

# Student Information System



FACULTY  
OF SOCIAL SCIENCES  
Charles University

# What will you learn here?

- What is SIS?
- Where to get login data and how do I log in?
- What is the news bar?
- How to edit personal information?
- How to look up courses?
- How to register for courses?
- Why are some courses different colour?
- Where can I see my schedule?
- How to register for exams?
- Where to find your exams results?
- Am I fulfilling all that I should?
- What is my GPA?

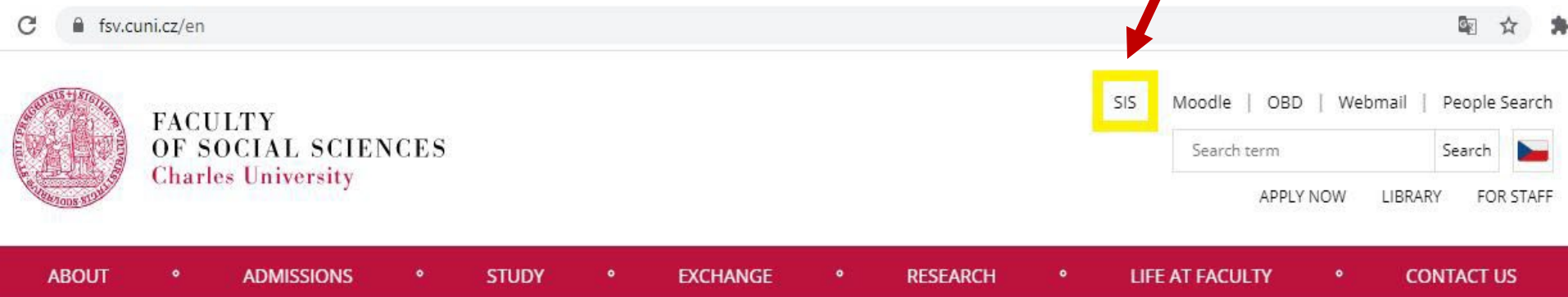


# What is SIS?

SIS = Student Information System

Your main information system essential for the administration of your studies

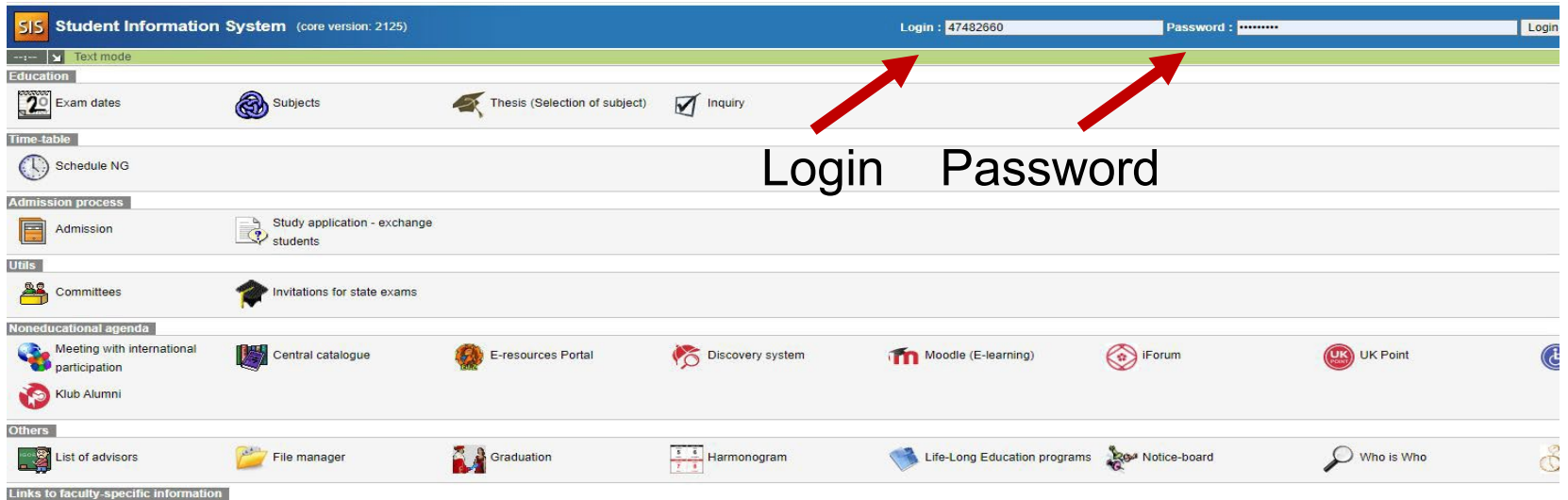
Contains all your courses, schedule, exams, grades, etc.  
Log into SIS through the Faculty website



