



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>

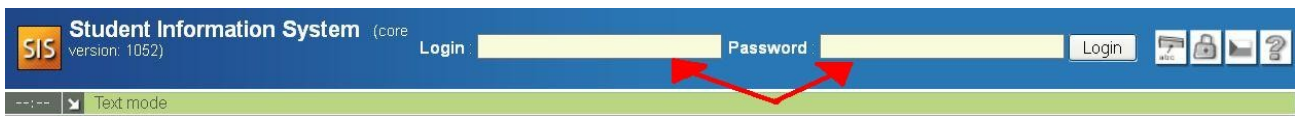
For using Student Information System in English, switch the languages by clicking on the *flag of Great Britain* at the top right (after you will click there, British flag will change in Czech flag).

The screenshot displays the SIS interface with the following elements:

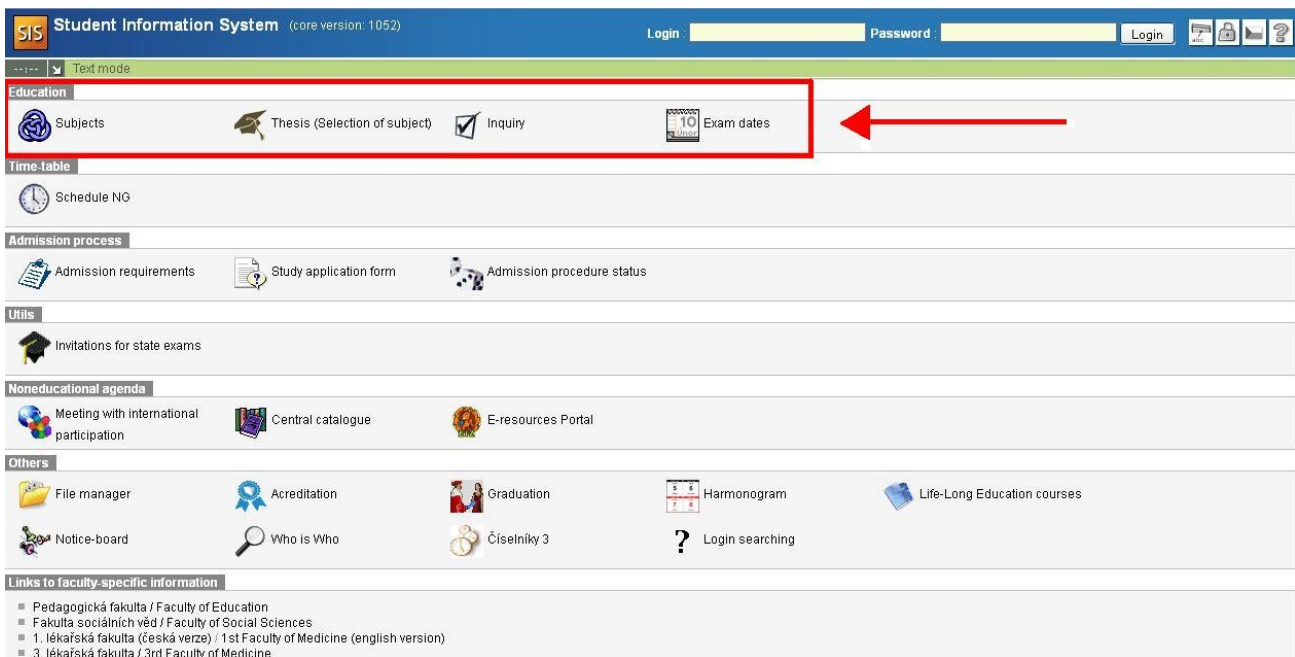
- Header:** 'Studijní informační systém (verze jádra: 1052)', 'Login', 'Heslo', and 'Přihlásit se' button.
- Language Selection:** Three icons in the top right: a Czech flag, a British flag, and a question mark. A red arrow points to these icons.
- Výuka (Courses):** Includes 'Předměty', 'Témata prací (Výběr práce)', 'Anketa', and 'Termíny zkoušek - přihlašování'.
- Rozvrh (Timetable):** Includes 'Rozvrh NG'.
- Přijímací řízení (Admission):** Includes 'Podmínky přijímacího řízení', 'Elektronická přihláška ke studiu', and 'Průběh přijímacího řízení'.
- Pomůcky (Tools):** Includes 'Pozvánky na státní zkoušky a obhajoby'.
- Nestudijní agendy (Non-study agendas):** Includes 'Pořádání akce s mezinárodní účastí', 'Centrální katalog', and 'Portál elektronických zdrojů'.
- Ostatní (Other):** Includes 'Souborový manažer', 'Akreditace', 'Promoce', 'Harmonogram', 'Evidence kurzů CŽV', 'Nástěnka', 'Hledání osob', 'Číselníky 3', and 'Vyhledávání loginů'.
- Odkazy na fakultně specifické informace:** A list of links to various faculties and departments.

