

Dear students,
Dear supervisors,

Welcome to your first year of doctoral studies at the Second Faculty of Medicine, CUNI. If you haven't done so already, you can skim through [our website](#) to find all relevant, up-to-date info about our department and about doctoral studies at our faculty.

First of all, please check and update all your personal information in SIS (address, phone, email, and bank details needed for stipend payments).

As mentioned at enrollment, your first study requirement is to file your Individual Study Plan in cooperation with your supervisor. **The deadline is November 13, 2024.** This ISP will be checked and approved by your supervisor (by November 30, 2024) and the Subject Area Board (by December 15, 2024).

Any changes to an approved ISP are possible during the Annual Assessment period (yearly, usually July-August). All changes have to be revised by the supervisor and SAB and appropriately documented with materials justifying the relevance of the change.

Please fill in all the required fields in the language of your study programme (i. e. Czech when the programme is accredited in Czech; English if the programme is accredited in English), and do not forget to provide the course of study and the outline of your dissertation. Please attach your dissertation annotation. The study requirements per respective SABs can be found on the relevant [website](#). A list of courses in biomedicine is also continuously updated here: <https://dspb.avcr.cz/en>.

In case you encounter any technical issues with SIS, please do not hesitate to contact our colleague, Mgr. Marek Ploc (marek.ploc@lf3.cuni.cz), if you have any other problems, please contact our department. You can also get in touch with the contact person of a respective DSP (always on the website).

Best regards,

Advisors of PhD studies

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GUIDELINES FOR CREATING INDIVIDUAL STUDY PLANS (ISP)

The following text describes in detail the individual steps along with SIS screenshots for illustration. As the program is continually being developed, these screenshots may be slightly different than the current version.



1. Logging in to SIS



To log in to SIS, go to <https://is.cuni.cz/studium>, enter your user name, or possibly use your UKČO number (number on student ID under the photograph), and CAS password. To generate (and assess) ISPs, supervisors are assigned the role of Teacher or Supervisor by the Second Faculty of Medicine, instructions for switching roles can be found at https://is.cuni.cz/studium/help/stev/stev_059.png.

The different ways to get a CAS password are described at <http://www.cuni.cz/UK-4442.html>. If you have not yet been assigned a role as teacher or supervisor for the Second Faculty of Medicine, or you want to know your personal ID number (UKČO), contact the SIS Coordinator, Mgr. Marek Ploc (marek.ploc@lf3.cuni.cz).

Creation of an ISP by the student

a) Creating an ISP

After logging in to SIS, the doctoral student clicks on the  **Individual study plan for PhD. Students** module. After clicking on the editing icon () details of the ISP created are displayed. The header lists all basic information about the doctoral student, the subject-area board chairperson, the supervisor, the consultant and the current status of the plan. Details are displayed after clicking on the “plus” button of the particular line. If the supervisor or consultant is designated “external” in the Tajemník program (i.e. the corresponding field is checked), instead of the department assigned to the faculty, one line of the plan PDF lists the Faculty/Workplace, Street, Postal Code and City from the Tajemník program. We recommend **checking and adding** this data. Once it is added to the Tajemník program, it is automatically updated in the study plan. If you encounter any problems (e. g. you cannot edit your plan etc.), please do not hesitate to get in touch.


	Plan	Given and last name	Study status	Year of admission	Supervisor	State of the plan	Responsibility (plan proposal)
			studying	2024	prof. MUDr. Jan Janota, Ph.D.	ISP proposal	- => student

The next step is an outline of your studies – here, students enter their four-year study plan (it does not matter if you will study for longer).

Edit the duty	
* Description of the course of study:	Academic Year (2018/ 2019) Course - Kurz Zakladu Vedecke Cinnosti Course - Seleted topics of endocrinology and metabolism Course - Novinky v biomedicínském výzkumu Apply for GA-UK funding Academic Year (2019/ 2020) English language exam Publication in a scientific journal with an impact factor Presentation of findings at scientific conference
	Max length 15000 characters, typed 557, 14443 remaining.
	<input checked="" type="checkbox"/> Save <input type="checkbox"/> Do NOT save and go back

The entered text is unformatted, so we recommend dividing it into individual lines for greater clarity.

b) Doctoral thesis and procedure for preparing the doctoral thesis


This part of the ISP displays the assigned doctoral thesis. After clicking on the edit icon () , the doctoral student will provide a brief introduction and then the planned progress in the dissertation processing. During the annual assessment, this plan can be modified based on the results achieved.

Please check all the information about your dissertation – including the title in Czech (consult your supervisor for that) and English, and the training workplace. If you find any discrepancy, please do not hesitate to contact us.

c) General requirements specific to the given field

Every ISP has to include courses required by the respective SAB, English language exam (if required by the SAB), Scientific conference (DS002), State Doctoral Exam, Dissertation Defence, publication activity and internship (DS025, if required by the SAB). Please consult the [DSP websites](#) for concise information.