The screenshot shows a web browser window with the address bar displaying "fsv.cuni.cz/en". The page header includes the Faculty of Social Sciences logo and name. A navigation menu contains links for "Moodle", "OBD", "Webmail", and "People Search". The "SIS" link is highlighted with a yellow box, and a red arrow points from the text "Log into SIS through the Faculty website" to this link. Below the navigation menu is a search bar and a footer with links for "ABOUT", "ADMISSIONS", "STUDY", "EXCHANGE", "RESEARCH", "LIFE AT FACULTY", and "CONTACT US".

# How to log in?

- ❑ All new students will receive login data and default password by email **after their online registration for study**
- ❑ An initial password - required to change **within 5 days** at: <https://ldap.cuni.cz>
- ❑ 2 Types of login: name login and numerical login (personal ID number) – you can use either, no difference - personal ID number is an 8-digit, that will also be important for many other logins



change language



# Navigating the main page

Registering for exams

Registering for courses

Schedule

Subject browsing

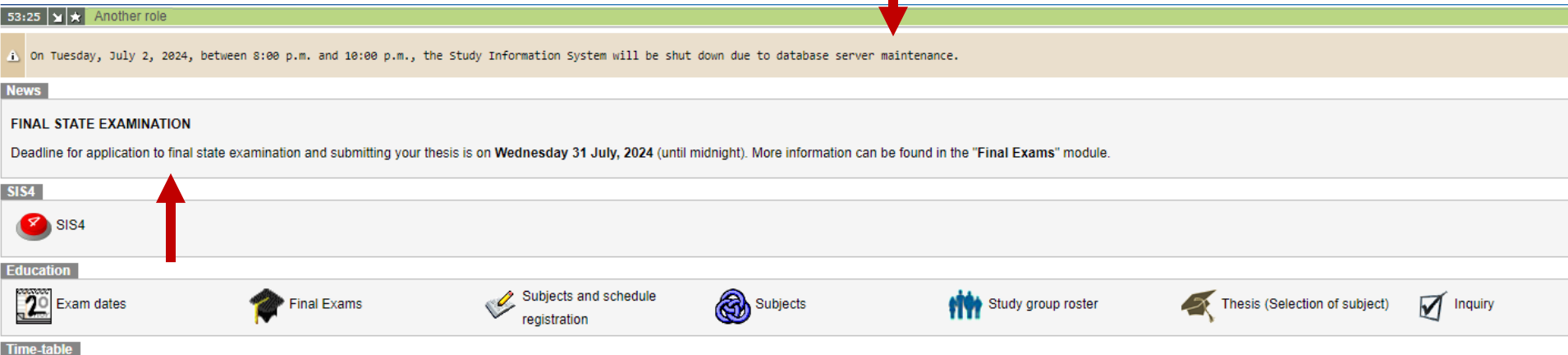
Exam results

Personal data edits

*Tip: Take some time to get familiar with the main page. There are many modules, but these six are the most important for your first year.*



# What is the news bar?



The screenshot shows the top navigation bar of the SIS homepage. At the top, there is a green bar with the user's role 'Another role' and a red arrow pointing down to it. Below this is a maintenance notice: 'On Tuesday, July 2, 2024, between 8:00 p.m. and 10:00 p.m., the Study Information System will be shut down due to database server maintenance.' The 'News' section contains a headline 'FINAL STATE EXAMINATION' with a sub-headline 'Deadline for application to final state examination and submitting your thesis is on Wednesday 31 July, 2024 (until midnight). More information can be found in the "Final Exams" module.' Below the news is a 'SIS4' section with a red arrow pointing up to it. The 'Education' section contains several navigation links: 'Exam dates', 'Final Exams', 'Subjects and schedule registration', 'Subjects', 'Study group roster', 'Thesis (Selection of subject)', and 'Inquiry'. The 'Time-table' section is partially visible at the bottom.

