

# SIS

Student Information System PRA(ctical) GU(id)E

# HOW TO GET ENROLLED INTO COURSES AND OTHER USEFUL INFORMATION

### What you need first....

- Go to the Celetná 13 building to get your Student ID card
- With your CU student card you will gain access to faculty apps.
- As login please use the <u>numerical code</u> under your photo.
- With your card you will also receive a temporary password that you have to change according to the instructions.
- You will receive the instructions with the password and login.









### **IMPORTANT DATES:**

- The SIS system will be open for enrolment FROM 02. 10. 2024 until 16. 10. 2024!
- Students have to deliver the form "CHANGES to LA" to the International Office
  - before 31. 10. 2024!
  - In person to room R443
  - To email address jana.peclova@pedf.cuni.cz



# SIS Student Information System Charles University Adaptation Course

https://youtu.be/PZohnCM6XC4?si=hphsXRVvUP6xUws4

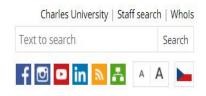
Please watch the following video and then proceed to Faculty of Education <u>specific</u> instructions in this guide.

# Quick and Easy... <a href="https://pedf.cuni.cz/PEDF-1">https://pedf.cuni.cz/PEDF-1</a> 1.html

## J.A.K. UČIT?



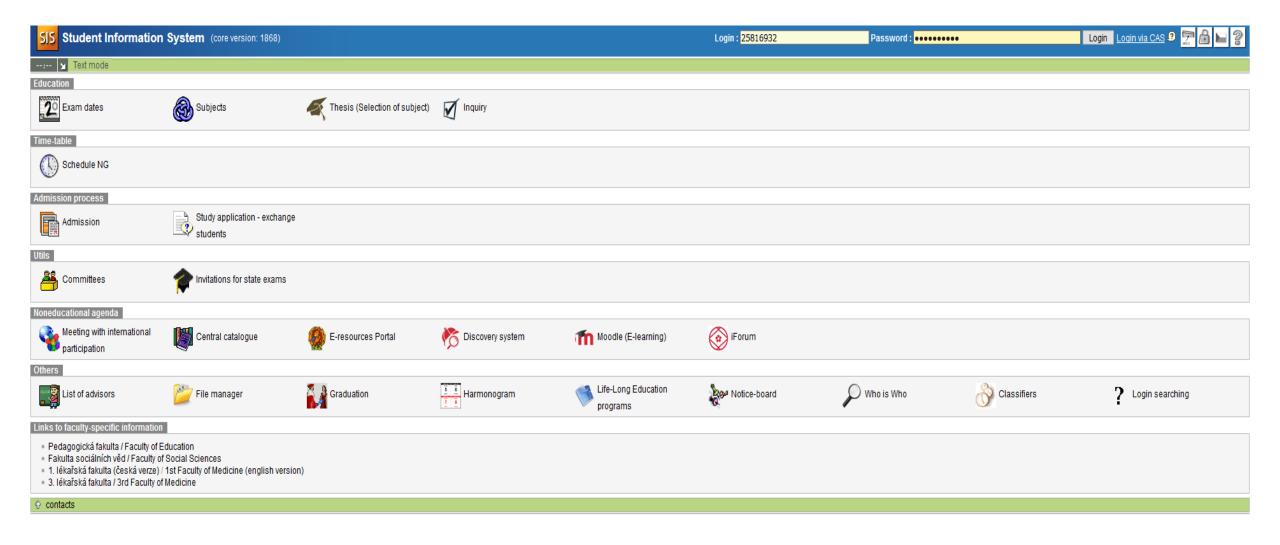






### Login is the <u>number under your photo</u> on your CU Student Card/ISIC.

You have received the password with your CU Student Card/ISIC.

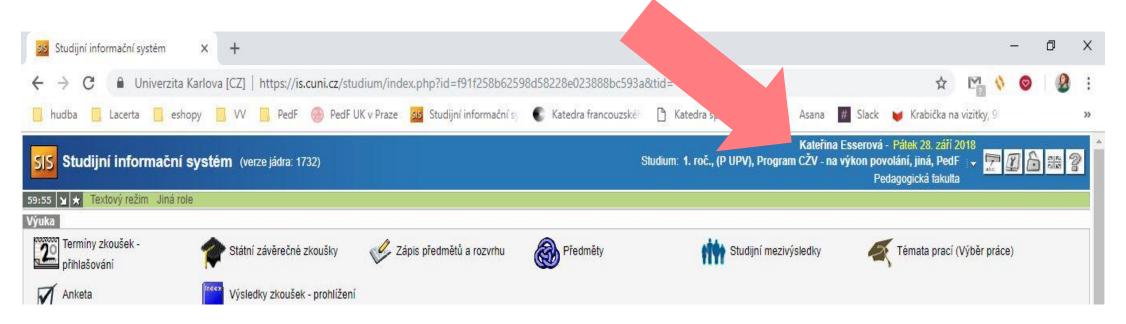


After loging in you will see your name, year of study and type of study.

