

# Manual for subject-area boards – how to work with the proposal for the individual study plan

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## I. Logging in to SIS and selecting a role

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: 2279)", the date "Friday 29th July 2022", and the user's role "Teacher, OR, study programs (all faculties), UK" with a dropdown arrow. Below the header, a green bar shows the time "59:52" and options for "Text mode" and "Another role". The main content area is divided into several sections: "SIS4" with a red warning message, "Education" with icons for "Final Exams", "Setfeni", "Subjects", "Student thesis", and "Inquiry", "Time-table" with "Office hours" and "Individual study plan for PhD students", "Admission process" with "Admission" and "Admission requirements", and "Utils" with "Navigation for 3rd Party Application", "Committees", and "Statistical reports". A large red arrow points to the role dropdown menu in the top right corner.

SIS Student Information System (core version: 2279) Friday 29th July 2022  
Role: Teacher, OR, study programs (all faculties), UK  
Charles University

59:52 Text mode Another role

SIS4

SIS4 After logging in, select the role **Instructor, SAB, study programmes (all faculties)** which is intended for the agenda relating in particular to the subject-area board.

Education

Final Exams Setfeni Subjects Student thesis Inquiry

Time-table

Office hours Individual study plan for PhD students

Admission process

Admission Admission requirements

Utils

Navigation for 3rd Party Application Committees Statistical reports

The role **Teacher, OR, study programs (all faculties), UK** is automatically assigned to members of all subject-area boards (SAB). As opposed to the previously assigned roles of the individual faculties, this role enables access to all studies for which the user has a relationship as a supervisor, consultant, member or chair of the subject-area board, or the guarantor of the study programme of former accreditations separated into areas of study who is not the chair of the subject-area board. For subject-area boards that are shared by several faculties, the user does not need to switch between faculty roles if they want to see the PhD students of their SAB. In the COMMITTEES module for the same role, access was created for committees of which the user is a member, again regardless of the faculties.

## II. Displaying students

Personal ID:

Title of doctoral dissertation:

Dissertation ID:

my students

Students of branches under my SAB

Students of branches, where I am the SAB Chair

Students of branches for which I am the guarantor of the study programme

Plan ID:

Change of a study status

State of plan:

Year of commencement of study:

2021/2022

2020/2021

2019/2020

2018/20219

2017/2018

Only with plan

State of assessment:

Year of assessment:

Study status as of 30 September of the assessed year

Assessment result:

With assessment only

Plány s nastaveným a neukončeným mimořádným hodnocením

State doctoral exam status:

Language of instruction:

Display:  results per page

Using the filter, you can select whether you want to display students that you supervise, students of study areas where you are a member of the SAB/chair of the SAB, or guarantor of the programme of study.

You can also use the filter to select specific requirements.

It is advisable to always clear the filter by selecting the appropriate button, because the data that you entered the last time you logged in to SIS remain in the filter.

Confirm your selection by clicking on the "Search" button.


A list of students is displayed below the filter. The Study plan status column displays information on whether the study plan is a proposal or whether it has already been approved. In the column *Responsibility (study plan proposal)*, you can see who currently has the study plan proposal in their responsibility. In the image below, you can see an example of the ISP in the status of proposal and the study plan has been submitted by the supervisor to the subject-area board.

	Faculty	Plan	Given and last name	Study status	Year of admission	Study branch	Supervisor	State of the plan	Responsibility (plan proposal)	Last revision	Assessment status (Sup/SAB)	Responsibility (assessment)
<input type="checkbox"/>			FF	studying	2022			ISP proposal 	supervisor => Subject Area Board		-	-

Results 1-1 of 1

### III. Options for working with the ISP proposal

Plan details - PROPOSAL	
+ Student:	
+ SAB Chair:	
+ Supervisor:	
+ Advisor:	
+ Status of plan	
+ History of reasons for returning of the proposal of the individual study plan	
+ Dissertation and progress on the dissertation	
---	
assess the ISP proposal	
send the plan back to student	
send the plan back to supervisor	
request a statement from the head of the training workplace	
---	
	<input type="button" value="Go"/>



Under the details of the curriculum proposal in the field *Subject-area board action*, there is a drop-down menu where you can select what you want to do with the curriculum proposal.

## IV. Assessment of the study plan proposal

The individual study plan (ISP) of your PhD student **must correspond to the subject-area plan (SAP)** which can be found at [plany.ff.cuni.cz](http://plany.ff.cuni.cz). The menu expands from left to right, so first select *single area of study*, then *PhD studies*, then the respective *programme (area of study)*, and finally the year of admission *2023*. Below the table, you will see a link to the SAC file.

The screenshot shows a web interface with four main sections:

- Samostatnost / sdruzenost (oborovost):** A dropdown menu with two options: "samostatné – jednoobor" (selected) and "sdružené – dvouobor".
- Druh studia:** A dropdown menu with four options: "bakalářské", "doktorské" (selected), "magisterské pětileté", and "navazující magisterské".
- Program (obor):** A list of programs with "Anglický jazyk" selected. Other visible programs include "Anglická a americká literatura", "Anglofonní literatury a kultury", "Anglophone literatures and cultures", "Aplikovaná lingvistika se zaměřením na didaktiku jazyka", "Archeologie pravěku a středověku", "Asian history and culture", "Auxiliary historical sciences", "Blízkovýchodní studia", "Clinical psychology and health psychology", and "České dějiny".
- Rok přijetí:** A dropdown menu showing years from 2012 to 2022, with "2022" selected.

### Soubor ke stažení

[Otevřít studijní plán oboru Anglický jazyk \(doktorské studium\) platný pro studenty přijaté v letech 2017 až 2022](#)

Thus, it is your duty to check whether the **ISP contains all of the requirements prescribed by the SAP and whether the years of fulfilment are assigned to the individual duties**. Also check the **topic of the dissertation and its language** (in the event of an error in the dissertation, contact the study officer of your programme).

**Plan details - PROPOSAL**

- + Student:
- + SAB Chair:
- + Supervisor
- + Advisor:
- + Status of plan

**Assessment of study plan**

ISP proposal assessment:

**Enter the assessment of the IC proposal.**

Max length 500 characters, typed 0, 500 remaining.

SAB meeting date (if not today):  [dd.mm.yyyy] **← Fill in the date of the SAB meeting.**

**Then save the assessment of the IC proposal.**

**If your assessment is final, you can select the *Save and approve* option on the right.**

From this year students can add to their ISP two new individual parts which allow more detailed description of the progress on the doctoral dissertation and the description of the course of study.

They find this option below the list of duties in the proposal:

		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

Detail of the ISP with new 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



## V. Returning the study plan proposal to the student/supervisor

If you find an error in the ISP proposal, you must return the study plan to the student or the supervisor (only the student can edit the ISP).

**Plan details - PROPOSAL**

- + Student:
- + SAB Chair:
- + Supervisor:
- + Advisor:
- + Status of plan

**The Commentary to return the plan proposal**

Text of commentary:

Enter a commentary.

Max length 1300 characters. 0 / 1300 remaining.

Then confirm this with the *Send* button.

