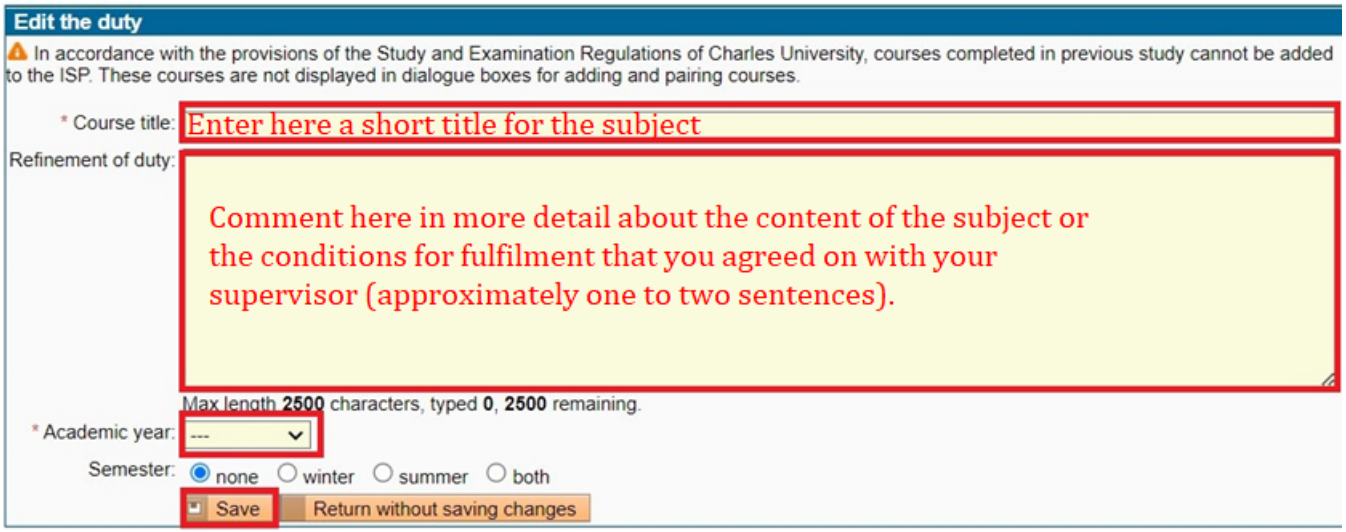
III. Adding obligations without a code

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 Studies Office based on instructions from your supervisor):

Step 1:

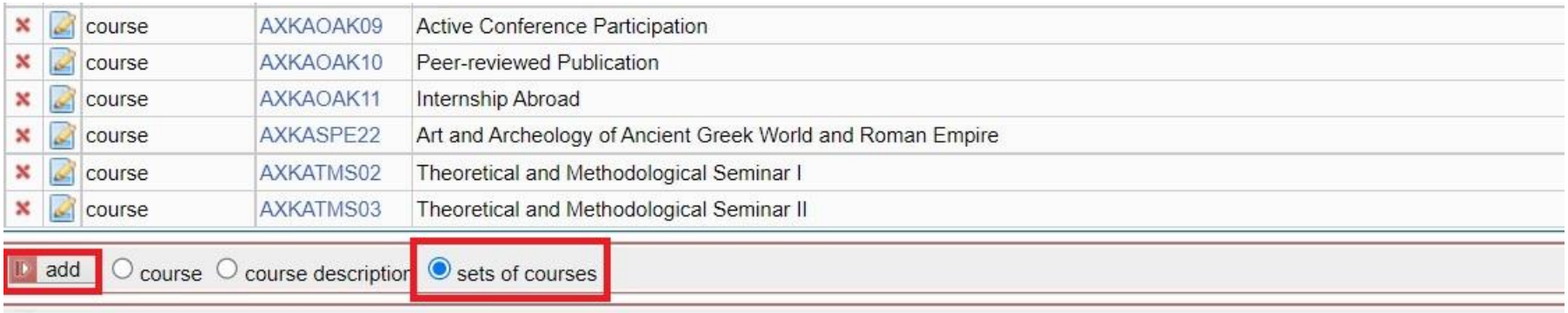


Step 2:



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:

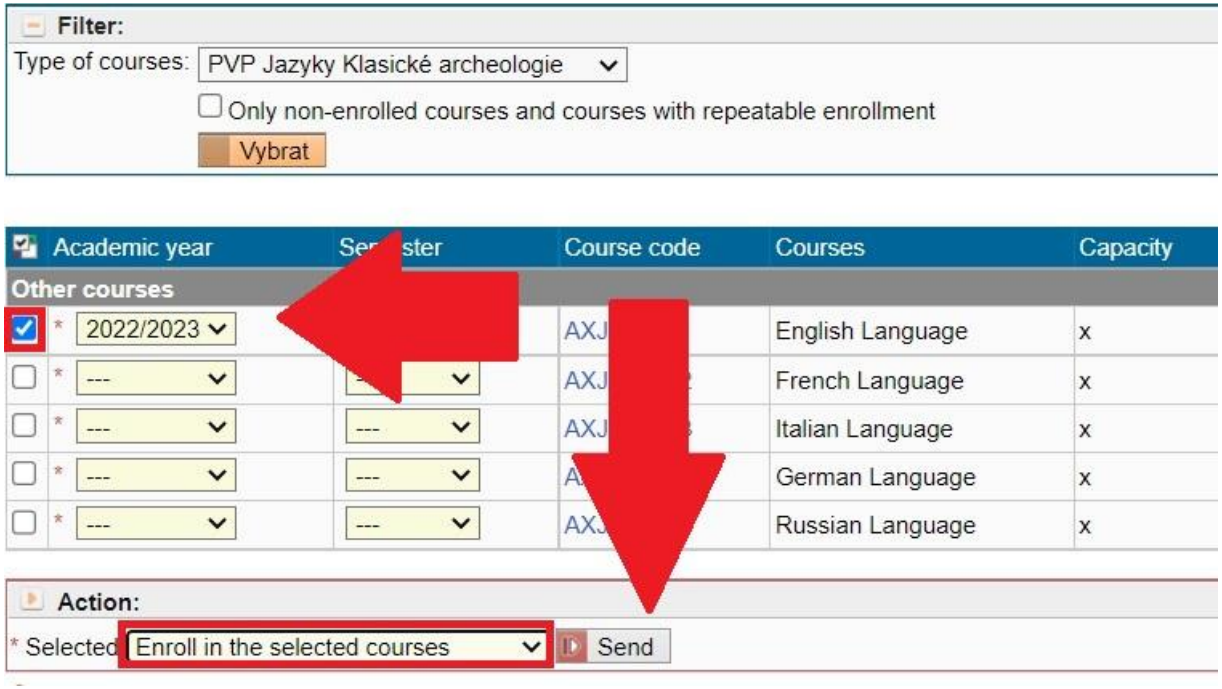
Step 1:



Step 2

Filter:
Type of courses:
PVP Jazyky Klasické archeologie
Only non-enrolled
with repeatable enrollment
Vybrat

Step 3

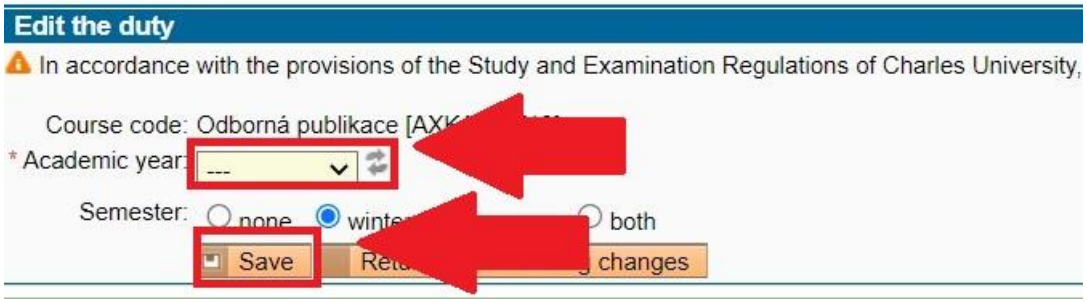

Filter:
Type of courses:
PVP Jazyky Klasické archeologie
Only non-enrolled courses and courses with repeatable enrollment
Vybrat
Academic year
Course code
Courses
Capacity
Other courses
2022/2023
English Language
x
French Language
x
Italian Language
x
German Language
x
Russian Language
x
Action:
Selected
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:

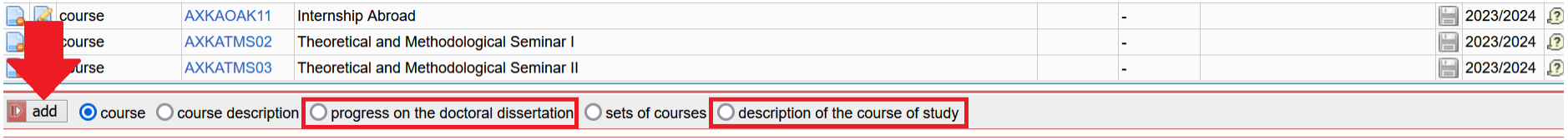
Step 1:

Step 2:

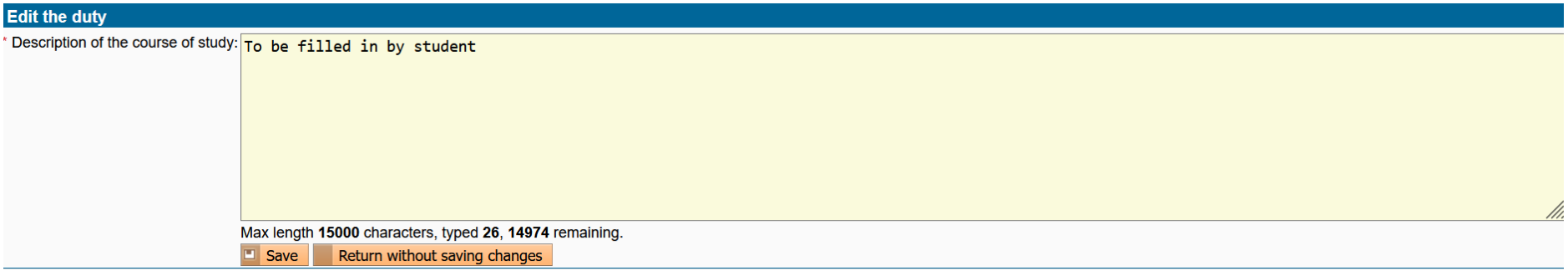


V. Adding a progress on the doctoral dissertation and a description of the course of study

You can add to your ISP also two individual parts, which allow more detailed description of a progress on the doctoral dissertation and a description of the course of study.



In the next step fill in the comment and save.



Detail of the ISP with added parts:

Dissertation and progress on the dissertation

Type	Title, details	Commentary	Year of insertion
doctoral dissertation	Language of the PhD thesis:		2023/2024
progress on the doctoral dissertation	To be filled in by student...		2023/2024

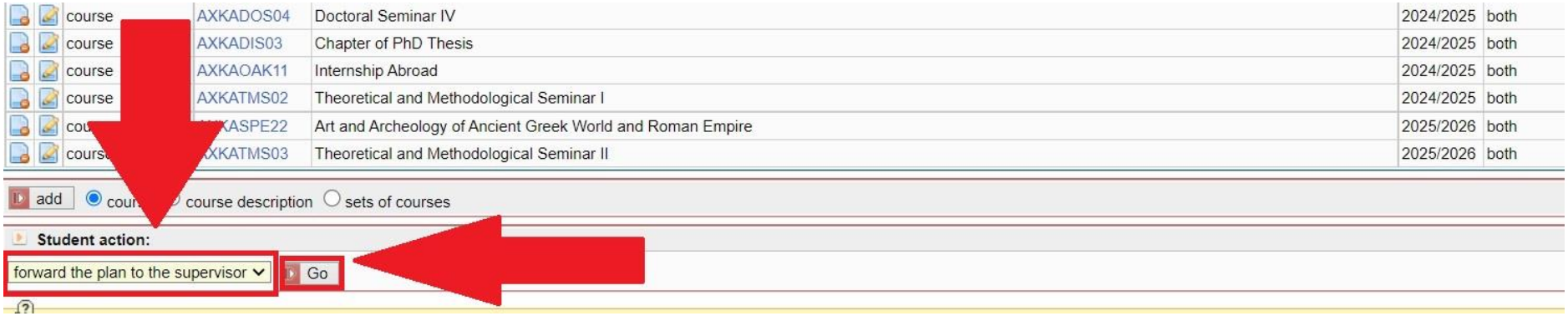
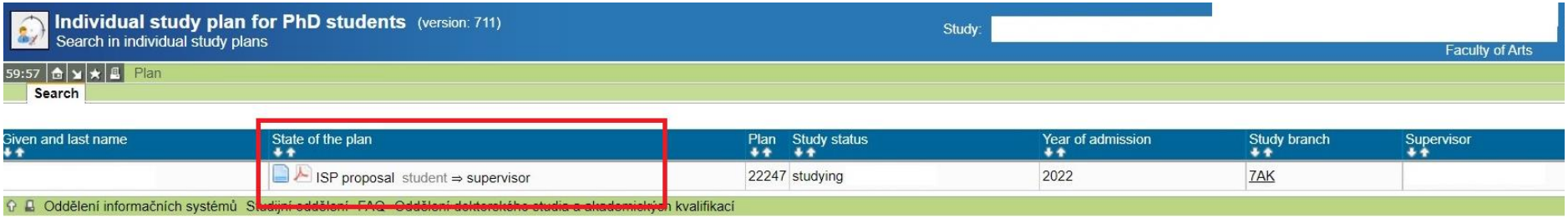
State doctoral exam and doctoral dissertation defence

Course of study

Title, details	Commentary	Year of insertion
To be filled in by student		2023/2024

VI. Submitting the ISP to your supervisor

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



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