

SIS



FACULTY
OF SOCIAL SCIENCES
Charles University

SIS - AGENDA

- Login Data
- What is SIS
- How do I log in
- Personal Data in SIS
- Course Search
- Course Registration
- Exam Registration
- Summary



LOGIN DATA

- All new students will receive login data by email after their online registration for the study
- Login a data – password + logins (name, personal number)
- An initial password - required to change within 5 days at: <https://ldap.cuni.cz>
- Types of login: a name login and a numerical login (central personal number)
- Access to the SIS, library catalogue, cafeteria, Eduroam wifi network, etc.
- EDUROAM** - <http://uvt.cuni.cz/UVTENG-20.html>

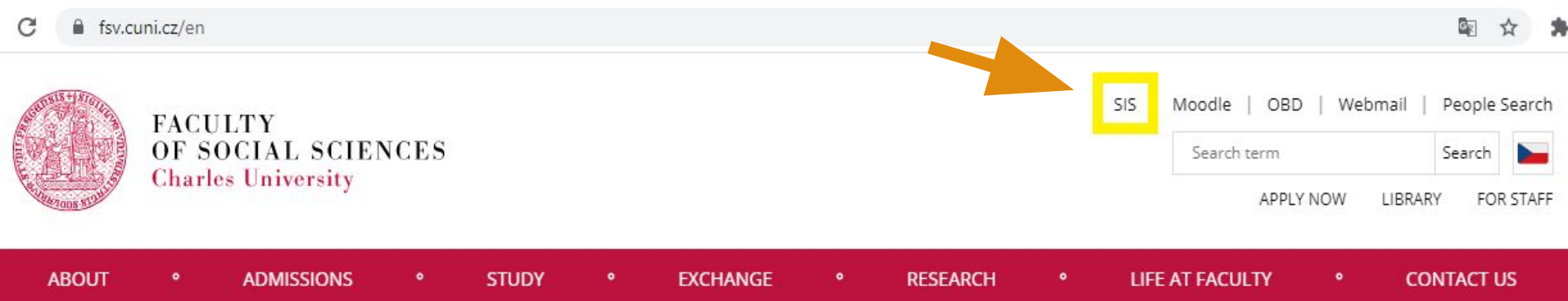


What is SIS

SIS = Student Information System

Everything happens in SIS.

**If you are not in SIS, you do not exist as a “FSV UK student”.
Log into SIS through the Faculty web site**



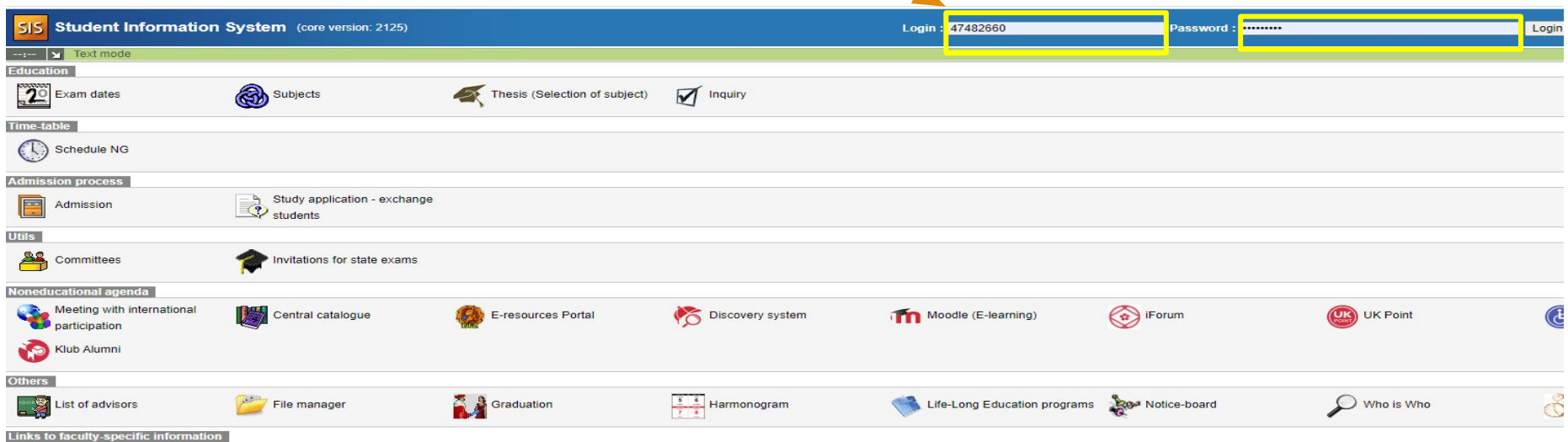
The screenshot shows the website fsv.cuni.cz/en. On the left is the Faculty of Social Sciences logo and name. On the right, a navigation menu includes links for Moodle, OBD, Webmail, and People Search. The 'SIS' link is highlighted with a yellow box, and an orange arrow points to it from the left. Below the navigation menu is a search bar and links for 'APPLY NOW', 'LIBRARY', and 'FOR STAFF'. At the bottom, a dark red footer contains navigation links: ABOUT, ADMISSIONS, STUDY, EXCHANGE, RESEARCH, LIFE AT FACULTY, and CONTACT US.

