

Subject enrollment in SIS

methodological instructions for doctoral students

First-year doctoral students will create their own individual study plan (ISP). Once the ISP has been approved, the student will enroll in the subjects of their study plan for the particular year and semester in the Study Information System (SIS). The deadlines for creating an ISP and enrolling in subjects in SIS are set forth in the particular [Schedule for the Academic Year](#).

Students enroll in all of their subjects themselves. The only exception is the state doctoral examination, which is scheduled for students by a study advisor. Even in the case of a subject that a student fails to pass, when taking it again the second year the student must enroll in this subject in SIS by him/herself. **There is no automatic enrollment for any subjects!**

For successfully entered subjects (i.e. binding enrollment) the “preliminary” status in the Subject Enrollment and Scheduling application will disappear and teachers will see the students listed in the *Test Results* application.

When enrolling in SIS subjects for the summer semester, it is not possible in any way to modify subject enrollment retroactively for the winter semester of the same academic year.

Once SIS is closed, subsequent enrollment in subjects will only be possible in exceptional cases (filling up course capacity, excursions, etc.) based on the written request of the student approved by the department head for the particular subject.

Wishing you all the best in your studies,

doc. RNDr. Pavel Chromý, Ph.D.

Vice-Dean for Academic Affairs

Prague, 11 September 2017

Additional detailed information

Foreign language instruction at the Faculty of Science

If the Departmental Board requires that the ISP include a language examination, then this information will be included in the overview of Departmental Board requirements at: <https://www.natur.cuni.cz/fakulta/studium/agenda-phd/pozadavky-oborovych-rad-studijni-planu>. Foreign language instruction is part of the lifelong learning program. More details are available at: <https://www.natur.cuni.cz/fakulta/studium/agenda-phd/jazykova-vyuka>.

Subjects in the SIS database – other Faculties of Charles University

Enrollment in subjects offered by other CU faculties takes place according to the schedule of the particular faculty.

Subjects offered by other universities – including schools abroad (courses outside the CU database):

As soon as study obligations are met (examination passed/ credit given) the student will fill out a written application containing the following information:

- Czech and English name of the subject according to the information system of the university,
- entire name of the instructor including title, department supervising instruction of the subject, faculty and university
- confirmation from the instructor of course grade (possibly grade in transcript), date of examination/grade, including signature of instructor.

The fulfilment of study requirements will be entered into SIS for the student by the Study Department.

A study plan for study abroad through the Erasmus program will be filled out by the student in the CU application that will then generate a binding approval form. The successful completion of courses and study requirements abroad, including Czech translations, will be entered into SIS by the Study Department once the student has returned.