Now you have SIS in the English version.

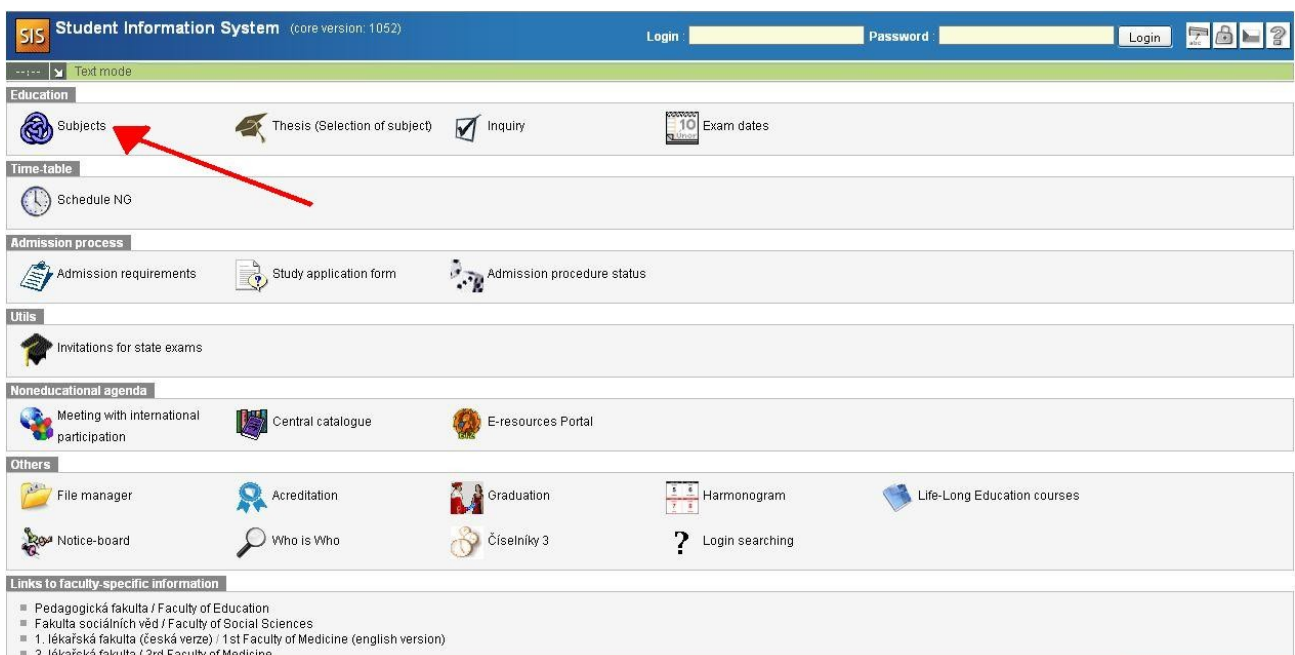
Directly next to the *Czech flag* are two boxes – one for *Login* and the second one for *Password*. You will get your login and password **after the personal registration** at Charles University. So remember, you won't have it before your arrival at Prague. That simply means that you will use SIS just **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*.



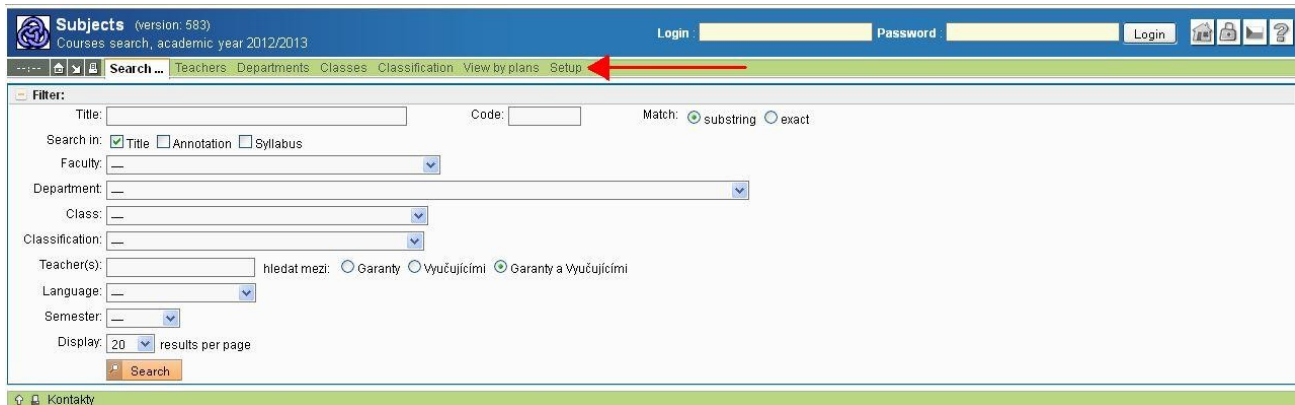
In this *Education Area*, click on *Subjects*.



