

Registration for subjects

Manual for registering for subjects in the schedule

You have become students of the Protestant Theological Faculty (“the Faculty”) of Charles University (“CU”). To be able to study successfully and without unnecessary interruptions, you must first take several administrative steps. Paying attention to this document is one of those steps. Even though it is relatively long, it is necessary to persevere and read the whole document.

Introductory information on Charles University, its structure, and study are available [HERE](#).

1) After enrolment in study you will receive a study credit book from the [Study and Student Affairs Office](#).

2) Every student must have a **CU student card**. After enrolment at the Study and Student Affairs Office you will obtain a student card in the [Card Service Centre](#) in Celetná Street No. 13 (the link also contains other useful information). With the student card you will also receive **login details** for various University systems. The [Study Information System \(SIS\)](#), which is used for comprehensive records of the study and for communication, is absolutely indispensable. The password that you will receive with the login must be activated within five days.

NOTICE: **No one**, neither the Study and Student Affairs Office, nor the SIS administrator, nor anybody else, can retrieve your password if you forget it. If you forget your password, it is necessary to set up the password anew, which involves visiting the Card Service Centre again.

3) After [logging into SIS](#) it is possible to register for subjects in the schedule using the steps described below. We recommend checking out the [Faculty website information](#) which covers SIS. There is also a link to the SIS test environment which makes it possible to try anything you need. This test environment will also be used for the purposes of this manual.

General Information

4) Study at all faculties of CU is governed by the **internal regulations of CU**, and one of the most important regulations is the [Code of Study and Examination of CU \(CSE\)](#). Further details concerning study at the Faculty are provided in the [Rules of Study at the Protestant Theological Faculty of CU](#).

5) Article 4 of the Rules of Study provides, among other things, **the minimum number of credits** required for registration for the next unit of study (= year of study). The total number of credits in a bachelor programme is 180, in a post-bachelor programme it is 120. This also represents the “standard period of study,” which is three years in a bachelor and two years in a post-bachelor programme. In either case it is recommended to acquire 60 credits in each year of study. The minimum number of credits is a cumulative figure, it represents the total number of credits from the beginning of study. If a student acquires for example 65 credits in one year, in the following year it is possible to ease up a bit (even though we do not recommend it) and acquire “only” 55 credits.

6) The **minimum number of credits** provides the lowest number of credits the student must acquire per year (or for the given period of study) in order to be able to register for the next year of study. For example, if a student is in the third year of their bachelor programme, at the end of the year the student must have no fewer than 120 credits. If the student does not acquire such number of credits, it is unfortunately not possible to continue the programme of study. ([CSE Article 5 \(11\) and \(12\)](#)).

7) There are also other [regulations](#) which contribute to a successful course of study and coexistence at the Faculty, and some of them are available in the [English language](#). In particular we would like to draw your attention to the [Academic Calendar](#), which provides all key dates, such as the beginning and end of the teaching session, examination periods, holidays, registration for the next year of study, submission of diploma theses and registration for state examination, dates of consultations in combined study, and so on. **The Academic Calendar is binding** for everybody at the Faculty.

Preliminary registration for subjects

8) Preliminary registration is governed by the [Academic Calendar](#). Usually, the preliminary registration for subjects in SIS is possible as of 1 September, and continues until the end of the regular registration period, i.e., no later than on 30 September. Any changes, such as dropping or adding subjects, can be made in the period between semesters, usually at the turn of January and February. In this selection period it is possible to add and drop subjects as you wish and thus to change your schedule. After the end of this period (locking of SIS) your **registration for subjects is binding**. In this phase, changes can be made only in exceptional circumstances by the Study and Student Affairs Office.

9) Students choose subjects from the list of subjects, the **curriculum**, which is published on the website of the Faculty (see the curricula for full-time and combined study by individual fields of study at [STUDENTS](#)).