The top of your SIS homepage may show important news related to the system (like regular maintenance) or reminders related to the study (like thesis deadlines)



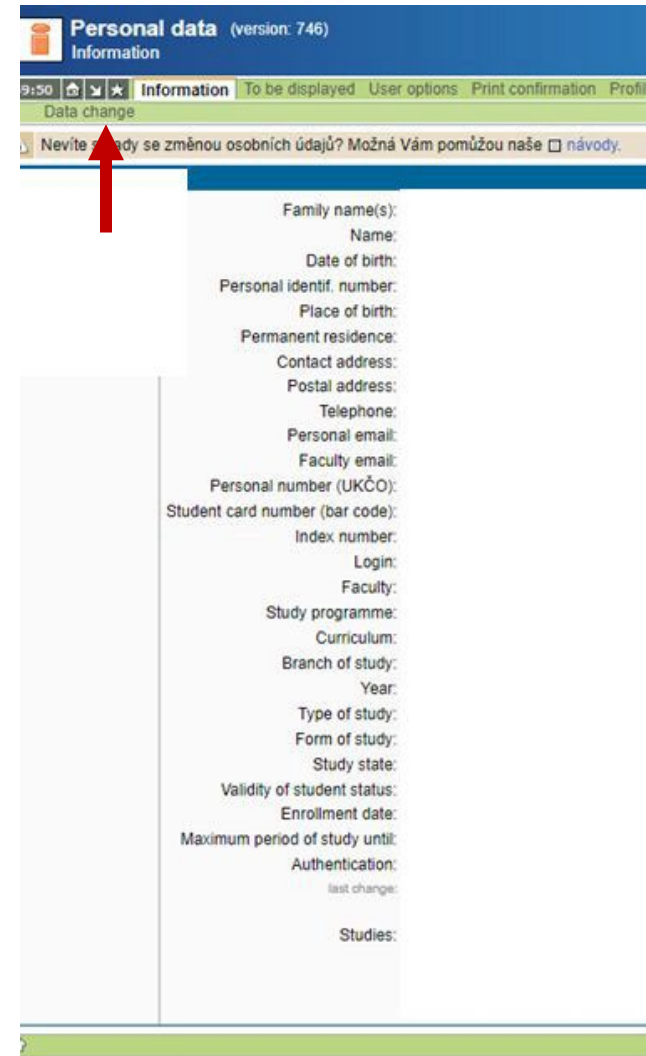
# How to edit personal data?



Do you need to change your phone number, delivery address or bank account?

- Go to „Personal data“ module and click „Data change“
- Don't forget that you are obligated to fill in your Czech delivery address once you have it!

*Tip: We recommend checking this page after your first login to see if we have the right personal information on file and make any necessary changes.*



# How to look up a course?

Do you need more information about a specific course?

- Go to „Subjects“ module and filter based on Departments, teachers, semesters, language, etc.
- Clicking on the course title will show you the course page



Filter:

Title:  Code:  Match:  substring  exact

Search in:  Title  Annotation  Syllabus ⓘ

Faculty:

Department:

School:

Class:

Classification:

4EU+:

Virtual mobility:

Key competences:

Language:

Semester:

Display:  results per page

Teacher(s):  search among:  Guarantors  Teachers  Guarantors and Teachers

my courses

Results 1-20 of 328 [1](#) [2](#) [3](#) [4](#) [5](#) ... [17](#) next

<input type="checkbox"/>	Code	Title	Guarantor(s)
<input type="checkbox"/>	JPD079	Academic Writing	doc. Dr. habil. MA PhDr. Petra Guasti, Ph.D.
<input type="checkbox"/>	JPB031	Advanced Seminar in Contemporary Political Philosophy	Mgr. Tomáš Halamka, Ph.D.
<input type="checkbox"/>	JPD077	Annotated Plan of PhD Thesis	prof. PhDr. Blanka Řířhová, CSc.
<input type="checkbox"/>	JPM747	Astropolitics	Mgr. Bohumil Doboš, Ph.D.
<input type="checkbox"/>	JPM687	Astropolitics	Mgr. Bohumil Doboš, Ph.D.
<input type="checkbox"/>	JPB103	BA Thesis Seminar I	Mgr. Lukáš Hájek, M.A., Ph.D.





