Student Information System (International Exchange Student Manual)

I. Introduction to Student Information System

Welcome in Student Information System.

A student information system (SIS) is a software application for education establishments to manage student data. All students are required to register and enroll their future subjects on-line. The students are encouraged to do this before the semester starts.

Firstly, this is the illustrative guide which is supposed to introduce you how SIS works. You will mainly need it for searching the subjects for your Learning Agreement which you have to have before your arrival to the Czech Republic.

You can find Student Information System on the website: https://is.cuni.cz/studium/index.php

For using Student Information System in English, switch the languages by clicking on the flag of Great Britain at the top right (after you will click there, British flag will change in Czech flag).

Now you have SIS in the English version.
Directly next to the Czech flag are two boxes – one for Login and the second one for Password. You will get your login and password after the personal registration at Charles University. So remember, you won’t have it before your arrival at Prague. That simply means that you will use SIS just as an anonymous user without login.

As you can see, the plenty items are over there. For now, you will the most probably work just with the first area Education. In this area you will find Subjects, Thesis (Selection of subject), Inquire, Exam dates.

In this Education Area, click on Subjects.
Now you are in the *Subjects*. There you can search for subjects which you would like to study at Charles University in Prague.

Firstly, you should know one important thing. It’s possible that you find the subject, in which you are interested, but there won’t be taught in the future academic year.

You should know that you can switch the academic years by clicking on *Setup*.

Now you can choose the academic year which you are looking for. After clicking on specific academic year, the whole setup should change you according the chosen academic year. You can check it out the main box (where the first red arrow shows).

Now, look at the green line. You will find *Search…, Teachers, Departments, Classes, Classification, View by plans* and *Setup* there. The best way how to find the subjects is by clicking on *Search…*.
Then choose **Faculty of Arts** in the *Faculty box* and **Winter/Summer/Both** in the *Semester box*. Click on *Search*.

Now you can see all subjects which are taught by Faculty of Arts.
However, for you, as the exchange students, we figured out a better way how to search for subjects. You simply find the subjects through the field of your study (Translation, History, Sociology, Anthropology, History of Arts, etc.)

All you can do is just click on Class box and choose particular field, in which you are interested.
Let’s have a look what happens when you choose for example Sociology. Choose the particular class (in our case Sociology) and click on Search.

Now you have a list of all subjects which are taught by Department of Sociology or which focus on sociological issues. The first arrow points at the code of subject, the second one at the title of particular subject, the third one at the semester, the fourth one at the duration and type of examination. The fifth one points at departments.
If you want to know the basic information about particular subject, simply click on the title of this subject. On the left side you can find the information about it. The first arrow on the top points at the **teacher’s name** of particular subject, the second arrow points at the **annotation** of this subject.

So that’s it 😊

If you want to find more subjects, then simply repeat the action exactly in the same way, how it has been described upwards.