

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 30. 09. 2025 until 06. 10. 2025!
- Students have to deliver the form "CHANGES to LA" to the International Office before 17. 10. 2025!
 - In person to <u>International Office at SPÁLENÁ 14, 110 00,</u>
 1, 1st FLOOR (ring the bell labelled OZV)

OR

To email address jana.smetana@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 specific instructions in this guide.

Quick and Easy...

FACULTY HOMEPAGE to access SIS

J.A.K. UČIT?



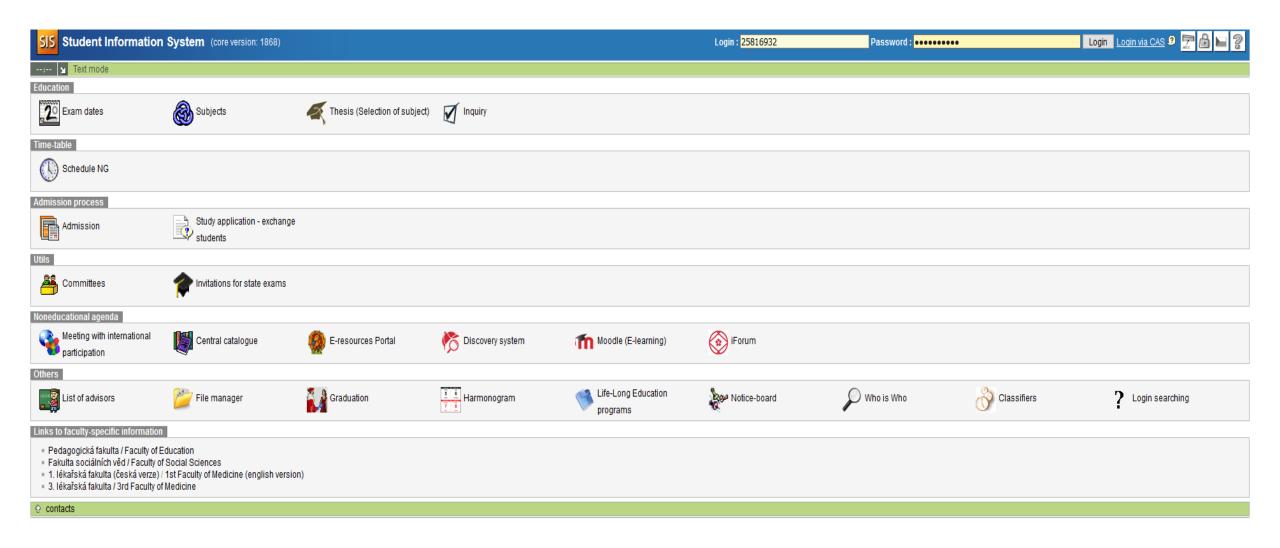




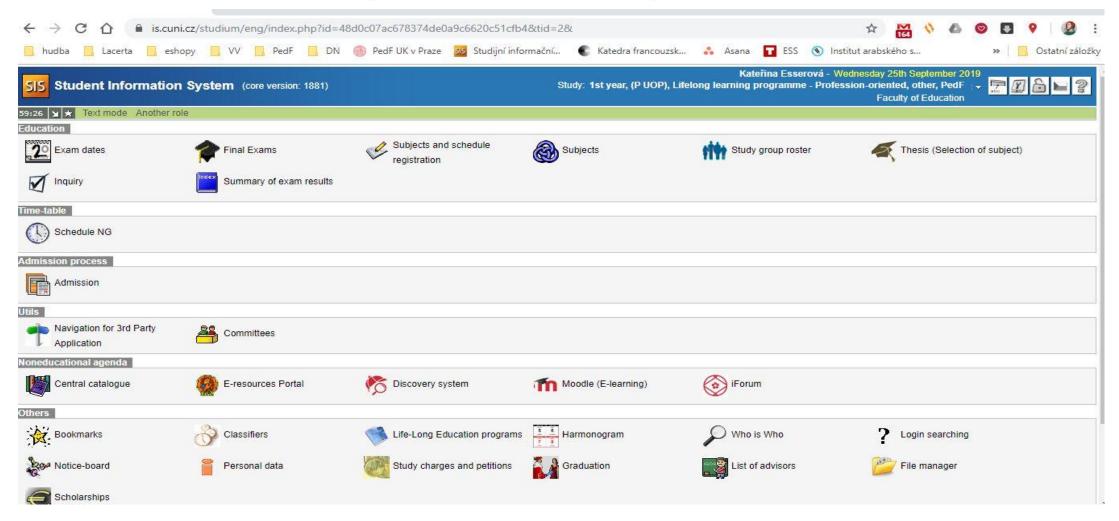


Login is the <u>number under your photo</u> on your CU Student Card/ISIC.

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



SIS homepage after log-in

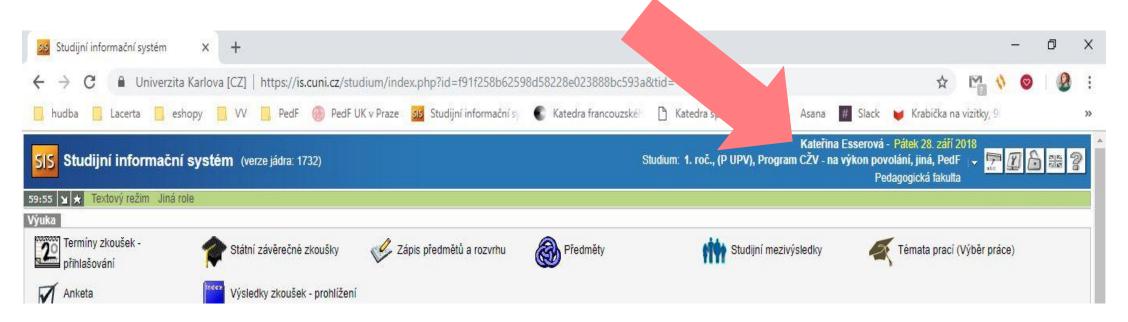


After loging in you will see your name, year of study and type of study.

This icon

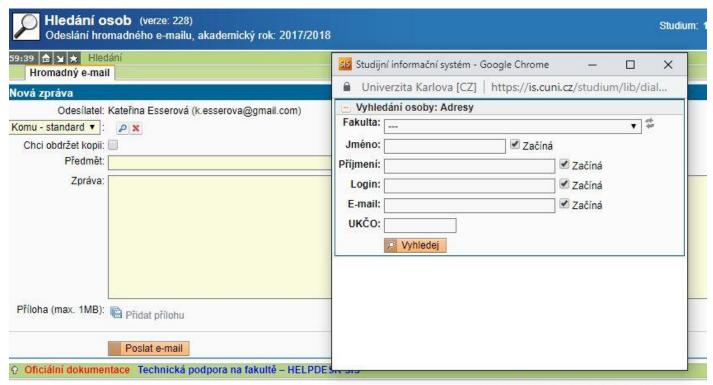
will link you to Settings.

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 Subject enrolment at the Faculty of Education

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							

Faculty Rule:

You must select <u>at least one to two courses</u> from the department of nomination as per the Erasmus+ bilateral agreement between the two universities

Please NOTE:

Any questions regarding courses, their timetables, location of classes, etc. MUST be sent directly to the teachers or to the Departmental coordinators (find their list on the next page)

- The Department for International Relations, your Erasmus administrator and coordinator do not have the necessary answers

DEPARTMENTAL COORDINATORS:

ANDRAGOGY AND EDUCATIONAL MANAGEMENT DEPT.

Mgr. Zuzana Svobodová, PhD. zuzana.svobodova@pedf.cuni.cz

Office: Myslíkova 7

ART EDUCATION DEPT.

Mgr. Lucie Jakubcová Hajdušková, Ph.D.

lucie.jakubcova@pedf.cuni.cz

Office: M. Rettigové 4

BIOLOGY AND ENVIRONMENTAL STUDIES DEPT.

PhDr. Adam Nejedlý

adam.nejedly@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

CZECH LITERATURE DEPT.

Mgr. MgA. Eva Navrátilová, Ph.D. eva.navratilova@pedf.cuni.cz

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.

