

Manual for supervisors – how to work with the proposal for the individual curriculum

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I. Logging in to the IC module and displaying the ICs of your PhD students

After logging in to SIS at the following address: <http://www.is.cuni.cz/studium>:

SIS Student Information System (core version: 2282) Thursday 4th August 2022

Role: **Učitel (i pro zápis výsledků a hodnocení PhD studentů), 21-** [AHS], FF Faculty of Arts

59:51 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

Time-table

- Individual study plan for PhD students

Admission process

- Admission
- Admission requirements

Utils

- Accreditation RVH NAU
- Internships
- Committees
- Statistical reports
- Invitations for state exams and defences

Noneducational agenda


- Receiving a foreign visitor
- Central catalogue
- E-resources Portal
- Discovery system
- Moodle (E-learning)
- UK Forum
- UK Point
- Centrum Carolina
- Doctoral Study Hub
- Klub Alumni

1. If you want to display students and their ICs, you must first log in to SIS and then select the role Instructor (even for entering the results and assessments of PhD students).

2. Then select the module Individual curriculum of PhD students.


Details of the filter in the module Individual curriculum of PhD students:

• my students

Study branch: 

Transfer: all with transfer without transfer

Form of study:


Study status: graduated withdrawn interrupted studying 


Role: Student Supervisor Advisor

Given name(s):

Last name:

State of plan:

Year of commencement of study: 

Only with plan

State of assessment:


Year of assessment:

Study status as of 30 September of the assessed year

With assessment only


Plans with a set and unfinished additional assessment


Display: results per page



Here you can filter students as their supervisor or advisor according to the entered parameters.

It is advisable to clear the filter before starting a new filter search by clicking the "Clear filter" button, because the system remembers the data entered in the filter when you were previously logged in to SIS.

Given and last name ↓ ↓	State of the plan ↓ ↓	Plan ↓ ↓	Study status ↓ ↓	Year of admission ↓ ↓	Study branch ↓ ↓	Supervisor ↓ ↓	Advisor ↓ ↓
<input type="checkbox"/>	 ISP proposal supervisor ⇒ Subject Area Board		studying (23.08.2022)	2022			

Results 1-1 of 1 




After clicking on the blue icon, the details of the proposal for the curriculum are opened.

Under the filter fields menu, a list of your students is displayed. Next to the first name and surname field in *Curriculum status*, the status of the proposal for the curriculum is displayed, as well as where it is in the approval process or to whom it has been forwarded/returned.


II. Details of the proposal for the curriculum and checking the proposal

Details of the proposal for the curriculum – structure:


Individual study plan for PhD students (version: 711)
 Monday 12th September 2022
 Details of individual study plan
 Role: Učitel (i pro zápis výsledků a hodnocení PhD studentů), 21-
Faculty of Arts

59:16
Home
Star
Plan
Search
Details of ISP

Plan details - PROPOSAL

- + Student:
- + SAB Chair:
- + Supervisor:
- + Advisor:
- Status of plan
 - Responsibility: supervisor
 - Previous responsibility: student
 - Change: 07.09.2022 14:34
 - ISP proposal assessment by supervisor:
 - ISP proposal assessment by SAB:
 - Date of SAB:
 - Date of approval:
 - Plan proposal in PDF: 

+ History of reasons for returning of the proposal of the individual study plan

- Dissertation and progress on the dissertation

Type	Title, details	Commentary	Year of insertion
doctoral dissertation			2022/2023

In the next image, you can see the continuation of the display of the curriculum proposal with the overview of obligations. Obligations that are mandatory according to the subject-area curriculum are entered automatically in the IC for the student by the system. It is up to the student to modify the curriculum and to add optional subjects. For some optional subjects, the student can select the year of fulfilment in agreement with their supervisor.

State doctoral exam and doctoral dissertation defence

Type	Code	Title, details	Ac. year	Commentary
thesis defence	AX0007305	Defence of the PhD Thesis	2025/2026	
Doctoral exam	ASDZK0001	State PhD Examination	2024/2025	


Course of study

** no data found*

List of duties

Type	Code	Title, details	Ac. year	Semester	Commentary	Year of insertion
course	AXKADOS01	Doctoral Seminar I	2022/2023	both		2022/2023
course	AXKADOS02	Doctoral Seminar II	2022/2023	both		2022/2023
course	AXKAOAK10	Peer-reviewed Publication	2022/2023	both		2022/2023
course	AXCJSPE05	Sociolinguistics	2022/2023	both		2022/2023
course	AXKADOS03	Doctoral Seminar III	2023/2024	both		2022/2023
course	AXKADIS02	Annotated Plan	2023/2024	both		2022/2023
course	AXKAOAK09	Active Conference Participation	2023/2024	both		2022/2023
course	AXKADOS04	Doctoral Seminar IV	2024/2025	both		2022/2023
course	AXKADIS03	Chapter of PhD Thesis	2024/2025	both		2022/2023
course	AXKAOAK11	Internship Abroad	2024/2025	both		2022/2023
course	AXKATMS02	Theoretical and Methodological Seminar I	2024/2025	both		2022/2023
course	AXKASPE22	Art and Archeology of Ancient Greek World and Roman Empire	2025/2026	both		2022/2023
course	AXKATMS03	Theoretical and Methodological Seminar II	2025/2026	both		2022/2023

Supervisor action:



In the *Commentary* column, you can add a comment to a specific subject by clicking the pencil icon. You can enter the comment in the next step – see image below.