As is clear from the curriculum, **the subjects are divided into compulsory** (all of these subjects must be completed) and *elective subjects* (which give some choice, however, within the given group of subjects it is necessary to elect at least one or more subjects depending on the number of credits that must be acquired for the given group of subjects. Typically – languages.) Additionally, there are *optional* subjects. The students may choose these subjects depending on their wishes, needs, interests, and possibilities. Many of these subjects are completed through distance learning (= by means of internet and [MOODLE](#), the learning portal. You can tell that they are to be completed through distance learning by the letter D at the end of the code, e.g. RETD. Students are recommended to also choose subjects taught in foreign languages, subjects offered by other fields of study or other faculties, and potentially also by other higher education institutions. The necessary minimum number of credits that must be acquired for optional subjects is also provided in the curriculum.

10) The second part of the curriculum contains **an example of a recommended course of study**, which makes it easier to understand how the study may be structured into individual years. For example, in the PSP study programme the curriculum is structured by years of

study. Combined study is considerably restricted by the schedule, so students are advised to stick to the recommended curriculum and schedule.

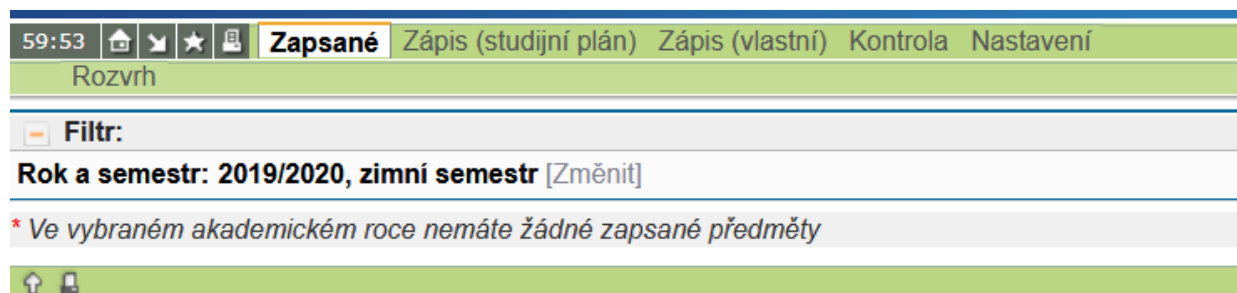
Procedure

11) Log into SIS using for example the link [HERE](#). To do this, you will need your login and password (see point 2) which you will enter in the top right corner.

12) Open the module “*Zápis předmětů a rozvrhu*” (*Student registration for subjects*):



13) In the “*Filter*” (*Filter*) textbox, choose the semester for which you wish to choose subjects (i.e., 2021/2022, winter [or summer] semester). Sometimes it is necessary to know which academic year we are in: for example the 2021/2022 academic year is considered the 2021 academic year (even if we are in May 2022), and 2022/23 is referred to as 2022, and so on.



14) In the menu choose “*Zápis (vlastní)*” (*Registration (own)*).” (The option “*Zápis (studijní plán)*” (*Registration (curriculum)*) is not yet available.) This will open a filter where you can select subjects from the database. Unless you want to search the subjects of another faculty, it is necessary to choose “*Evangelická teologická fakulta*” (*Protestant Theological Faculty*) in the field “*Fakulta*” (*Faculty*). Then it is possible to set search criteria – by academic departments (field entitled “*Garant*” (*Guarantor*)), codes, subject titles, or language of instruction.

We HIGHLY RECOMMEND you to choose the subjects in advance according to the curriculum which can be found on the Faculty website [by fields of study HERE](#) (see also points 9 and 10). You should also enter the codes which provide a unique identification of every subject.

A note on codes: They clearly identify which programme of study they refer to (RET – Protestant Theology; RP – Pastoral and social work; RDI – Diaconia, etc.) A code containing “K” (e.g., RETK or RPK) means that they are subjects designed for combined study. The code RETD means that the subject is completed through distance learning (see point 9). RETA identifies subjects taught in the English language. The first numeral in RET – RETK codes states which academic department or field of study is concerned (RETK1xxx – a subject of Protestant Theology, combined study, Old Testament; RETK2xxx – the same, New Testament, etc.). In PSP the first numeral identifies the year of study (RP1-3). Subjects whose codes begin with RP4xxx are usually elective for the third year of study. To make it clearer and more exciting, since the 2021/22 academic year we also have codes with the letter “N” (this applies primarily to EvT – RETN – RETKN). They identify the subjects of the new accreditation system into which students were first admitted in 2021.