SIS - HOW DO I LOG IN

- [link to SIS](#)



student personal number the password set up CAS



■ home page after login

SIS Student Information System (core version: 2153) Study

09:52 Text mode Another role

News

Examinations

- Exam dates
- Final Exams
- Subjects and schedule registration
- Subjects
- Study group roster
- Thesis (Selection of subject)
- Summary of exam results

Time-table

- Schedule NG

Admission process

- Admission

Utils

- Publications
- Committees
- Invitations for state exams

Noneducational agenda

- Central catalogue
- E-resources Portal
- Discovery system
- Moodle (E-learning)
- iForum
- UK Point
- Centrum Carolina
- Doctoral Study Hub
- Klub Alumni

Others

- Bookmarks
- Life-Long Education programs
- Harmonogram
- Who is Who
- Login searching
- Notice-board
- Personal data
- Study charges and petitions
- Graduation

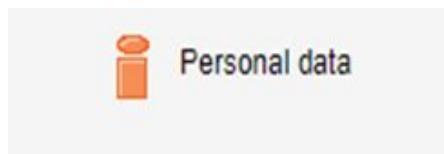
List of advisors

- File manager
- Scholarships



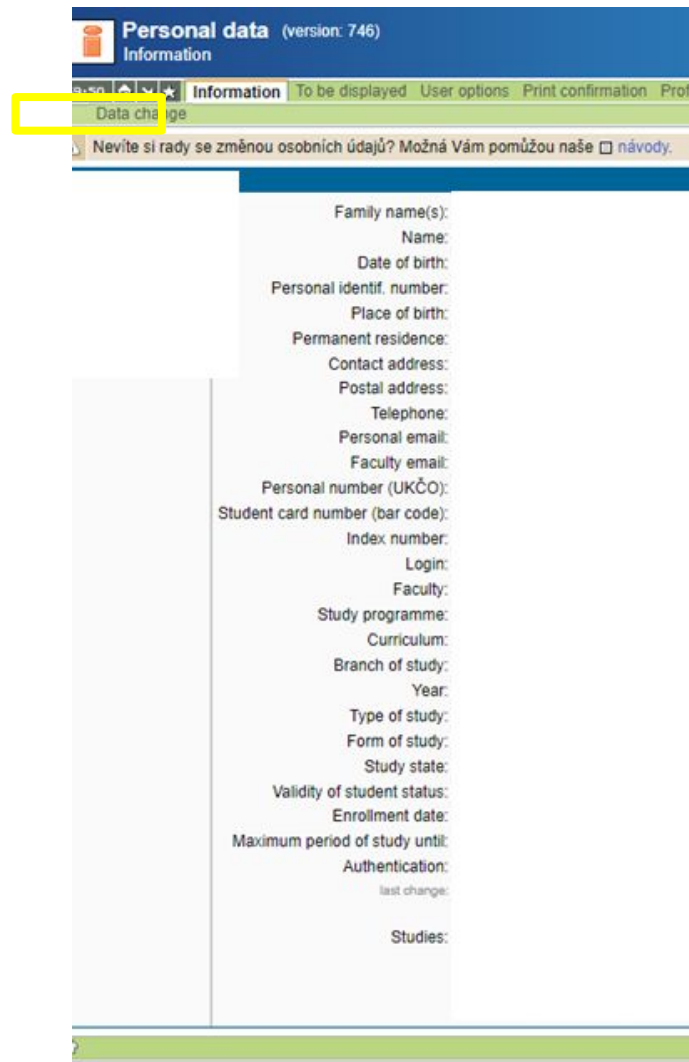
SIS - PERSONAL DATA

■ module -



■ to edit your address, phone number, etc.

