

Manual for subject-area boards – how to work with the proposal for the individual curriculum

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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 location "Charles University". The role is set to "Teacher, OR, study programs (all faculties), UK". A red arrow points to this role selection dropdown menu. Below the header, a green bar shows the time "59:52" and options for "Text mode" and "Another role". The main content area is titled "SIS4" and contains a red instruction: "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." Below this, there are several menu sections: "Education" with icons for Final Exams, Setfeni, Subjects, Student thesis, and Inquiry; "Time-table" with icons for Office hours and Individual study plan for PhD students; "Admission process" with icons for Admission and Admission requirements; and "Utils" with icons for Navigation for 3rd Party Application, Committees, and Statistical reports.

The role **Instructor, SAB, study programmes (all faculties), CU** is automatically assigned to members of all subject-area boards. 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:

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 Curriculum status column displays information on whether the curriculum is a proposal or whether it has already been approved. In the column *Responsibility (curriculum proposal)*, you can see who currently has the curriculum proposal in their responsibility. In the image below, you can see an example of the IC in the status of proposal and the curriculum 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 **1**

III. Options for working with the IC 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 curriculum proposal

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)	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](#)

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).

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 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	

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	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 curriculum proposal to the student/supervisor

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

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.