PhDr. Kristýna Vighová

kristyna.vighova@pedf.cuni.cz

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

PRE-PRIMARY AND PRIMARY EDUCATION DEPT.

Dpc. PhDr. Barbora Loudová Stralczynská, Ph.D.

barbora.loudova@pedf.cuni.cz

Office: M. Rettigové 4

PSYCHOLOGY DEPT.

Mgr. David Doubek, Ph.D. david.doubek@pedf.cuni.cz

Office: Myslíkova 7

RUSSIAN STUDIES AND LANGUAGE TEACHING METHODOLOGY DEPT.

Mgr. Liudmila Hušková, CSc. liudmila.huskova@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 code meanings

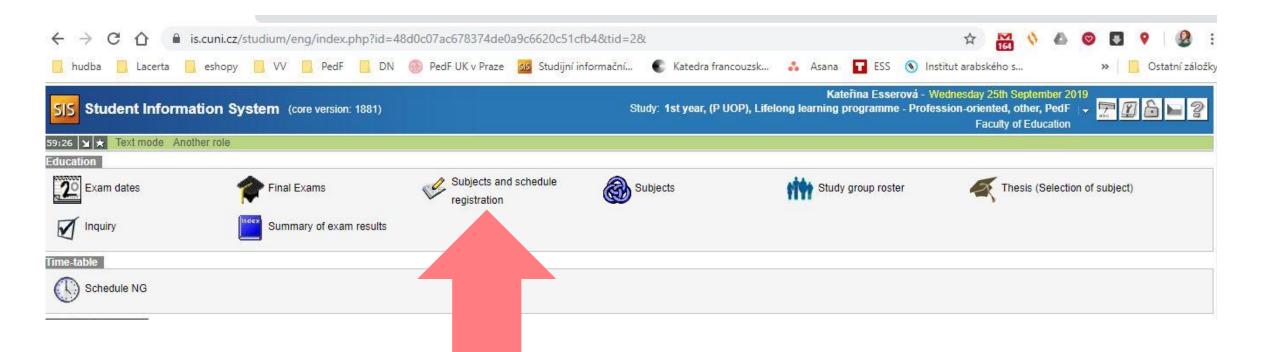
OEBBachelor OENMaster OEMNN....Master (Primary Education)

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

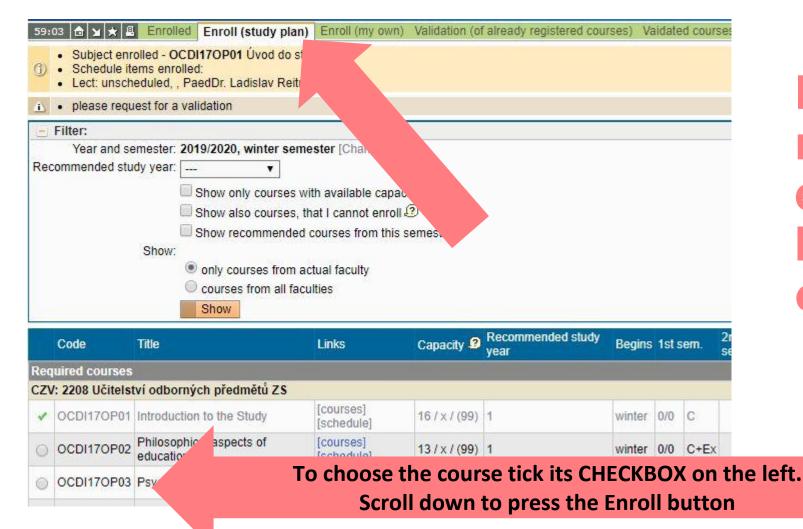
Code ending	Language of Instruction
with	
Z	English
Y	German
W	French
U	Spanish
Т	Russian

SIS - Course enrolment

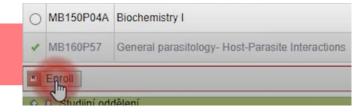




Enroll study plan



NOTE: you must enroll each course INDIVIDUALLY one by one!