59:46 Zapsané Zápis (studijní plán) **Zápis (vlastní)** Kontrola Nastavení

Filtr:

Fakulta:

Rok a semestr: **2019/2020, zimní semestr** [Změnit]

Garant:

Kód předmětu:

Název obsahuje:

Jazyk výuky:

Zobrazit pouze předměty s volnou kapacitou:

Zobrazit: výsledků na stránku

s ohledem na diakritiku

• Zobrazený výsledek může být omezen dalšími vnitřními podmínkami oproti zadanému filtru.

Kód	Název	Odkazy	Kapacita	Začátek	1. sem.	2. sem.	Kredity 1/2 sem.
✘ RET2001	Úvod do studia Nového zákona	[předměty] [rozvrh]	0 / x	zimní	1/0 Z	1/0 Z+Zk	2/3
○ RET2005	Literární úvod do Nového zákona	[předměty] [rozvrh]	0 / x	zimní	1/0 Z		1/0
○ RET2021A	New Testament Seminar	[předměty] [rozvrh]	0 / x	zimní	0/2 Z(+Zk)		6/0
○ RET2032	Exegeze Nového zákona	[předměty] [rozvrh]	0 / x	zimní	1/0 Z		2/0
○ RET2036	Exegeze Nového zákona	[předměty] [rozvrh]	0 / x	zimní	2/0 Z		2/0
○ RET2045	Dějiny rané církve	[předměty] [rozvrh]	0 / x	zimní	1/0 Z		2/0

Výsledky 1-6 z 6

15) Each subject must be entered individually (= the steps below must be taken for each subject separately):

For example, you may enter *RET2*, or *RETN2* code (meaning subjects from the New Testament) in the field entitled “Kód předmětu” (*Subject Code*) and a list of all relevant subjects will be displayed (taught in the relevant semester). Using hypertext links it is possible to display more detailed information about the subjects including their schedule. In the left column next to the subject, there is either a red cross (= meaning you cannot register, you have already completed the subject) or a radio-button, which can be used to select the subject. It is possible to select in this way only one of the subjects displayed at a time (unfortunately ...). By clicking on “**Zapsat**” (*Register*) the selected subject will be added to those you have registered for.

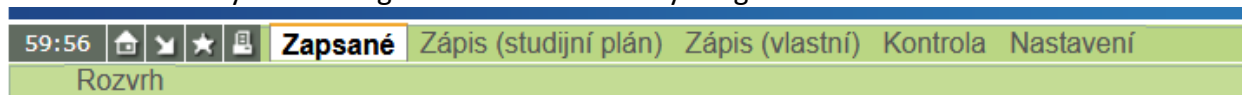
16) Any time during this process you can click on “Zapsané” (Registered) in the top left main menu and check which subjects you have selected and how many credits these subjects represent. It is up to you to check whether the number of credits is sufficient. (In the Protestant Theology field of study you can add credits for partial examination forming part of the comprehensive examination that you intend to take in the course of the relevant academic year. In bachelor programmes, three credits are awarded for an examination, and in post-bachelor programmes four credits are awarded.)

Filtr:						
Rok a semestr: 2019/2020, zimní semestr [Změnit]						
	Semestr	Kredity		Rozsah	Kód	Název
		počet	zim. let.			
	zimní	6		0/2 Z(+Zk)	RET2021A	New Testament Seminar
	zimní	2		2/0 Z	RET2036	Exegeze Nového zákona
	zimní	6		0/2 Z	RET6021	Homiletický seminář
	zimní	4		2/0 Z	RET6035	Kolokvium ekumenické teologie
	zimní	18				
	letní		0			