This icon

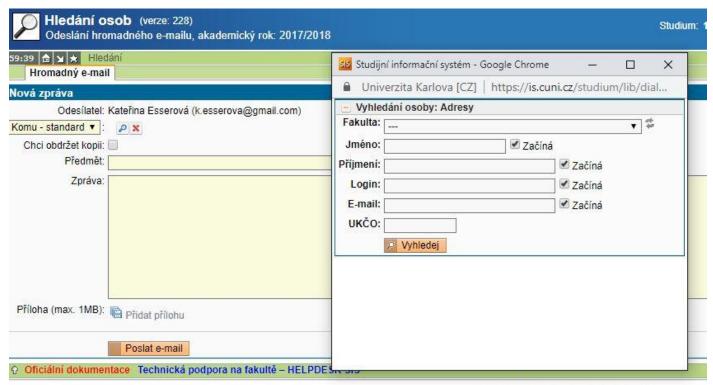
will link you to Settings.

Fill in your personal and functional email address! Other details are not mandatory. (This information is not public. Only you, the International office and teachers can see this information.)



Adding the email address is crucial for communication with teachers. SIS sends automatically generated messages – changes in timetables, etc.

Teachers may assign homework through SIS (etc.)

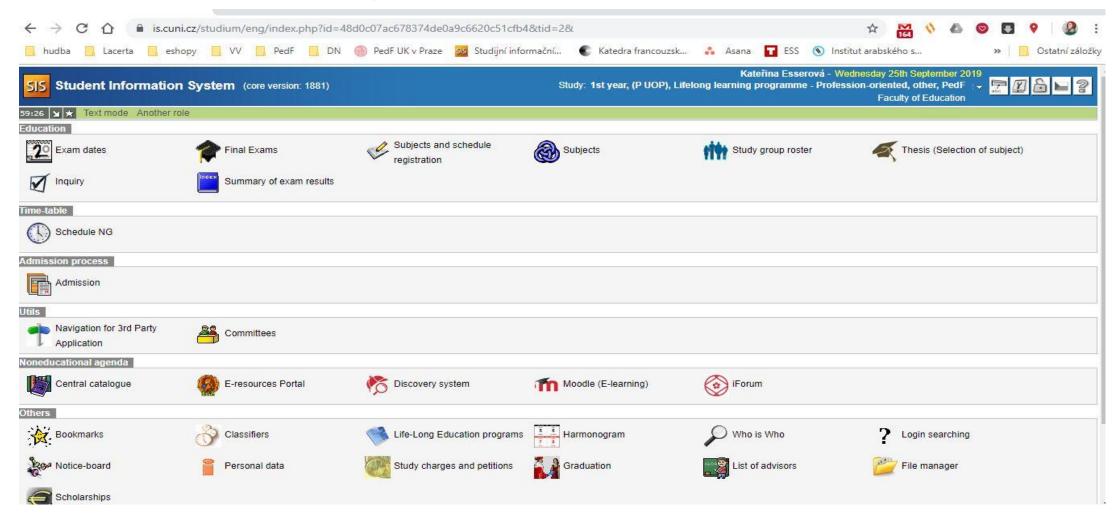


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By clicking on the key icon and then on email you can easily send an email to a teacher.

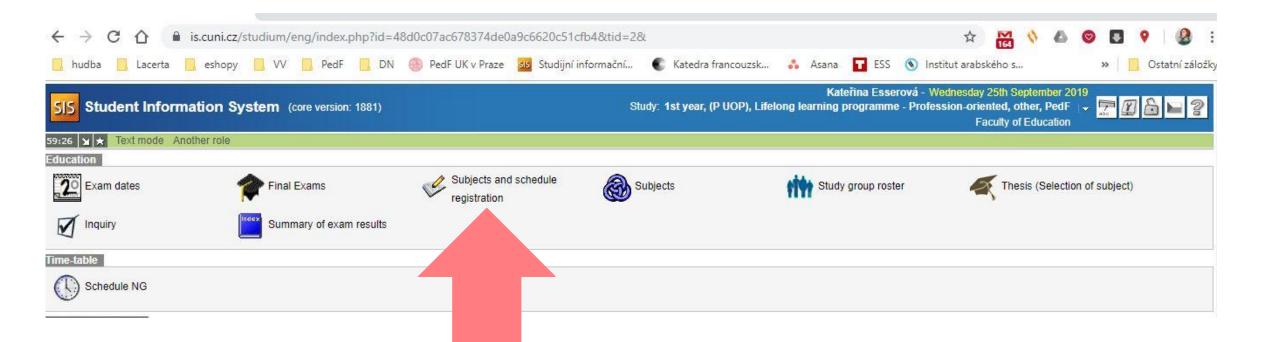
- You can return to your sent and received emails at any time
- All e-mails will be forwarded to your personal e-mail