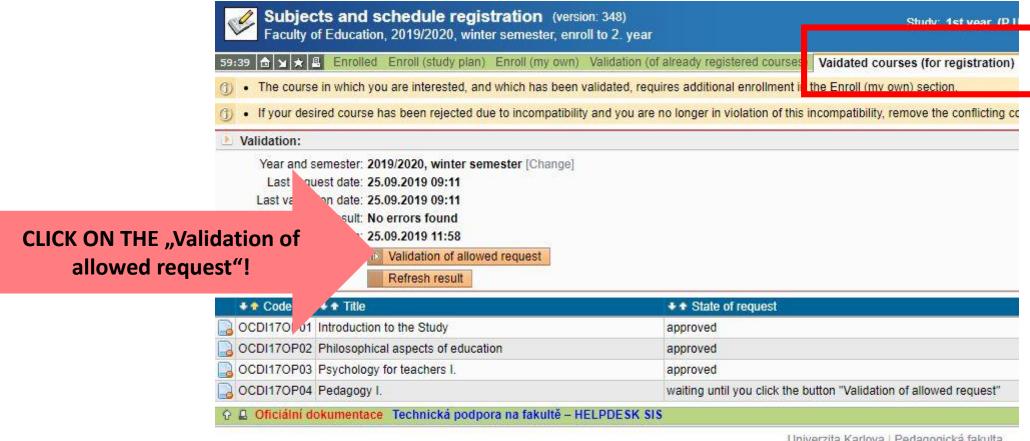
REMEMBER!!! Enrolled courses have a green tick!



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Validated courses (for registration)

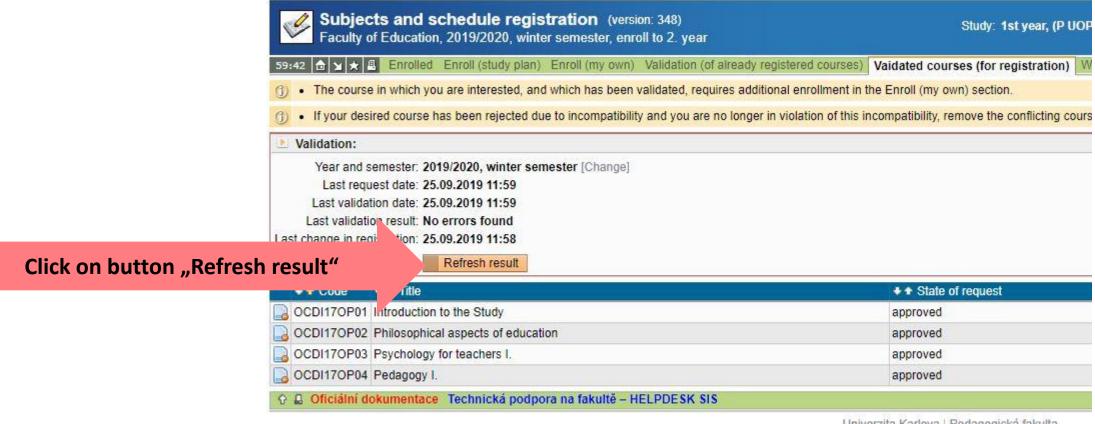




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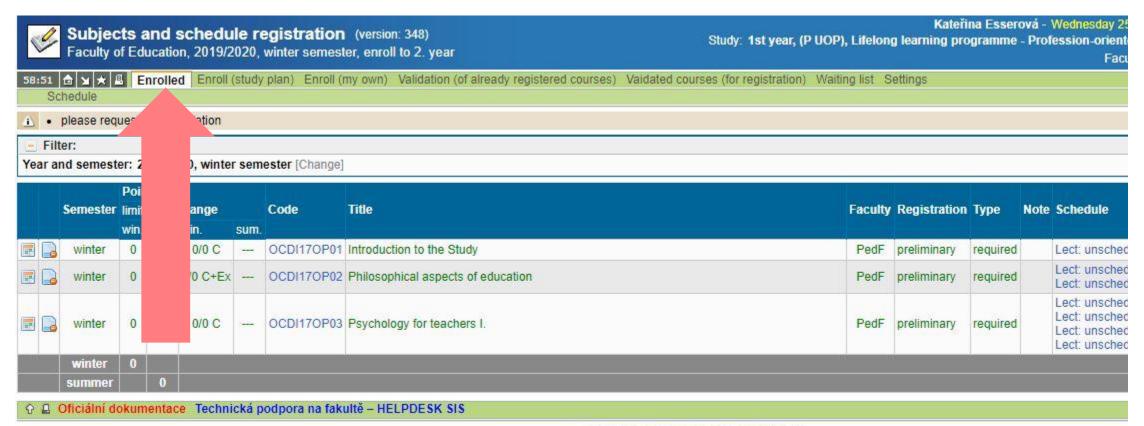
You're almost IN....