# Navigating a course page

On the course page, you will learn

- Course teacher, credit worth, language, hours per week, pre-requisites Annotation, requirements, syllabus and literature (scroll down)
- When and where is it scheduled

**Astropolitics - JPM747**

Title: <a href="#">Astropolitics</a>	Guarantor: <a href="#">Mgr. Bohumil Doboš, Ph.D.</a>
Guaranteed by: <a href="#">Department of Political Science (23-KP)</a>	Teacher(s): <a href="#">Mgr. Bohumil Doboš, Ph.D.</a>
Faculty: <a href="#">Faculty of Social Sciences</a>	Class: <a href="#">Courses for incoming students</a>
Actual: from 2021	Incompatibility: <a href="#">JPM687</a>
Semester: winter	Is incompatible with: <a href="#">JPM687</a>
E-Credits: 4	
Examination process: winter s.:	
Hours per week, examination: winter s.:1/1, Ex [HT]	
Capacity: 15 / 15 (30)	
Min. number of students: unlimited	
4EU+: no	
Virtual mobility / capacity: no	
State of the course: taught	
Language: English	
Teaching methods: full-time	
Teaching methods: full-time	
Note: course can be enrolled in outside the study plan enabled for web enrollment priority enrollment if the course is part of the study plan	

[Enroll](#) [Examination dates](#) [WS schedule](#) [Noticeboard](#)

Export: typ: [---] jazyk: [English] Save

Annotation - [English]

Course deals with the geopolitics of the outer space and its relevance for the understanding of the world's politics. Students taking this course will obtain basic knowledge about the relation of power and space in the outer space domain and the basic factors affecting political decisions in the outer space. Furthermore, it will be demonstrated how the outer space activities affect the terrestrial society and the global politics. Aim of the course is to enable its students to understand basic geopolitical realities of the final frontier and to be able to analyze political decisions related to the domain.  
Last update: Frantová Michaela, Ph.D. (27.06.2019)

**Course completion requirements**

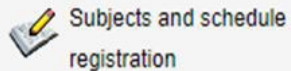
- Readings, home assignments and active participation - 20%
- Presentation - 20%
- Final paper (1-3 authors, 4-6.000 words) - 50%
- Final test - 10%



# How to register for courses?

Please **WATCH** the video with detailed instructions – registration for classes [HERE!!!](#)

- Registration for courses opens about 2-3 weeks before the beginning of each semester
- In module „Subjects and schedule registration“, you will have an option to Enroll in courses from your study plan or choose courses outside of it



Subjects and schedule registration (version: 363)  
Faculty of Social Sciences, 2021/2022, winter semester, enrollment in 2. year

59:34 | Home | Star | Lock | Enrolled | **Enrollment (study plan)** | Enrollment (my own) | Validation | Waiting list | Settings

Testing environment - Testing environment - Testing environment  
Data in this database are refreshed every 1st and 15th day of every month with the data from the production environment.

Filter:  
Year and semester: 2021/2022, winter semester [Change]

Recommended study year: ---

Show only courses with available capacity  
 Show also courses, that I cannot enroll ⓘ

Show:  
 only courses from actual faculty  
 courses from all faculties

Show



# How to register for courses - tips

ENROLLMENT (STUDY PLAN) = courses from your study plan will automatically show up and you will just check the ones you want to enroll in

ENROLLMENT (MY OWN) = search the course by course code to enroll

- Consult your study plan and registration for courses with your program's coordinators and supervisors
- Degree Office is able to help students with administrative and technical issues, not advise which courses you should register for
- Registration and deregistration for/from courses after the deadline is possible only up to **6 weeks after** the beginning of the semester through the particular [Request form](#) – submit at Degree Office

# Why are some courses different colours?

summer	6	---	2/1 Ex	JPB195	Classics of Political Philosophy
summer	6	---	2/1 Ex	JPB332	Economic History
summer	6	---	2/0 Ex	JPB595	Justice in Politics and International Relations
summer	6	---	2/0 Ex	JPM450	Electoral Systems
summer	6	---	1/1 Ex	JSB474	Sociology of Sport