# SIS homepage



### SIS - Enrolment





## SIS – Departments

Code	Department				
41-KAJL	Department of English Language and Literature				
41-KBES	Department of Biology and Environmental Studies				
41-KCJ	Department of Czech Language				
41-KCL	Department of Czech Literature				
41-KDDD	Department of History and History Didactics				
41-KFJL	Department of French Language and Literature				
41-KG	Department of Germanic Studies				
41-KHV	Department of Music Education				
41-KCHDCH	Department of Chemistry and Chemical Education				
41-KITTV	Department of Information Technology and Technical Education				
41-KMDM	Department of Mathematics and Mathematical Education				
41-KOVF	Department of Social Sciences and Philosophy				
41-KPG	Department of Education				
41-KPPP	Department of Pre-primary and Primary Education				
41-KPSY	Department of Psychology				
41-KRL	Department of Russian and Language Teaching Methodology				
41-KSP	Department of Special Education				
41-KTV	Department of Special Education				
41-KVV	Department of Art Education				
41-OZV	Department for International Relations				
41-UVRV	Institute for Research and Development in Education				

## DEPARTMENTAL COORDINATORS FOR INTERNATIONAL COLLABORATION:

#### ANDRAGOGY AND EDUCATIONAL MANAGEMENT DEPT.

Ing. Iva Šímová (<u>iva.simova@pedf.cuni.cz</u>)

Office: Myslíkova 7

#### ART EDUCATION DEPT.

Mgr. Lucie Jakubcová Hajdušková, Ph.D. (<u>lucie.jakubcova@pedf.cuni.cz</u>)

Office: M. Rettigové 4

#### **BIOLOGY AND ENVIRONMENTAL STUDIES DEPT.**

RNDr. Edvard Ehler, Ph.D. ( edvard.ehler@pedf.cuni.cz)

Office: M. Rettigové 4

#### SOCIAL SCIENCE AND PHILOSOPHY DEPT.

Mgr. Tomáš Samek, M.A., Ph.D. (tomas.samek@pedf.cuni.cz)

Office: M. Rettigové 4

#### CHEMISTRY AND CHEMISTRY EDUCATION DEPT.

PhDr. Martin Rusek, Ph.D. (martin.rusek@pedf.cuni.cz)

Office: M. Rettigové 4

#### CZECH LANGUAGE DEPT.

doc. PhDr. Pavla Chejnová, Ph.D. ( pavla.chejnova@pedf.cuni.cz)

Office: M. Rettigové 4

### DEPARTMENTAL COORDINATORS FOR INTERNATIONAL COLLABORATION continued:

#### CZECH LITERATURE DEPT.

Mgr. Filip Komberec, Ph.D. ( <a href="mailto:filip.komberec@pedf.cuni.cz">filip.komberec@pedf.cuni.cz</a>)

Office: M. Rettigové 4

#### **ENGLISH LANGUAGE & LITERATURE DEPT.**

PhDr. Tereza Topolovská, Ph.D. (tereza.topolovska@pedf.cuni.cz)

Office: Celetná 13

#### FRENCH LANGUAGE AND LITERATURE DEPT.

PhDr. Renáta Listíková, Dr. ( renata.listikova@pedf.cuni.cz)

Office: M. Rettigové 4

#### **GERMAN STUDIES DEPT.**

PhDr. Tamara Bučková, Ph.D. (tamara.buckova@pedf.cuni.cz)

Office: Celetná 13

#### **HISTORY & HISTORY DIDACTICS DEPT.**

PhDr. Iva Beránková (iva.berankova@pedf.cuni.cz)

Office: M. Rettigové 4

### INFORMATION TECHNOLOGIES AND TECHNICAL EDUCATION DEPT.

PhDr. Tomáš Jeřábek, Ph.D. (tomas.jerabek@pedf.cuni.cz)

Office: M. Rettigové 4

#### MATHEMATICS AND MATHEMATICS EDUCATION DEPT.

doc. RNDr. Darina Jirotková, Ph.D. (

darina.jirotkova@pedf.cuni.cz)

Office: M. Rettigové 4



#### MUSIC EDUCATION DEPT.

PhDr. Gabriela Kubátová, Ph.D. (gabriela.kubatova@pedf.cuni.cz)

Office: M. Rettigové 4

#### PHYSICAL EDUCATION DEPT.

prof. PhDr. Jiří Suchý, Ph.D. (jiri.suchy@pedf.cuni.cz)

Office: M. Rettigové 4 and Office: Brandýs n. L.