Plan details – Proposal – Comment on a duty:

Plan details - PROPOSAL	
+ Student:	
+ SAB Chair:	
+ Supervisor:	
+ Advisor:	
+ Status of plan	

comment on a duty	
Course code:	[AXCJSPE05]
Academic year:	2022/2023
Semester:	both
* Commentary:	<div style="background-color: #ffffcc; height: 150px; border: 1px solid black;"></div>
Max length 255 characters, typed 0, 255 remaining.	
<input type="button" value="Save"/>	

From this year students can add to their IC 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	

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

Detail of the IC with new 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:			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

The individual curriculum (IC) of your PhD student **must correspond to the subject-area curriculum (SAC)** which can be found at 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 *2024*. Below the table, you will see a link to the SAC file.

Samostatnost / sdruženost (oborovost)

- samostatné – jednoobor
- sdružené – dvouobor

Druh studia

- bakalářské
- doktorské**
- magisterské pětileté
- navazující magisterské

Program (obor)

- Anglická a americká literatura
- Anglický jazyk
- 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
- Classical archaeology
- Clinical psychology and health psychology
- České dějiny

Rok přijetí

- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023
- 2024**

Soubor ke stažení

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

Thus, it is your duty to check whether the IC contains all of the requirements prescribed by the SAC and whether the years of fulfilment are assigned to the individual obligations. 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).

III. Commenting on the proposal/returning the proposal to the student/submitting the proposal to the subject-area board

Below in the details of the curriculum in the field *Supervisor action*, there is a drop-down menu where you select what you want to do. There are three options:

1. Comment on the final proposal
2. Return the proposal to the student
3. Forward the curriculum proposal to the subject-area board.

The screenshot displays a web interface for 'Plan details - PROPOSAL'. It features several expandable sections, each with a plus icon and a label: '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', 'State doctoral exam and doctoral dissertation defence', 'Course of study', and 'List of duties'. The 'Supervisor action:' section is highlighted with a red border and contains a dropdown menu with three options: 'comment on the final proposal', 'send the plan back to student', and 'forward the plan to Subject Area Board'. A 'Go' button is located to the right of the dropdown. The page footer includes the text 'Charles University | a href="http://www.ff.cuni.cz/home/">Faculty of Science'.

1. Commenting on the final proposal

Plan details - PROPOSAL	
+ Student:	
+ SAB Chair:	
+ Supervisor	
+ Advisor:	
+ <u>Status of plan</u>	

Assessment of study plan	
ISP proposal assessment:	<div style="background-color: #ffffcc; height: 150px; width: 100%;"></div>
Max length 500 characters, typed 0, 500 remaining.	
<input type="button" value="Save"/> <input type="button" value="Save and submit to Subject Area Board"/>	

You can just *Save* the assessment of the IC proposal if you would like to work on the proposal at a later time. If the assessment of the IC proposal is final, you can select the second option – *Save and forward to the subject-area board*.


2. Returning the curriculum proposal to the student for supplementing

Plan details - PROPOSAL

- + Student:
- + SAB Chair:
- + Supervisor
- + Advisor:
- + Status of plan
- + History of reasons for returning of the proposal of the individual study
- + Dissertation and progress on the dissertation
- + State doctoral exam and doctoral dissertation defence
- + Course of study
- + List of duties
- + Supervisor action:
send the plan back to student

is.cuni.cz

Are you sure to return the plan proposal?



In the *Supervisor action* field, select *Return curriculum proposal to student* and then confirm this. In the next step, you can add any necessary commentary.

Plan details - PROPOSAL


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

The Commentary to return the plan proposal

Text of commentary:

Empty text area for commentary.

Max length 1300 characters, typed 0, 1300 remaining.



After adding the reasons for returning the curriculum, confirm this with the *Send* button.

3. Forwarding the curriculum proposal to the subject-area board

Plan details - PROPOSAL

- + Student:
- + SAB Chair:
- + Supervisor
- + Advisor:
- + Status of plan
- + History of reasons for returning of the proposal of the individual study
- + Dissertation and progress on the dissertation
- + State doctoral exam and doctoral dissertation defence
- + Course of study
- + List of duties
- + Supervisor action:
forward the plan to Subject Area Board

is.cuni.cz

Are you sure you wish to submit the plan proposal? No further changes will be possible.

OK Zrušit

You can forward the curriculum proposal with your completed and saved commentary to the subject-area board even in the step *Supervisor action*, where you select from the drop-down menu *Forward curriculum to subject-area board*. Once you confirm this step, it is final, and the curriculum proposal is sent.