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Ready to see your enrolled courses?



Enroll my own: Search for course by code Also for courses outside of the Study Plan

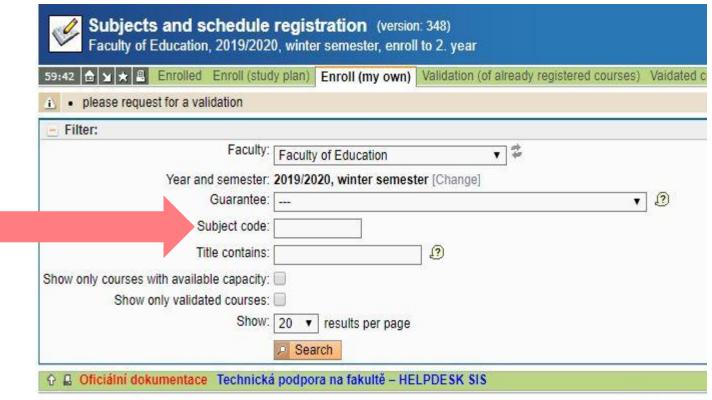


Subjects and schedule regist Faculty of Education, 2019/2020, wint			
59:42 🚖 🖈 🙎 Enrolled Enroll (study plan)	Enroll (my own)	Validation (of already registered courses)	Vaidated c
please request for a validation			
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⊕ □ Oficiální dokumentace Technická podpe October Technická podpe October Technická podpe October Oc	ora na fakultě – HE	LPDESK SIS	

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Fill it with the code of your selected course!

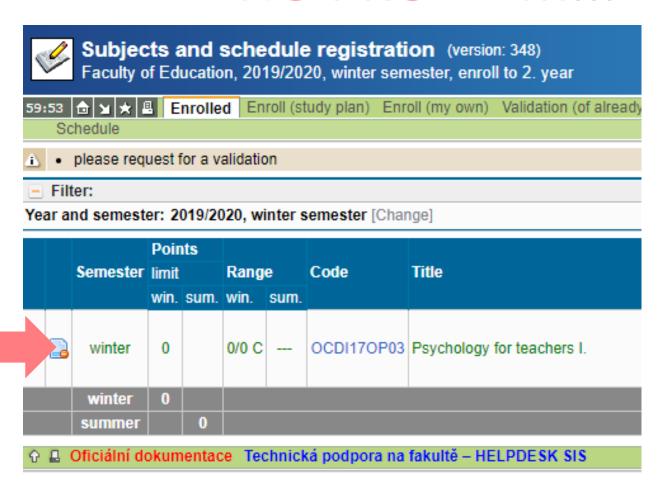


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HAVE YOU CHANGED YOUR MIND? NO PROBLEM...