#### PRE-PRIMARY AND PRIMARY EDUCATION DEPT.

PhDr. Barbora Loudová Stralczynská, Ph.D. (barbora.loudova@pedf.cuni.cz),

Office: M. Rettigové 4

#### PSYCHOLOGY DEPT.

Mgr. Jitka Taušová, Ph.D. (jitka.tausova@pedf.cuni.cz)

Office: Myslíkova 7

#### RUSSIAN STUDIES AND LANGUAGE TEACHING METHODOLOGY DEPT.

PaedDr. Antonín Hlaváček ( antonin.hlavacek@pedf.cuni.cz)

Office: Celetná 13

#### PEDAGOGY DEPT.

PhDr. Jana Kočí, Ph.D. (jana.koci@pedf.cuni.cz)

Office: M. Rettigové 4

#### SPECIAL EDUCATION DEPT.

PhDr. Lenka Felcmanová, Ph.D. ( lenka.felcmanova@pedf.cuni.cz)

Office: M. Rettigové 4

#### INSTITUTE FOR RESEARCH AND DEVELOPMENT OF EDUCATION

PhDr. Vít Šťastný, Ph.D. (vit.stastny@pedf.cuni.cz)

Office: Myslíkova 7

# SIS – Course codes and tell-tale signs

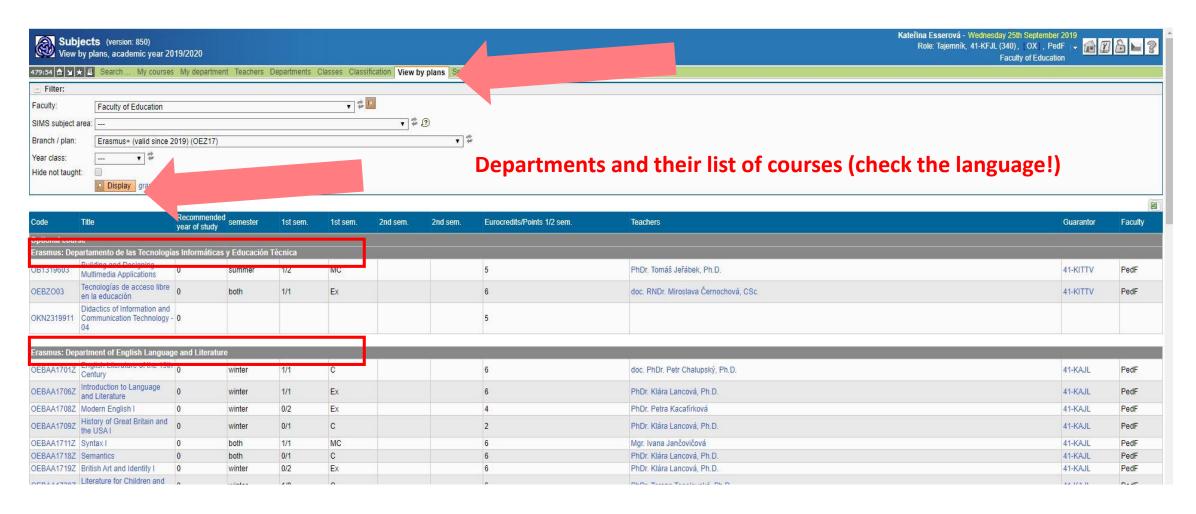
OEB .....Bachelor OEN .....Master OEMNN....Master (Primary Education)

E.g.: OEBAA1703Z ..... The last letter of the code = language of instruction

Code ending with	Language of Instruction
VV I L I I	
Z	English
Υ	German
W	French
U	Spanish
Т	Russian