Please insert the publications described vaguely – i. e. original article/first author publication/review article/etc. according to the requirements of the SAB. Later, the publication will be paired with the OBD (database of publication and research activity).

Before leaving for an internship, please remember to register in the Internships  module and submit a certificate of internship completion after arrival (no form is required, usually issued by the head of the hosting department).

d) Requirements concluding with a final examination or grade – subjects

These requirements conclude with an examination (including state doctoral examinations), grade (e.g. acquiring certification), colloquium, etc.; they have their counterparts in subjects entered in SIS in the Student program and, once completed, can be “matched” during the annual assessment.

- **Subject (within CUNI)** – a subject already appearing in CU SIS which has been assigned a code (see the list of frequently fulfilled courses). Once you complete a subject, please send us a scan of your „index“ (study credit book), we will enter the subject as completed.

- **Subject (outside of CUNI)** - a special subject or similar requirement that is not in the CU SIS course list (e.g. subjects taught outside CU, special courses ending in certification). After submitting confirmation of course completion to the Department of PhD studies, the particular course will be assigned a code. Please enter additional details about the course to the field "specification of requirements": the *exact name of the subject, name of subject in English, code of subject (if one exists), language of instruction, university, faculty and guarantor, instructor or examiner for the subject (if known), semester of instruction (if known), and manner of examination (grade/credit)*.

A subject can be added by either directly entering the code or using the magnifying glass button and searching the CU database by faculty, department or part of name and code; confirm your selection by clicking on the green arrow. Then select the planned academic year the given requirement will be met.


List of duties

* no data found

add course (within CU) course (without CU) publication conference study visit training other sets of courses

Edit the duty

⚠ In accordance with the provisions of the Study and Examination Regulations of the University of Cologne, these courses are not displayed in dialogue boxes for adding and pairing courses:

* Course code: 

Academic year:

Semester: none winter summer both

Searching: Course code

Faculty:

Department:

Name:

Code:

Code	Name	Department	Faculty
DS002	Scientific Conference	13-462	2.LF

After completing subjects that are part of the ISP, records are "matched" during the annual assessment.



e) Sending the plan to the supervisor

All parts of the plan can be edited or deleted using the icon on the left-hand side of the table. Once the plan has been created, the proposed ISP plan must be sent to the supervisor. Go to the drop-down menu at the bottom of the screen and select *Send plan to supervisor*, then click the „Go“ tile.

+ Duties specific for the branch
▶ Student action:
forward the plan to the supervisor ▼ <input type="button" value="Go"/>

The supervisor will receive an email notification that the plan of his/her doctoral student is ready for review. It is possible that the supervisor may ask the doctoral student to make some modifications or additions to the ISP proposal. In such a case, the student will be notified by e-mail, will make the required changes, and send the plan back to the supervisor.

4. Approval of the ISP by the supervisor

The supervisor will be notified by e-mail of the ISP prepared by the given doctoral candidate. Information on logging in to SIS is given in section 1. In the role of Teacher and Supervisor or PGS Supervisor, it is necessary to select the  **Individual Study Plan for the PhD. Students** module. The filter will display the students of the particular supervisor. To search more quickly we recommend setting the *Year commencing study* to the current academic year, i.e. 2023/24, otherwise all doctoral students of the given supervisor will be displayed. Students just starting to create their ISP will see in the *Plan Status* column that this is a proposal. Clicking on the  icon in the particular row will open the doctoral student's ISP proposal.

Using the scroll-down menu at the bottom of the screen the supervisor can select *evaluate proposed ISP* and in the text field add commentary that will then be displayed in the Plan Status header. If it is necessary to return the proposal to the doctoral student to be revised or supplemented, the supervisor will select *return plan to student* and in the text window give instructions for the student. This text is then displayed in the next header (History of reasons for returning the individual study plan).

2018/2019
2017/2018

Study status: graduated withdrawn interrupted studying

Role: Student Supervisor Advisor

Given name(s):

Last name:

Title of doctoral dissertation:

Dissertation ID:

Plan ID:

Change of a study status [?]

State of plan:

Year of commencement of study:
2021/2022
2020/2021
2019/2020
2018/2019

Admission procedure course: Both courses of admission procedure First course of admission procedure Second course of admission procedure
 Only with plan

State of assessment:

Year of assessment:

Study status as of 30 September of the assessed year

Assessment result:










With assessment only
 Plans with a set and unfinished additional assessment
 Plans with a set and unfinished additional update

State doctoral exam status:

Language of instruction:

Display: results per page

Results 1-7 of 7

<input type="checkbox"/>	Plan	Given and last name	Study status	Year of admission	Study branch	Supervisor	Advisor	State of the plan	Responsibility (plan proposal)	Last revision	Assessment status (Sup/SAB)	Responsibility (assessment)
<input type="checkbox"/>	 20557	Mohammed Sultan Mansor Al Shayef	studying	2020	D- <u>AGKDPZ</u>	doc. RNDr. Lucie Kupková, Ph.D.	Ing. Markéta Potůčková, Ph.D.	approved ISP 	-	26.04.2021 21:30 doc. RNDr. Lucie Kupková, Ph.D.	proposed assessment of fulfilling the ISP - 2021/2022 (-+) 	student = supervisor
<input type="checkbox"/>	 20558	Salma Bijou	studying	2020	D- <u>AGKDPZ</u>	doc. RNDr. Lucie Kupková, Ph.D.		approved ISP 	-	26.04.2021 21:29 doc. RNDr. Lucie Kupková, Ph.D.	proposed assessment of fulfilling the ISP - 2021/2022 (-+) 	student = supervisor
<input type="checkbox"/>	 16440	Mgr. Zdeněk Boudný	studying	2018	D- <u>OGEOG</u>	doc. RNDr. Lucie Kupková, Ph.D.		approved ISP 	-	14.12.2018 12:38 doc. RNDr. Pavel Chromý, Ph.D.	proposed assessment of fulfilling the ISP - 2021/2022 (-+) 	student = supervisor

The last step is always submission of the plan to the subject-area board for evaluation

The screenshot shows a web interface with two main sections. The top section is titled "Supervisor action (compulsory action is highlighted ⚠):". It contains a dropdown menu with two options: "assess the ISP proposal" (highlighted in blue) and "send the plan back to student". To the right of the dropdown is a "Go" button. Below this is a section titled "Assessment of study plan". It features a text input field labeled "ISP proposal assessment:" with a character count: "Max length 500 characters, typed 10, 490 remaining." At the bottom of this section are two buttons: "Save" and "Save and submit to Subject Area Board".

(sending the plan to the subject-area board).

For clarity, the “Responsibility (proposal of plan)” column in the list of doctoral students always lists current information regarding the responsibilities of the given person (student – supervisor – subject- area board).

You can find most courses in the „[Subjects](#)“ module in SIS to check the syllabus or find the contact details of the guarantor. If you have any questions or want to register for the course, please contact the guarantor if not specified otherwise. More courses can also be found here: <https://dspb.avcr.cz/en>. This list provides codes of the most frequently fulfilled courses. Most are taught in Czech; please contact the guarantor to discuss an alternative way of completion.

Course code	Course title
B90206	Biomedical informatics and statistics
B90097	Cellular and Molecular Principles of Immunology
B90054	Electrophysiological methods in clinical practice and research
B90072	Physiology regulation system in normal and pathology
B90016	Experimental surgery 2
B90015	Experimental surgery 1
B90182	Modeling of biomedical systems
B90203	Biomedical Research News (taught in English)
B90019	Advances in cell biology
B90041	Advances in Molecular Biology and Genetics
B90005	Advances in neurosciences
B90008	Selected chapters of biochemistry and pathobiochemistry
B90189	Imaging Methods in Medicine
B90044	Selected issues of endocrinology and metabolism
B90068	The Base of the scientific in work at the ASCR
CPGS008	Basic epidemiology and methodology
CPGS009	Statistics methods in epidemiology
CPGS005	Introduction to Practical Research Methodology
CPGS006	Basic and advanced methods of optical microscopy in medicine and biology
CPGS004	Basics of Medical Sciences
MPGS0035	Introduction to molecular and cell immunology
MPGS0029	Course on fundamentals of the scientific work
MPGS0013	Advances in microbiology

MPGS0034	Advances in molecular biology and genetics
MPGS0008	Acquisition and treatment of an image in microscopy
PDSB010	Biophysics
PDSB009	Human Biology
PDSB012	Kinesiology
D0400003	English language exam
D0400002	Dissertation defence
D0400001	State doctoral exam
DS001	Basics of scientific methodology
DS002	Scientific conference
DS005	Functional examination and therapy of patients with musculoskeletal pain
DS006	Physiological bases of functional examination and movement therapy in patients with civilization diseases
DS007	Individual orthotic prosthetic aids
DS008	Kinesiology of the lower limb and walking
DS009	WHO International Classification of Functioning, Disability and Health (ICF)
DS011	Pathophysiology and treatment of pain
DS012	Physical activity in obese patients
DS013	Advances in an inter-professional approach to the examination and rehabilitation of patients after brain injury
DS014	Advances in examination and multidisciplinary therapy of patients after spinal cord injury
DS015	Procedures and results of recent research in the fields of kinesiology and rehabilitation
DS016	Principles of neurorehabilitation
DS017	Respiratory physiotherapy in clinical contexts
DS018	Examination and treatment in patients with Parkinson's disease

DS019	Examination and rehabilitation of patients with stability disorders
DS022	Functional examination and rehabilitation of children
DS023	Central mechanisms of motor control