Green = Mandatory course

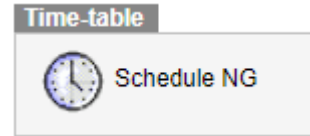
Orange = Elective course

Black = Optional course

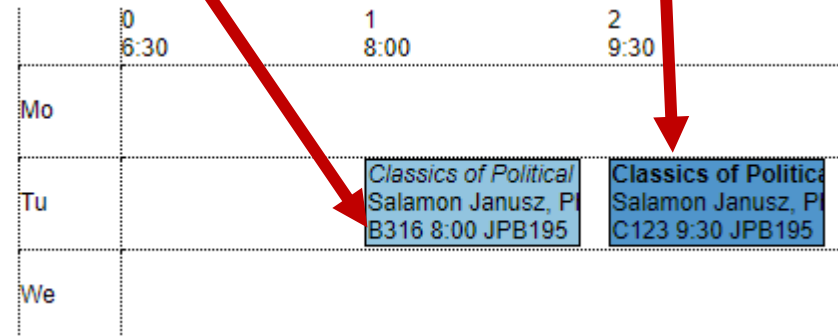
Unsure what these categories mean? Read the [General study information](#) carefully to learn about different types of courses.

# Where can I see my schedule?

Would you like to see your entire schedule?  
Go to the „Schedule“ module for an overview.



- You will see your classes arranged by day and time with lectures in dark blue and seminars/tutorials in light blue.
- You can also check the location (room number) of the class (e.g.: B316)



	0 6:30	1 8:00	2 9:30
Mo			
Tu		Classics of Political Salamon Janusz, PI B316 8:00 JPB195	Classics of Political Salamon Janusz, PI C123 9:30 JPB195
We			

Two red arrows point from the text above to the class entries in the table. One arrow points from the first bullet point to the 8:00 class entry, and the other points from the second bullet point to the 9:30 class entry.

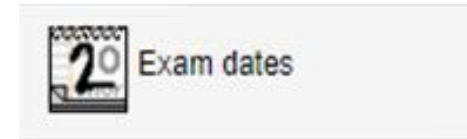
# How to register for exams?

- Registration for exams opens a few weeks before the exam period

Go to module „Exam dates“

to see all the published dates for your enrolled courses

- Don't see your course's exam dates?  
It probably wasn't published by the teacher yet



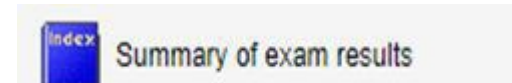
Capacity	Course	Type	Semester	Date	Tr
3/30	Theories of International Relations (for Security Studies) (JPM935)	exam	summer	17.05.2021 - Monday	15
8/40	Theories of International Relations (for Security Studies) (JPM935)	exam	summer	01.06.2021 - Tuesday	15
1/40	Theories of International Relations (for Security Studies) (JPM935)	exam	summer	15.06.2021 - Tuesday	15

Results 1-3 of 3



# Where to find your exam results?

To see how well you did during exams, got to module „Summary of exam results“



Winter	Summer	Code	Title	Type of examination	No.	Res.	Res. B	Date	Examiner	Type	EC	Passed (for sem)
✓		X00032090	Media Technology and Society	Ex	1	C		20.11.2020	doc. PhDr. Denisa Hejlová, Ph.D.		15	Passed
	✓	X00032091	Culture, Meaning and Communication	Ex	1	C		14.10.2020	doc. PhDr. Denisa Hejlová, Ph.D.		15	Passed

- Two types of course completions:
  - Grading system at the Faculty of Social Sciences A - F
  - Some courses are non-graded (only Pass/Fail, no grade)

For more on grading click [here](#).



# What is my GPA and my credit sum?

- At the bottom of the exam result page, you will find an overview of your credits:  
First for the current academic year  
Second for the whole study

	Winter semester	Summer semester	Academic year
Obtained eurocredits for required/required with an alternative/optional courses = total	7/18/0 = 25	6/22/2 = 30	13/40/2 = 55
Average grade according to the Code of Study and Examination of Charles University			1.33
<b>Total sum and average of displayed results</b>			
Total obtained eurocredits for required/required with an alternative/optional courses = total			13/40/2 = 55
Total enrolled eurocredits for required/required with an alternative/optional courses = total			13/40/2 = 55
Total average according to the Code of Study and Examination of Charles University			1.33
<b>Total sum including not displayed results (the sum for the whole study)</b>			
Total obtained eurocredits for required/required with an alternative/optional courses = total			88/59/20 = 167
Total enrolled eurocredits for required/required with an alternative/optional courses = total			91/59/20 = 170
Total average according to the Code of Study and Examination of Charles University			2.03