# Sign-in (Study Plan) List of subjects in semester





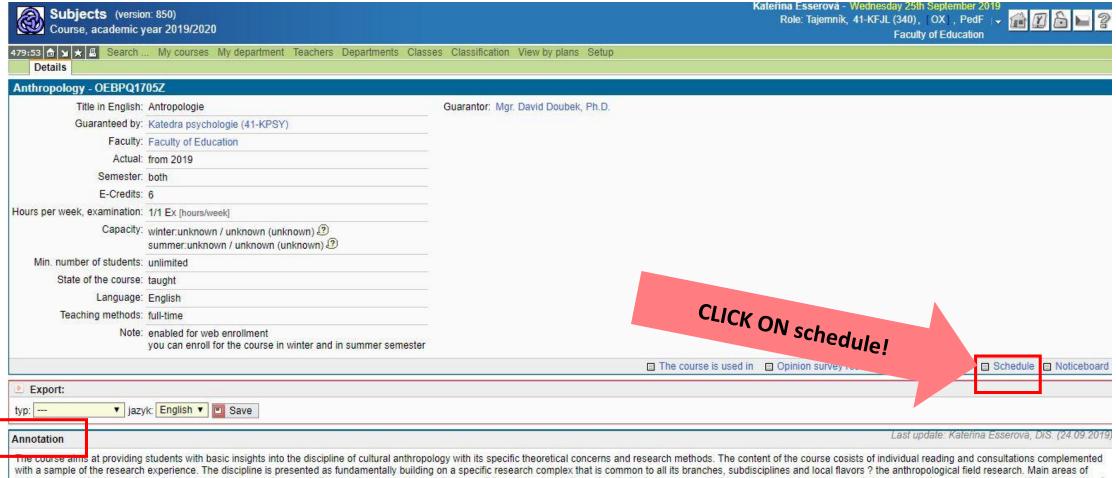
# Not far from the FINISH...



Code	Title	Recommended year of study	semester	1st sem.	1st sem.	2nd sem.	2nd sem.	Eurocredits/Points 1/2 sem.	Teachers
ptional cour	se								
rasmus: Dep	partamento de las Tecnologia	as Informáticas	y Educación	Técnica					
B1319603	Building and Designing Multimedia Applications	0	summer	1/2	MC			5	PhDr. Tomáš Jeřábek, Ph.D.
EBZO03	Tecnologías de acceso libre en la educación	0	both	1/1	Ex			6	doc. RNDr. Miroslava Černochová, CSc.
KN2319911	Didactics of Information and Communication Technology - 04	0						5	
	partment of English Languag		e		T	111	100		
EBAA1701Z	English Literature of the 19th Century	0	winter	1/1	С			6	doc. PhDr. Petr Chalupský, Ph.D.
EBAA1706Z	Introduction to Language and Literature	0	winter	1/1	Ex			6	PhDr. Klára Lancová, Ph.D.
EBAA1708Z	Modern English I	0	winter	0/2	Ex			4	PhDr. Petra Kacafírková
EBAA1709Z	History of Great Britain and the USA I	0	winter	0/1	С			2	PhDr. Klára Lancová, Ph.D.
EBAA1711Z	Syntax I		hoth	1/1	MC			6	Mar Ivana Jančovičová
EBAA1718Z	Semantics						_		
EBAA1719Z	British Art and Identity					Cho	ose th	e course!	

## SIS Course description





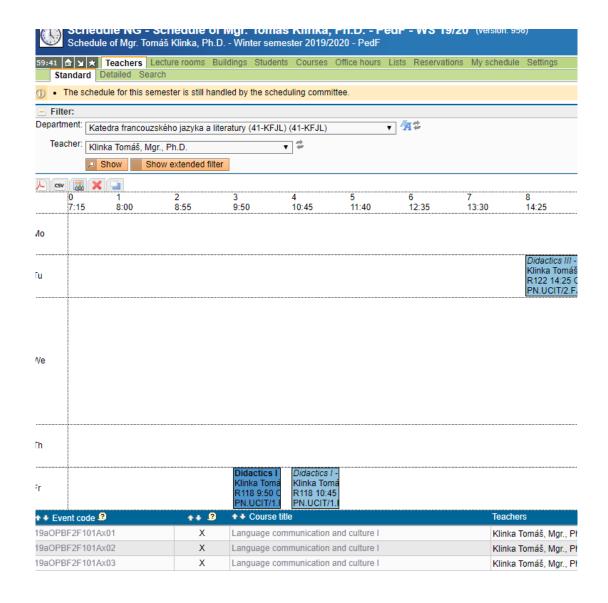
anthropological theory and theoretical specializations are discussed. Special attention is given to the area of ?psychological anthropology?. Students are required to pass an examination and write/ gather an informal anthropological interview with a ? native? of his choice.

