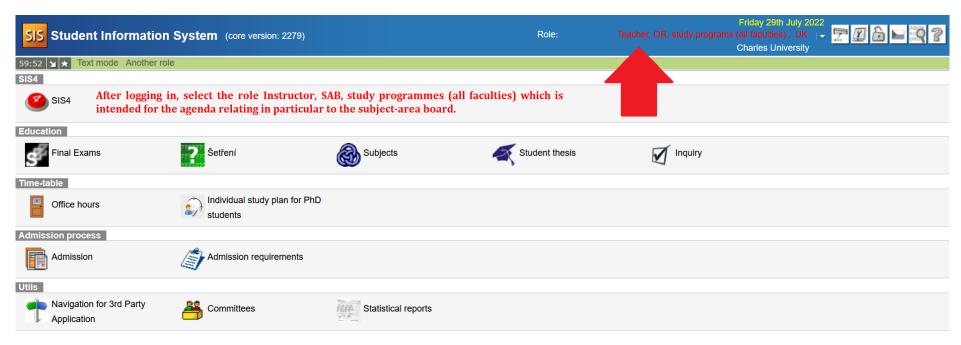
# Manual for subject-area boards – how to work with the proposal for the individual curriculum

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



The 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

on the "Search" button.

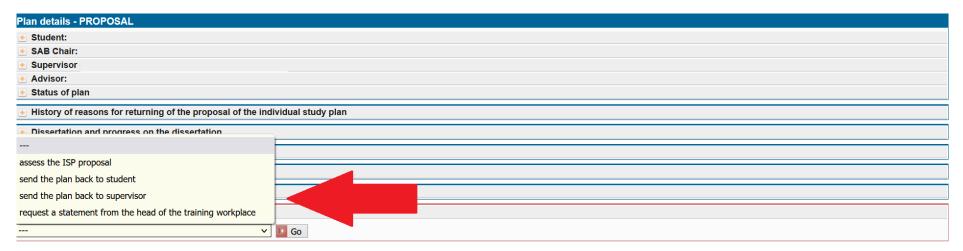
Personal ID:							
Title of doctoral dissertation:							
Dissertation ID:							
	my students		Using the filter, you can select whether you want to display				
	☐ Students of branches under my SAB <a>②</a> <a>≅</a>	students that you supervise, students of study areas who					
	Students of branches, where I am the SAB Chair 🗿 🕏		you are a member of the SAB/chair of the SAB, or guarantor of the programme of study.				
	☐ Students of branches for which I am the guarantor of the study programme ♣		of the programme of study.				
Plan ID:							
	☐ Change of a study status <a>②</a>		You can also use the filter to select specific requirements.				
State of plan:	v						
Year of commencement of study:	2021/2022						
State of assessment:	v						
Year of assessment:							
Assessment result:	Study status as of 30 September of the assessed year  v  With assessment only						
	Plány s nastaveným a neukončeným mimořádným hodnocením	It is advisable to	always clear the filter by selecting the				
State doctoral exam status:			n, because the data that you entered the last				
Language of instruction:	v	time you logged in to	to SIS remain in the filter.				
Display:	50 v results per page						
	search Clear filter						
Confirm your selection b	y clicking						

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.

2	Facult	Given and last name		Year of admission	Study branch	Supervisor	State of the plan	Responsibility (plan proposal)	Last revision	Assessment status (Sup/SAB)	Responsibility (assessment)
	FF		studying	2022			ISP proposal	supervisor ⇒ Subject Area Board		-	-

Results 1-1 of 1

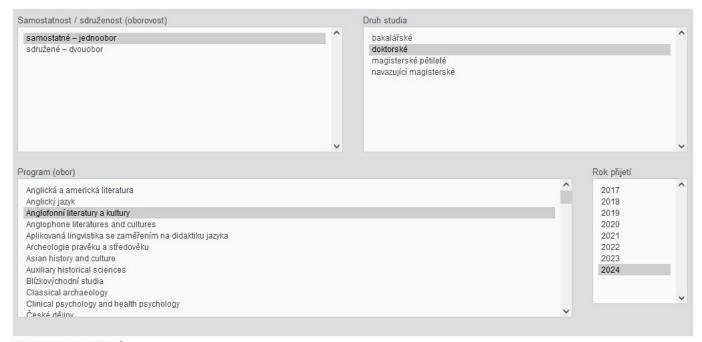
# III. Options for working with the IC proposal



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

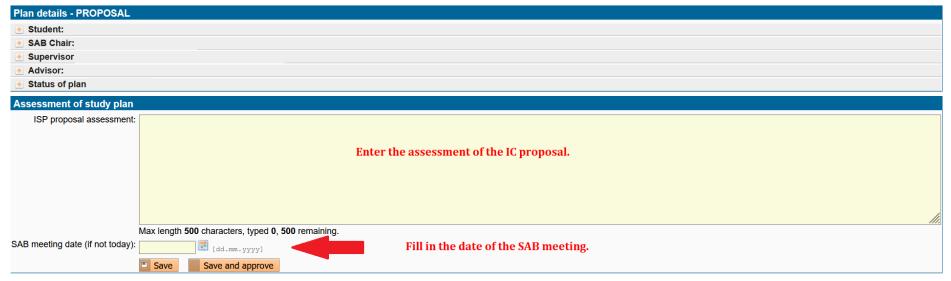
The individual curriculum (IC) of your PhD student **must correspond to the subject-area curriculum** (SAC) which can be found at <u>plany.ff.cuni.cz</u>. The menu expands from left to right, so first select *single area of study*, then *PhD* studies, then the respective *programme* (area of study), and finally the year of admission 2024. Below the table, you will see a link to the SAC file.



#### Soubor ke stažení

<u>Otevřít studijní plán oboru Anglofonní literatury a kultury (doktorské studium) platný pro studenty přijaté v letech 2021 až 2024</u>

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).



Then save the assessment of the IC proposal.

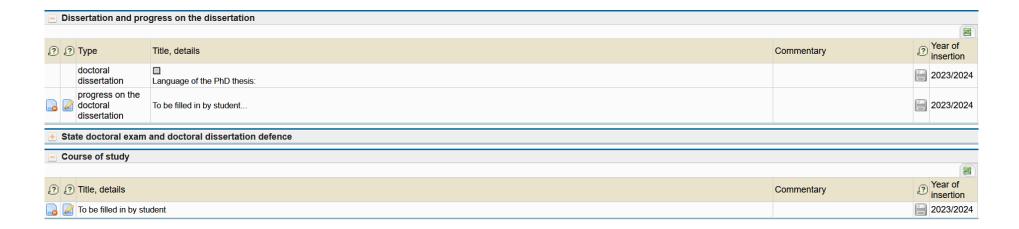
If your assessment is final, you can select the Save and approve option on the right.

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:



### Detail of the IC with new added parts:



# 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).