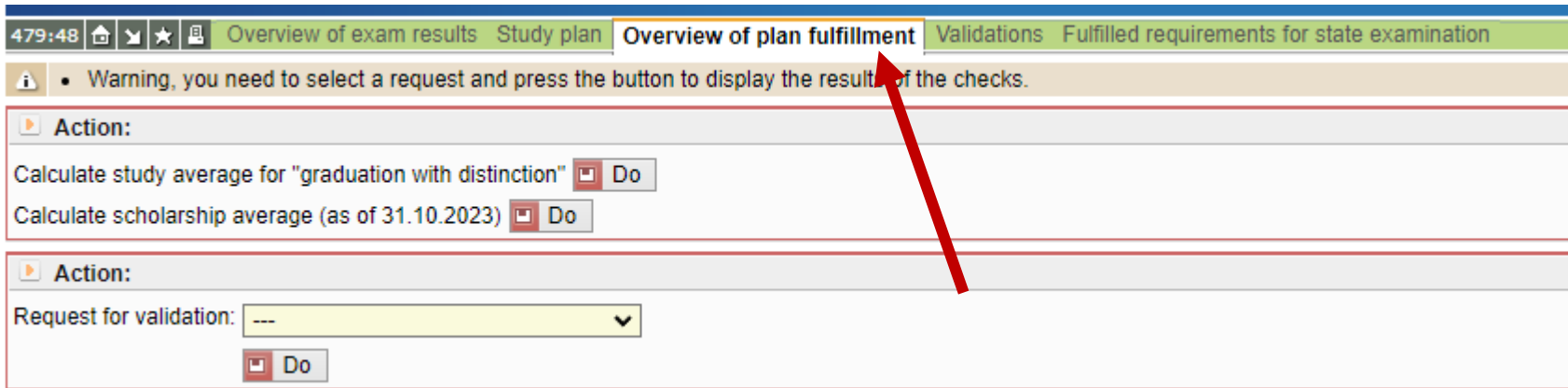
- The last number is the study average = your GPA  
!Remember that in Czechia, the GPA scale is from 1.0 (best) to 4.0 (worst)!





# Am I fulfilling my study plan?

- To see your study overview, stay in module „Summary of exam results“ Under „Overview of plan fulfillment“, you can check how many requirements you have already done



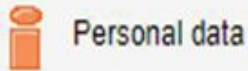
The screenshot shows a web application interface with a navigation bar at the top containing tabs: 'Overview of exam results', 'Study plan', 'Overview of plan fulfillment' (highlighted), 'Validations', and 'Fulfilled requirements for state examination'. Below the navigation bar is a warning message: 'Warning, you need to select a request and press the button to display the results of the checks.' The main content area is divided into two sections, each starting with an 'Action:' label. The first section contains two buttons: 'Calculate study average for "graduation with distinction" Do' and 'Calculate scholarship average (as of 31.10.2023) Do'. The second section contains a 'Request for validation:' dropdown menu with a yellow background and a 'Do' button. A red arrow points from the warning message to the 'Request for validation:' dropdown menu.

- In the drop down menu, select „Validation before state final examination“ The system will quickly let you know what requirements you still need to take care of before finishing your degree
- This validation check is just for you – it does not start any process involving the International office.



# SUMMARY

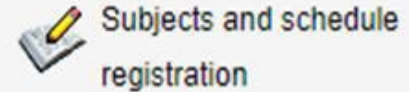
- login data – new student will receive (student personal number/name login and password) on her/his personal email after the registration for the study
- link to SIS to be found on [the faculty webpage](#)
- the modules used by students in the 1st year -



to edit your personal data



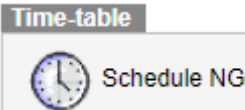
to search for courses



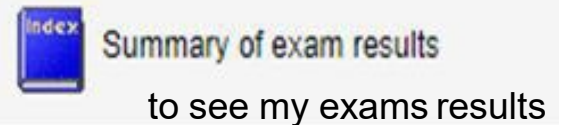
to register for courses



to register for exams



to see my schedule



to see my exams results



# PLEASE REMEMBER!

- SIS is your best friend!
- If SIS can't help, ask the [International Office](#)
- Read emails you receive from us