# Enrolment - Schedule



- 1. Sign into selected subjects
- 2. If you can't see the course schedule you must contact the <u>teacher</u> or <u>departmental coordinator!!!</u>

  (Your Erasmus+ Administrator cannot help you with this)
- 3. Click on the Event code
- 4. You can export your timetable into iCalendar



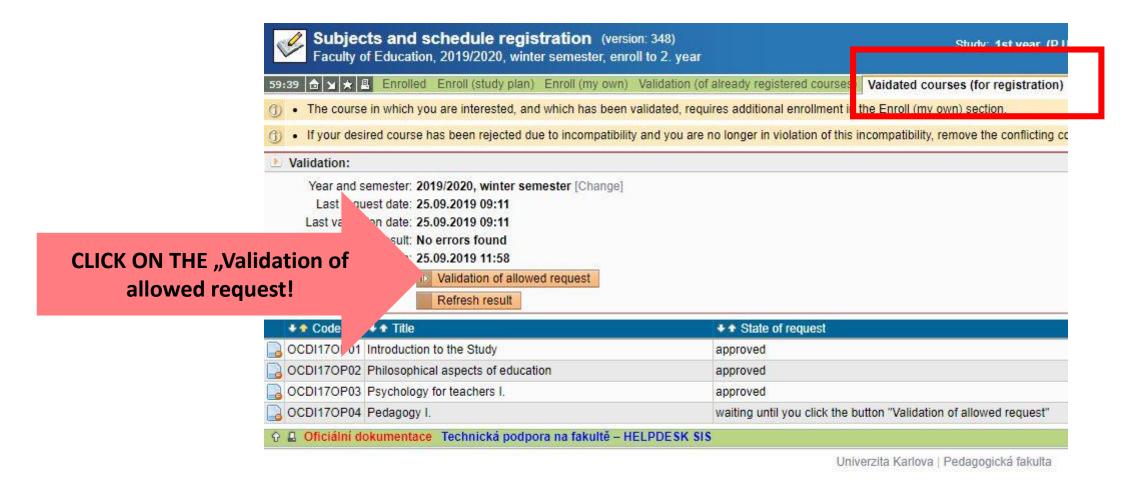
# REMEMBER!!! Enrolled courses have a green tick!



59:	<ul> <li>Schedule it</li> </ul>	olled - OCDI17OP01 Úvod do	studia	n) Validation (of	already registered cou	rses) Va	aidate	d course
A	please requ	est for a validation						
	Filter:							
Rei	commended stu	Show only courses	s, that I cannot enro ed courses from thi n actual faculty	on 2				
	Code	Title	Links	Capacity 2	Recommended study year	Begins	1st s	em. 2
Rec	quired courses							
	/ 2209 Hčitalet	tví odborných předmětů ZS						
CZ	. ZZUO UCILEIS	vi ouboniyen preumeta 23						
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				16 / x / (99) 13 / x / (99)		1955550	0/0	C C+Ex

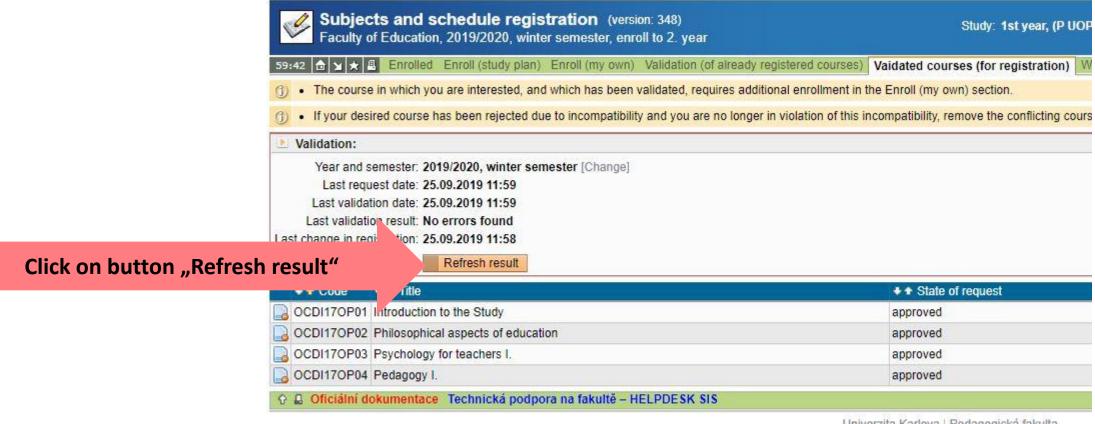
# Validated courses (for registration)