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.

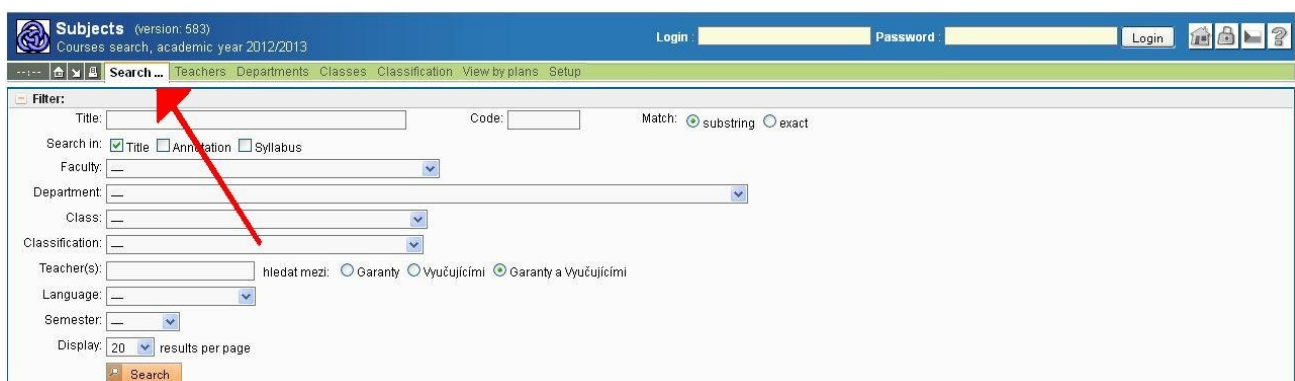
You should know that you can switch the academic years by clicking on *Setup*.



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*.

The screenshot shows the 'Subjects' search interface. The 'Filter' section includes fields for Title, Code, and Match (substring/exact). Search criteria are set to Title, Faculty of Arts, Department, Class, and Classification. The Semester is set to 'winter'. The Display is set to 20 results per page. A Search button is at the bottom.

Now you can see all subjects which are taught by Faculty of Arts.

The screenshot shows the search results for the Faculty of Arts. The results are displayed in a table with columns for Code, Title, Semester, Hours per week, examination, Department, and Faculty.

Code	Title	Semester	Hours per week, examination	Department	Faculty
AKM500124	A Figure, a Value, a Rule: The Chess Game in Modern European Thought and Literature	winter	0/2 C	21-UCLLV	FF
AXPUB0008	A Chapter in a Scientific Monograph (30 pages minimum)	both	0/2 other	21-DEK	FF
ACCE00001	A Language Course for English Speaking Students - Winter/Summer Term	winter	0/6 Ex	21-UBS	FF
ARM400203	A Modern Indian Language Course - Romani 2 (for non-Romnists)	winter	1/1 C	21-UJCA	FF
AX0007667	A Study for the Early Reception of Dvořák's Piano Concert G Moll	both	0/0 CT	21-DEK	FF
AXPUB0004	A Study in a Czech Current Contents Scientific Magazine	both	0/2 other	21-DEK	FF
AXPUB0002	A Study in a Czech Scientific Review Magazine	both	0/2 other	21-DEK	FF
AXPUB0001	A Study in a Departmental Scientific Magazine or a Collection of Essays	both	0/2 other	21-DEK	FF
AXPUB0005	A Study in a Foreign Current Contents Scientific Magazine	both	0/2 other	21-DEK	FF
AXPUB0003	A Study in a Foreign Scientific Review Magazine	both	0/2 other	21-DEK	FF
ASG200032	Accounting	winter	1/1 Ex	21-KSOC	FF

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.

The screenshot shows the 'Subjects' search interface. The 'Class' dropdown menu is open, displaying a list of exchange classes. A red arrow points to the 'Exchange - 14.2 Sociology' option. The main table below shows search results with columns for Code, Title, Semester, Hours per week, examination, Department, and Faculty.