■ Always good to check once you log into SIS for the very first time.

A screenshot of the SIS Personal data module interface. The top bar is blue and contains the text "Personal data (version: 746)" and "Information". Below this is a navigation bar with tabs: "Information", "To be displayed", "User options", "Print confirmation", and "Profile". A yellow box highlights the "Data change" tab. Below the navigation bar is a message: "Nevíte si rady se změnou osobních údajů? Možná Vám pomůžou naše návody." The main content area is a list of personal data fields, including: Family name(s), Name, Date of birth, Personal identif. number, Place of birth, Permanent residence, Contact address, Postal address, Telephone, Personal email, Faculty email, Personal number (UKČO), Student card number (bar code), Index number, Login, Faculty, Study programme, Curriculum, Branch of study, Year, Type of study, Form of study, Study state, Validity of student status, Enrollment date, Maximum period of study until, Authentication, last change, and Studies.

SIS - COURSE SEARCH

module



Subjects (version: 995)
Courses search, academic year 2021/2022

479:58 Search ... Teachers Departments Classes Classification View by plans Setup

Nevíte si rady s předměty? Možná Vám pomůžou naše návody. V případě problémů se ujistěte, že máte modul nastaven do správného akademického roku.

Filter:

Title: Code: Match: substring exact

Search in: Title Annotation Syllabus (?)

Faculty:

Department:

School:

Class:

Classification:

Language:

Semester:

Display: results per page

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

Results 1-20 of 200 [1](#) [2](#) [3](#) [4](#) [5](#) ... [10](#) [next](#)

	Code	Title	Guarantor(s)
<input type="checkbox"/>	JLM001	Academic English I	Pamela Danielle Cotte, M.A.
<input type="checkbox"/>	JSM103	Academic Writing	Sean Mark Miller
<input type="checkbox"/>	JLB057	Academic Writing for Bachelors	Andrew Goodall, D.Phil.
<input type="checkbox"/>	JEB111	Advanced Data Analysis in MS Excel	Mgr. Petr Polák, M.Sc., Ph.D.
<input type="checkbox"/>	JEM217	Advanced Econometrics	doc. PhDr. Jozef Baruník, Ph.D.
<input type="checkbox"/>	JEM216	Advanced Macroeconomics	prof. Roman Horváth, Ph.D.
<input type="checkbox"/>	JEM215	Advanced Microeconomics	doc. PhDr. Martin Gresser, Ph.D.

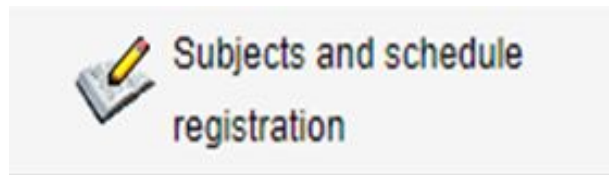
For more information about the course codes and class locations click [here](#).