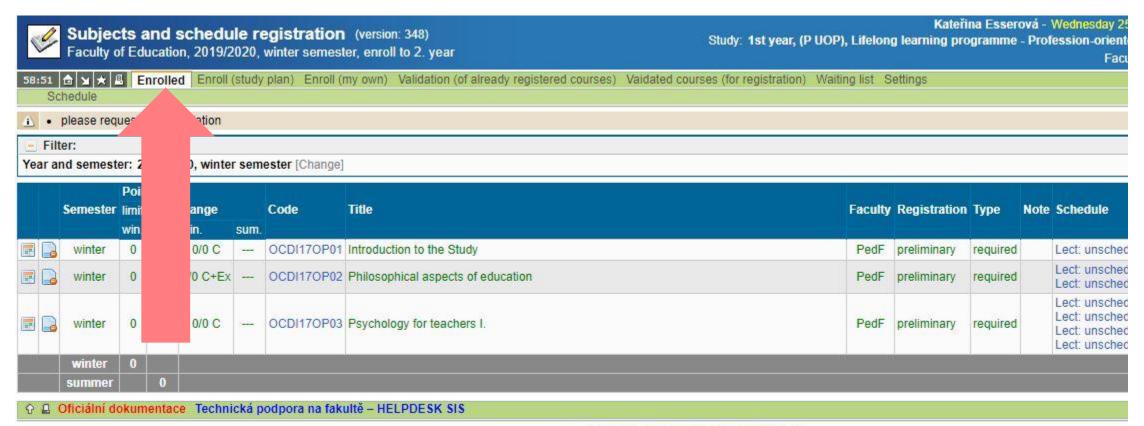
## You're almost IN....





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# Ready to see your enrolled courses?



# **Enrolment:** subjects in Czech language (If you are a Czech fluently speaking person.)

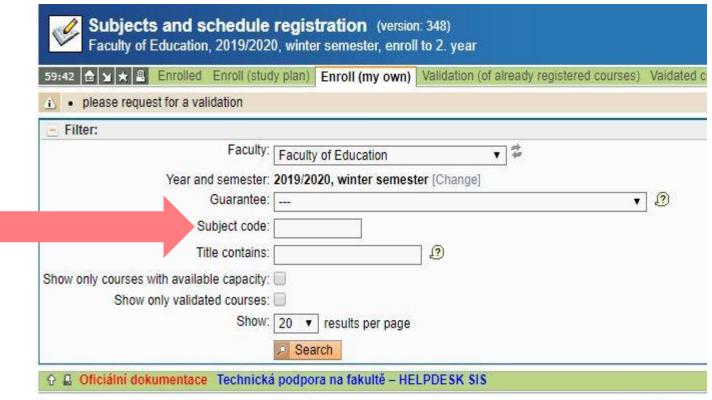


Subjects and schedule registress Faculty of Education, 2019/2020, winter			
59:42 🔠 🛨 🖈 🚇 Enrolled Enroll (study plan)	Enroll (my own)	Validation (of already registered courses)	Vaidated c
please request for a validation			
Filter:			
Faculty:	of Education	v 2	
Year and semeste 202 Guarant Subject Title c	20, winter semest	er [Change]	9
Show only courses with available ses: ☐ Show only validates ses: ☐ Show: 20 ▼  Search	results per page		
⊕ B Oficiální dokumentace Technická podpora	a na fakultě – HEI	LPDESK SIS	

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Fill it with the code of your selected course!

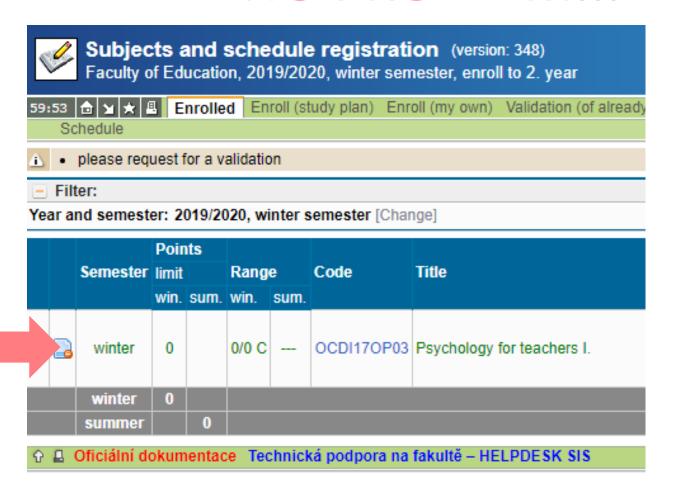


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# HAVE YOU CHANGED YOUR CHOICE? NO PROBLEM...

If you cannot delete your enrolled courses contact:

jana.peclova@pedf.cuni.cz



## **Consultation sessions**

Is something unclear? Come and ask us!

