

# 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](http://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.

<b>Samostatnost / sdruženost (oborovost)</b>	<b>Druh studia</b>
<div><div>samostatné – jednoobor</div><div>sdužené – dvouobor</div></div>	<div><div>bakalářské</div><div>doktorské</div><div>magisterské pětileté</div><div>navazující magisterské</div></div>
<b>Program (obor)</b>	<b>Rok přijetí</b>
<div><div>Anglická a americká literatura</div><div>Anglický jazyk</div><div>Anglofonní literatury a kultury</div><div>Anglophone literatures and cultures</div><div>Aplikovaná lingvistika se zaměřením na didaktiku jazyka</div><div>Archeologie pravěku a středověku</div><div>Asian history and culture</div><div>Auxiliary historical sciences</div><div>Blízkovýchodní studia</div><div>Classical archaeology</div><div>Clinical psychology and health psychology</div><div>České dějiny</div></div>	<div><div>2014</div><div>2015</div><div>2016</div><div>2017</div><div>2018</div><div>2019</div><div>2020</div><div>2021</div><div>2022</div><div>2023</div></div>

### Soubor ke stažení

[Otevřít studijní plán oboru Anglický jazyk \(doktorské studium\) platný pro studenty přijaté v letech 2017 až 2023](#)

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](https://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*:

**SIS Student Information System** (core version: 2289) Faculty of Arts

479:54 Text mode Another role


**Education**


- Exam dates - publishing
- Exam results 2
- Final Exams
- Final Exams
- Šetření
- Education plan
- Subjects
- Students registration into subjects
- Study group roster
- Student thesis
- Study publications

**Time-table**


- Individual study plan for PhD students
- Schedule NG

Create your plan 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	:		

 [Create new plan](#)

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



Individual study plan for PhD students


(version: 711)


Search in individual study plans


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 ✱✱
	<div><div></div><div>ISP proposal - =&gt; student</div></div>	22247	studying	2022	<u>TAK</u>	I





[Oddělení informačních systémů](#)

[Studijní oddělení](#)

[FAQ](#)

[Oddělení doktorského studia a akademických kvalifikací](#)

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”.

+

 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

add

☒ course

☐ course



☐ course


Student action:

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

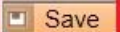
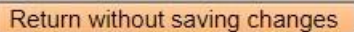
**Edit the duty**



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

\* Course code: AXJAZ0001 Angličtina  

\* Academic year: 2022/2023 

Semester: ☒ none ☐ winter ☐ summer ☐ both

 Save  Return without saving changes



  Oddělení informačních systémů Studijní oddělení FAQ Oddělení dok


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

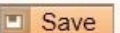
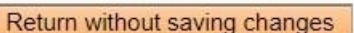
**Edit the duty**



⚠ 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

 Save  Return without saving changes

  Oddělení informačních systémů Studijní oddělení FAQ Oddělení dok

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:

AXCJSPE

Search

Code

Name

Department

Faculty

AXCJSPE02

Optional Subject I

21-UCJTK

FF

AXCJSPE03

Graded Paper

21-UCJTK

FF

AXCJSPE04

Onomastics

21-UCJTK

FF

AXCJSPE05

Sociolinguistics

21-UCJTK

FF

AXCJSPE06

Stratification of Language

21-UCJTK

FF

AXCJSPE07

Slang

21-UCJTK


FF


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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

  Oddělení informačních systémů Studijní oddělení FAQ Oddělení doktorského studia a akademických kvalifikací

Charles University | [a href="http://www.ff.cuni.cz/home/">Facu](http://www.ff.cuni.cz/home/)

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 Studies Office based on instructions from your supervisor):

Step 1:

		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

add ☐ 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:

		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 ☐ 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"/> * --- ▼	---	AXJ	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. 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.

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

 add ☒ 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.

 Save  Return without saving changes

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

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