Code	Title	Semester	Hours per week, examination	Department	Faculty
AKM500124	Exchange - 14.1 Political Sciences	winter	0/2 C	21-UCLLV	FF
AXPUB0008	A - Mezioborová nabídka volitelných předmětů	both	0/2 other	21-DEK	FF
ACCE00001	Exchange - 09.2 General and Comparative Literature	winter	0/6 Ex	21-UBS	FF
ARM400203	Exchange - 09.8 Non-EC Languages	winter	1/1 C	21-UJCA	FF
AX0007667	Exchange - 08.1 Philosophy	both	0/0 CT	21-DEK	FF
AXPUB0004	Exchange - 05.1 Teacher Training	both	0/2 other	21-DEK	FF
AXPUB0002	Exchange - 05.8 Educational Psychology	both	0/2 other	21-DEK	FF
AXPUB0001	A Study in a Czech Scientific Review Magazine	both	0/2 other	21-DEK	FF
AXPUB0005	A Study in a Departmental Scientific Magazine or a Collection of Essays	both	0/2 other	21-DEK	FF
AXPUB0003	A Study in a Foreign Current Contents Scientific Magazine	both	0/2 other	21-DEK	FF
ASG200032	Accounting	winter	1/1 Ex	21-KSOC	FF

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*.

The screenshot shows the 'Subjects' search interface. The search filters are set to Faculty: Faculty of Arts, Department: (empty), Class: Exchange - 14.2 Sociology, and Semester: winter. The search results table is displayed below the filters.

Code	Title	Semester	Hours per week, examination	Department	Faculty
AINDV5026	Art and Agency in India	winter	2/0 Ex	21-UJCA	FF
AZOV00015	Current Issues of the Political and Social Life in the Czech Republic & Challenges of the World	both	2/0 C	21-DEK	FF
ASGV00700	Czech Republic: Two Decades of Social Change I	winter	1/1 MC	21-KSOC	FF
ASGV00702	Chapters on social deviance	winter	1/1 MC	21-KSOC	FF
ASGV00588	Problems of globalization	winter	1/1 C	21-KSOC	FF
ASGV00703	Problems of globalization	winter	1/1 MC	21-KSOC	FF
ASGV00701	Readings in Contemporary Sociology	winter	1/1 MC	21-KSOC	FF
ASGV00586	Readings in Contemporary Sociology	winter	1/1 C	21-KSOC	FF
AISE00022	Video Games as a Sociocultural Phenomenon	winter	2/0 Ex	21-UISK	FF
APOV50065	Welfare State in the Age of Retrenchment	winter	0/2 MC	21-UPOL	FF

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*.

The screenshot shows the 'Subjects' search interface. The search filters are set to Faculty: Faculty of Arts, Department: (empty), Class: Exchange - 14.2 Sociology, and Semester: winter. The search results table is displayed below the filters.

Code	Title	Semester	Hours per week, examination	Department	Faculty
AINDV5026	Art and Agency in India	winter	2/0 Ex	21-UJCA	FF
AZOV00015	Current Issues of the Political and Social Life in the Czech Republic & Challenges of the World	both	2/0 C	21-DEK	FF
ASGV00700	Czech Republic: Two Decades of Social Change I	winter	1/1 MC	21-KSOC	FF
ASGV00702	Chapters on social deviance	winter	1/1 MC	21-KSOC	FF
ASGV00588	Problems of globalization	winter	1/1 C	21-KSOC	FF
ASGV00703	Problems of globalization	winter	1/1 MC	21-KSOC	FF
ASGV00701	Readings in Contemporary Sociology	winter	1/1 MC	21-KSOC	FF
ASGV00586	Readings in Contemporary Sociology	winter	1/1 C	21-KSOC	FF
AISE00022	Video Games as a Sociocultural Phenomenon	winter	2/0 Ex	21-UISK	FF
APOV50065	Welfare State in the Age of Retrenchment	winter	0/2 MC	21-UPOL	FF

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.

Subjects (version: 595)
Course, academic year 2012/2013

Login: _____ Password: _____ Login

Search... Teachers Departments Classes Classification View by plans Setup

Details

Art and Agency in India - AINDV5026

Guaranteed by: Institute of South and Central Asia (21-UJCA)	Guarantor: Mgr. Martin Hřibek, Ph.D.
Faculty: Faculty of Arts	Teacher(s): Mgr. Martin Hřibek, Ph.D.
Actual: from 2012	Class: Exchange - 03.6 History of Art
Semester: winter	Exchange - 03.9 Others-Humanities
Hours per week, examination: winter s.:20 Ex [hours/week]	Exchange - 14.2 Sociology
Points: winter s.:0	Exchange - 14.7 Anthropology
E-Credits: winter s.:6	
Examination process: winter s.:	
Volume of tuition:	
Capacity: unlimited / unknown (unknown) ^(?)	
Min. number of students: unlimited	
State of the course: taught	
Language: English	
Teaching methods: full-time	
Level:	

Annotation

A one-semester course "Art and Agency in India" will guide participants to explore diverse ways images are produced, enacted and seen in Indian cultural context. Drawing on Alfred Gell's "Art and Agency: An Anthropological Representation of the Actors?" A wide range of material from clay Hindu idols to contemporary video installations will invite you to contemplate how those objects are embedded in networks of social fabric.

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.