Wednesday 02/10/2024 13-15h

(room 443)

Thursday 03/10/2024 9-11h (room 443)



Address: M. Rettigové 4, Prague 1, fourth floor

# Your course menu is done. Hungry? Let's have a look at the menu of the UK Catering Services!

**Catering Service** 

**Actual Information** 





Current opening hours Culina Carolina

#### PRAGUE

BUFET FHS (v Troji)

Mo - Fri 11:00 - 14:00 MENZA ALBERTOV

Mo - Fri 10:45 - 14:00

MENZA ARNOŠTA Z PARDURIC

works in short mode Mo = Fri 11:00 = 14:00

MENZA KAJETÁNKA

KAVÁRNA U ROTLEVŮ

VÝDEJNA HVĚZDA

opening hours Mo - Fri 11:00 - 14:00

MENZA SPORT

opening hours Mo - Fri 10:45 - 14:00 MENZA PRÁVNICKÁ

opening hours Mo - Fri 10:45 - 14:00

MENZA BUDEČ, TROJA, VÝDEJNA HTF

From Monday, May 10, all main dishes will ettes, a salad bar, desserts and drinks will

HRADEC KRÁLOVÉ

works in short mode Ma - Fri 10:45 - 14:00

VÝDEJNA A BUFET LF

works in short mode Mp - Fri 10:00 - 14:00 serving lunches from 10:45 - 13:00

PILSEN

MENZA ŠAFRANKŮ PAVILÓN

CONTEMPORARY CLOSED

VÝDEINA A BUFET LF UNIMEC

works in short mode Mo - Fri 8:00 - 14:00

lunch service is currently suspended until further notice,

Do you want to try the typical Czech delicacy? Not far from the Faculty of Education.....

## LIBEŘSKÉ LAHŮDKY

VODIČKOVA 730/9, Prague 1

**Opening Hours:** 

MONDAY-FRIDAY: 6:30 – 19:00 hod

SATURDAY: 8:00 – 18:00 hod

SUNDAY: closed

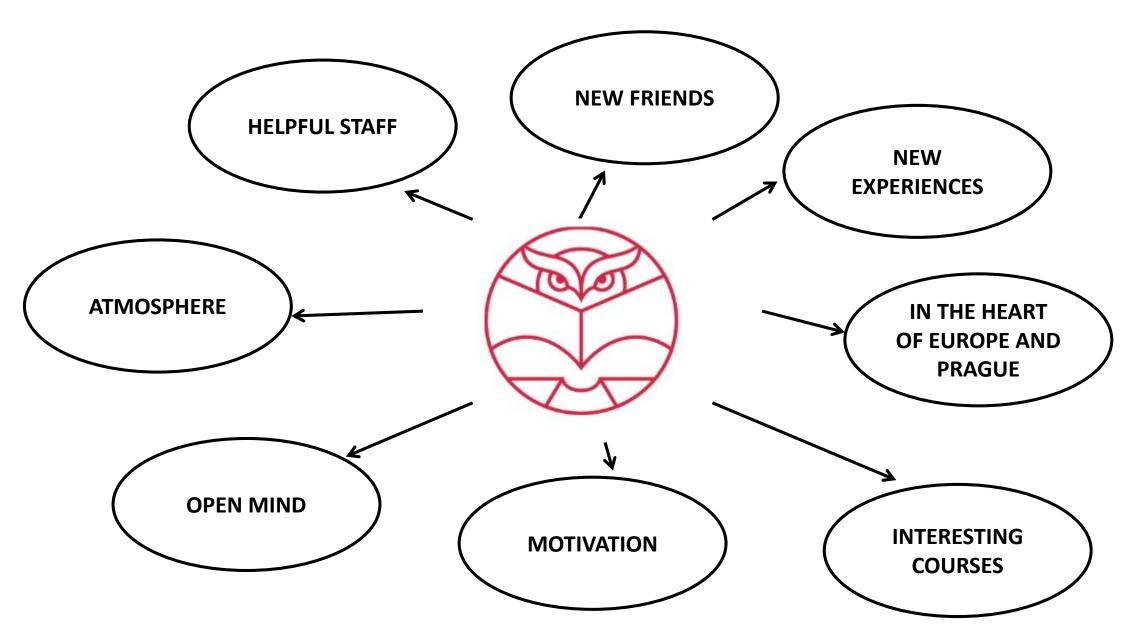








https://kam.cuni.cz/KAMEN-10.html



If you have any trouble do not hesitate to contact us!





Department for International Relations is always here and ready to help!

# **Department for International Relations**



Jana Peclová
Incoming mobilities

Administrator for INCOMING ERASMUS+ programme



Tomáš Klinka
Vice-Dean
Faculty Erasmus+ co-ordinator



Head of department
International projects
International co-operation



Petra Zákoutská

Outgoing mobilities

Administrator for OUTGOING ERASMUS+ programme



# READY, STEADY, STUDY!