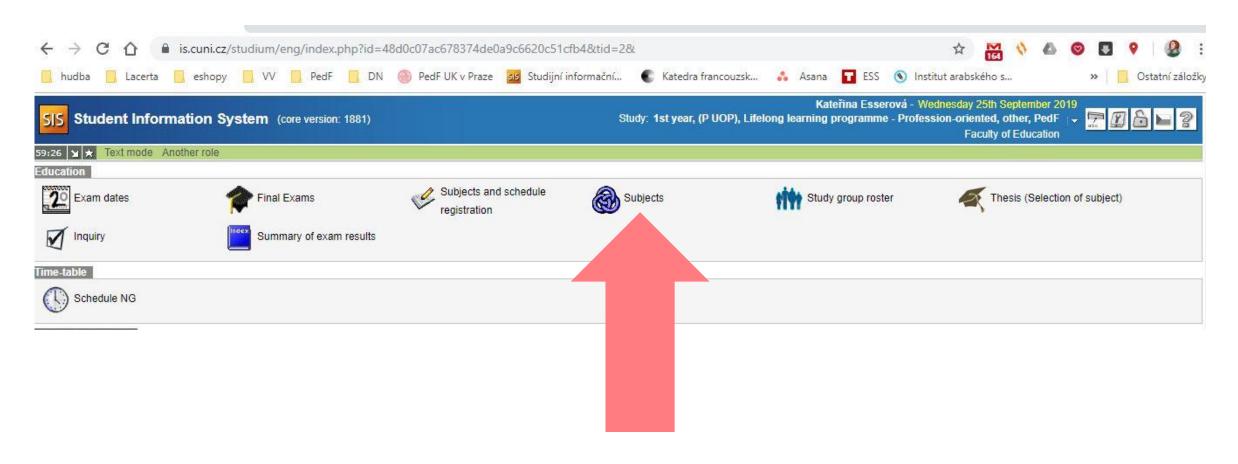
If you cannot delete your enrolled courses contact:

jana.smetana@pedf.cuni.cz



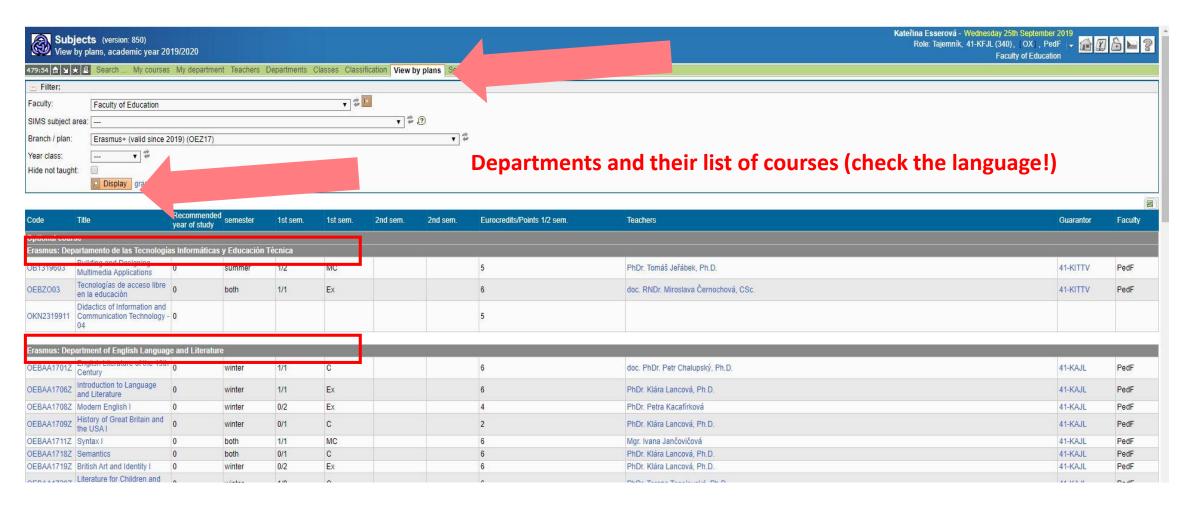
Search for courses and schedule enrolment