17) It is important to check the prerequisites: After finishing the selection of subjects for both semesters (in the 21/22 academic year in September it is only possible to enter the winter semester!) select the option *Žádost o kontrolu* (“Check request”) in the main menu *“Kontrola”* (Check). This will send the selection of subjects for automatic check. The system will display in red font “Bylo požádáno o kontrolu, ale zatím nebyla provedena” (A check was requested but not yet performed.). It is necessary to wait a few seconds and then click on *“Obnovit výsledek”* (Refresh the result). The field entitled *“Výsledek poslední kontroly”* (Result of last check) will display either “Nenašly se chyby” (No mistakes found) or a list of mistakes which need to be resolved. This check will reveal only one type of mistake: **prerequisites not completed** (i.e., registration for a subject is conditional upon previous completion of another subject). For example “RET3021 Seminář církevních d...nesplněná prekvizita RET3100-Historická teologie – 1. souborná zkouška” (RET3021 Church history seminar ...prerequisite not completed: RET3100-Historical theology – 1st comprehensive examination.) (You cannot register for the seminar unless you have completed the first examination in the given discipline or you have completed a bachelor study of theology.) Language courses (Greek, Hebrew) are primarily prerequisites; introductions and partial examinations of the first comprehensive examination are prerequisites for registration for seminars. In the PSP field of study, subjects such as RP214 Methods of social work 2 often have a prerequisite RP114 – Methods of work 1. And to make it even more complicated, the subject RP214 Methods...2 is itself a prerequisite (= i.e., it is necessary to complete it first) for the subject entitled RP311 – Deviant social groups. The same applies to subjects of the RPKxxx series.

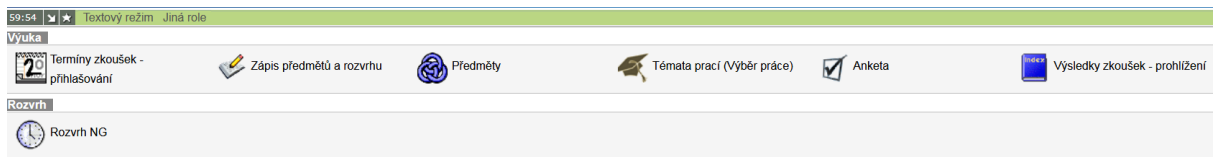
18) If the system reports incorrectly that a prerequisite was not completed (it does not know about your successfully completed examination or course credit), it is necessary to contact the relevant teacher to find out whether the teacher entered the examination in the system. An obstacle may be for example a course credit not entered in the system which should have preceded the examination, e.g., a course credit from Hebrew in winter semester. These are subjects which have the examination set to for example “Z+Zk” (course credit + examination). You can check that immediately – see the module “*Výsledky zkoušek-prohlížení*” (*Display examination results*) below – and ask the relevant teacher to enter the missing result of examination/course credit. Even this can prove to be complicated: teachers can enter grades only for the current academic year, grades for past academic years can be entered only by the Study and Student Affairs Office. It is necessary to have the result recorded in your study credit book. If you are convinced that the automatic check is incorrectly reporting a prerequisite not completed, please inform the Study and Student Affairs Office.

19) You can find out what your **schedule** looks like by clicking on *Rozvrh* (*Schedule*) in the top main menu. And you have a good chance that everything will be as it should.



20) If everything is as it should be, if you have registered for all compulsory, elective, and optional subjects, record them in your study credit book. The next chance to change the registered subjects will be on the turn of January and February (see point 8).

21) During the course of your studies, the module “*Výsledky zkoušek-prohlížení*” (*Display examination results*) will become increasingly important, you will find it upon logging into SIS:



In this module you will find an overview of registered subjects with the relevant course credits and examinations and the acquired credits.

22) You can also display your **SCHEDULE** via the module entitled *Rozvrh NG* (*NG Schedule*). It offers a number of options, however many of the options to display information do not work yet unfortunately. In this module you will find the option “*Můj rozvrh*” (*My schedule*). We recommend that you “click through” the module and find out what it can do. For example, if you cannot find your subjects, check whether you selected the correct academic year and semester.

23) **Personal data** need to be kept up to date for a successful course of study. Please see the section “*Ostatní*” (*Other*), usually at the bottom of the SIS introductory screen. In this module it is possible to print out a “*potvrzení o studiu*” (*certificate of study*), if needed.

We would like to wish you enjoyable and successful studies.

Updated in IX/2020 and IX/2021

LB

P.S. If you find a mistake in this document, something that is missing, or a link which does not work ..., please send an email to benes@etf.cuni.cz. Thank you.