Faculty of Education Plan <u>OEZ25</u> List of courses per department



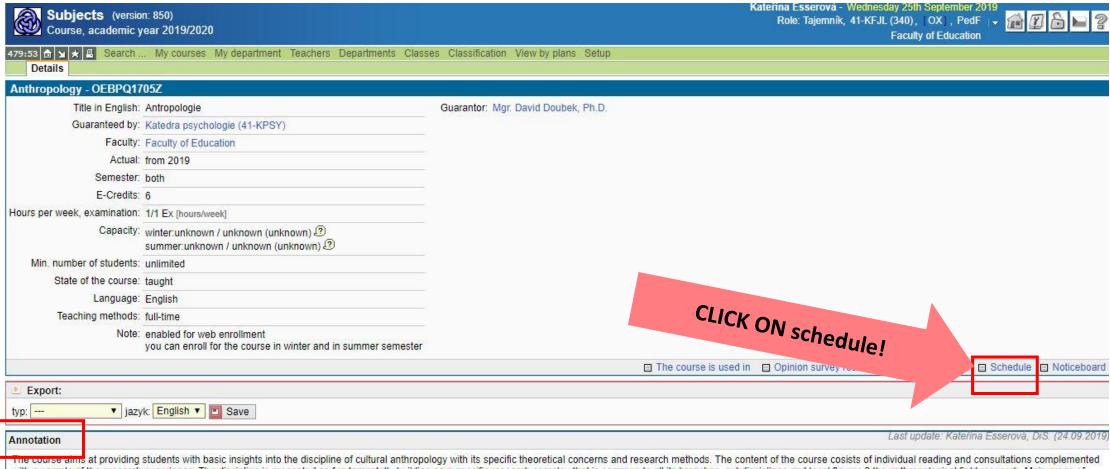




Code	Title	Recommended year of study	semester	1st sem.	1st sem.	2nd sem.	2nd sem.	Eurocredits/Points 1/2 sem.	Teachers
Optional cour	se								
Frasmus: Dep	artamento de las Tecnologia	is Informáticas	y Educación	Técnica					
DB1319603	Building and Designing Multimedia Applications	0	summer	1/2	MC			5	PhDr. Tomáš Jeřábek, Ph.D.
DEBZO03	Tecnologías de acceso libre en la educación	0	both	1/1	Ex			6	doc. RNDr. Miroslava Černochová, CSc.
OKN2319911	Didactics of Information and Communication Technology - 04	0						5	
Erasmus: Dep	partment of English Languag	-	e	-	-				
DEBAA1701Z	English Literature of the 19th Century	0	winter	1/1	С			6	doc. PhDr. Petr Chalupský, Ph.D.
DEBAA1706Z	Introduction to Language and Literature	0	winter	1/1	Ex			6	PhDr. Klára Lancová, Ph.D.
DEBAA1708Z	Modern English I	0	winter	0/2	Ex			4	PhDr. Petra Kacafírková
DEBAA1709Z	History of Great Britain and the USA1	0	winter	0/1	С			2	PhDr. Klára Lancová, Ph.D.
DEBAA1711Z	Syntax I	7	hoth	1/1	MC			6	Mar Ivana Jančovičová
DEBAA1718Z	Semantics								
AND DESCRIPTION OF THE PERSON NAMED IN	British Art and Identity				CL			rse and click it.	

SIS course info, description and Schedule enrollment



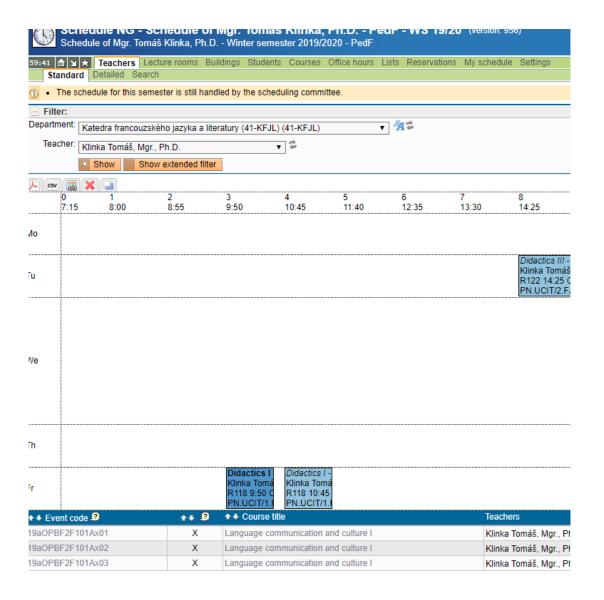


The course aims at providing students with basic insights into the discipline of cultural anthropology with its specific theoretical concerns and research methods. The content of the course cosists of individual reading and consultations complemented with a sample of the research experience. The discipline is presented as fundamentally building on a specific research complex that is common to all its branches, subdisciplines and local flavors? the anthropological field research. Main areas of 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 into 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>!!! (list on slide 12)
- 3. Click on the Event code
- 4. You can export your timetable into iCalendar



List of Departmental Coordinators is also online:

https://pedf.cuni.cz/PEDFEN-93.html

Consultation sessions

Is something unclear? Come and ask us!

Wednesday

Thursday

01.10.2025

02.10.2025

13:00 - 15:00

09:00 - 15:00



Address: International Office <u>SPÁLENÁ 14, 110 00, PRAGUE 1, 1st FLOOR</u> (ring the bell labelled OZV)

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

MENZA SPORT

opening hours Mo - Fri 10:45 - 14:00 serving lunches from 10:45 - 13:00

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,

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

PILSEN

MENZA ŠAFRANKŮ PAVILÓN

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

VÝDEJNA HVĚZDA

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

MENZA PRÁVNICKÁ

MENZA BUDEČ, TROJA,

From Monday, May 10, all main dishes will

ettes, a salad bar, desserts and drinks will

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

VÝDEJNA HTF

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

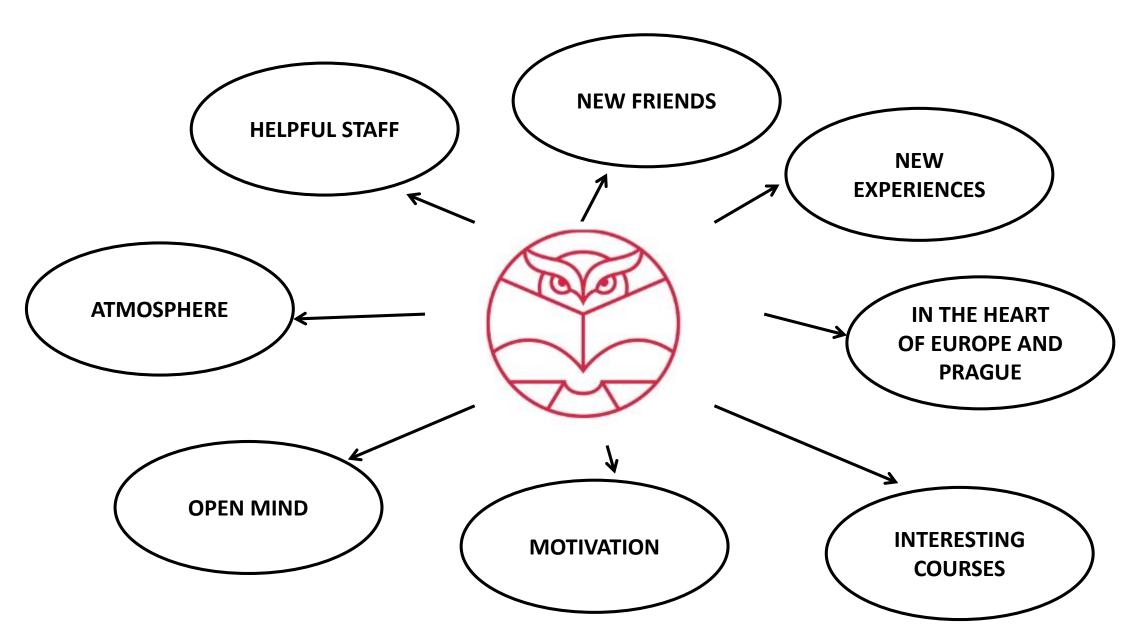
SATURDAY: 8:00 – 18:00 hod

SUNDAY: closed









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



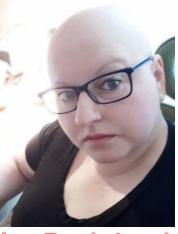
Jana Smetana
Incoming mobilities

Administrator for INCOMING ERASMUS+ programme



Tomáš Klinka Vice-Dean

Faculty Erasmus+ co-ordinator



Iva Beránková

Head of department
International projects
International co-operation



Petra Zákoutská

Outgoing mobilities

Administrator for OUTGOING ERASMUS+ programme



READY, STEADY, STUDY!