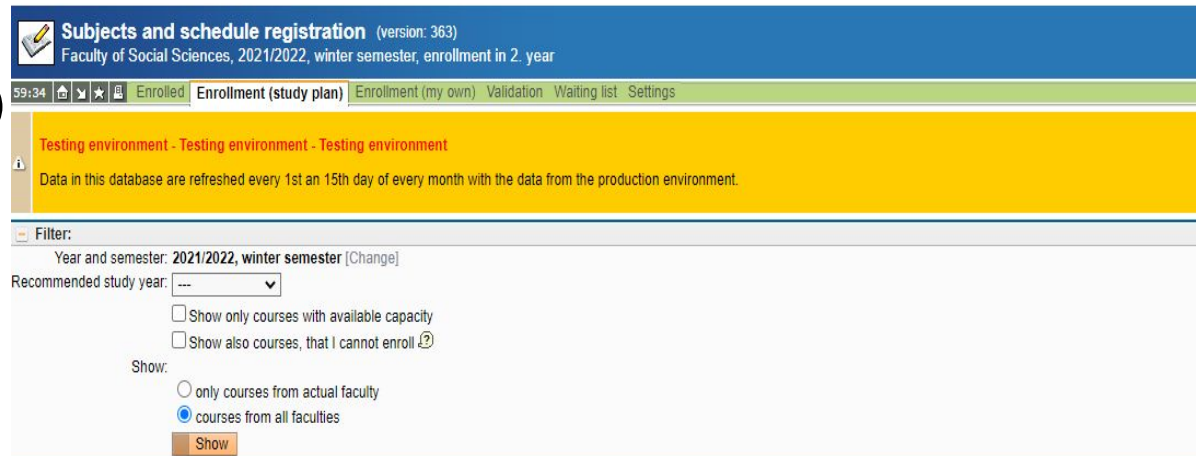
SIS - COURSE REGISTRATION

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

module



- Enrollment (study plan)
- Enrollment (my own)
- Waiting list



The screenshot shows the 'Subjects and schedule registration' web application. The header includes the title 'Subjects and schedule registration (version: 363)' and the context 'Faculty of Social Sciences, 2021/2022, winter semester, enrollment in 2. year'. Below the header is a navigation bar with tabs: 'Enrolled', 'Enrollment (study plan)', 'Enrollment (my own)', 'Validation', 'Waiting list', and 'Settings'. The main content area has a yellow background with a warning icon and the text 'Testing environment - Testing environment - Testing environment' and 'Data in this database are refreshed every 1st and 15th day of every month with the data from the production environment.' Below this is a 'Filter:' section with the following options: 'Year and semester: 2021/2022, winter semester [Change]', 'Recommended study year: ---', 'Show only courses with available capacity' (checkbox), 'Show also courses, that I cannot enroll' (checkbox), 'Show:' with radio buttons for 'only courses from actual faculty' and 'courses from all faculties' (selected), and a 'Show' button.

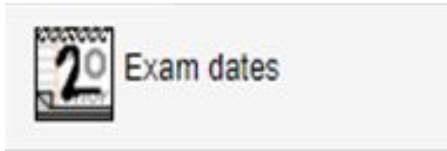


SIS - COURSE REGISTRATION

- Consult your study plan and registration for courses with your programme's coordinators and supervisors
- Degree Office is able to help students with administrative and technical issues, not the academic ones
- Registration and unregistration for/from courses after the deadline is possible only **6 weeks after** the beginning of the semester through the particular Request form – submit at Degree Office

SIS - EXAMS

module



Completion of the courses:

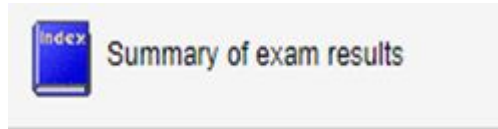
- By an **exam** (registration via SIS)
- By an **essay or other type of homework** (no need to register)

For more information click [here](#).



SIS - EXAM RESULTS

■ module



Summary of exam results (version: 247) Study Faculty of Social Sciences

Overview of exam results | Study plan | Overview of fulfilment plan | Validations | Fulfilled requirements for state examination

Filter:

- 2020/2021 winter summer both
- 2019/2020 winter summer both
- 2018/2019 winter summer both

Set up

Results of enrolled duties from 28.7.2021

Full name
Date of birth

2020/2021		Type of examination	No.	Res.	Res. B	Date	Examiner	Type	EC	Passed (for sem)
<input checked="" type="checkbox"/>	X00032090	Media Technology and Society	1	C		20.11.2020	doc. PhDr. Denisa Hejlová, Ph.D.		15	Passed
<input checked="" type="checkbox"/>	X00032091	Culture, Meaning and Communication	1	C		14.10.2020	doc. PhDr. Denisa Hejlová, Ph.D.		15	Passed

■ Completion of the courses:

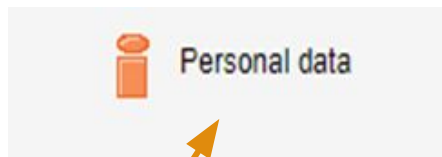
- Grading system at the Faculty of Social Sciences A - F
- Some courses are non-graded (only Pass/Fail no grade)

For more information click [here](#).

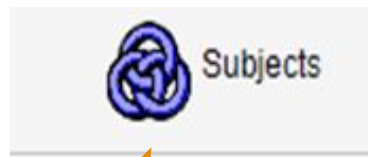


SIS - SUMMARY

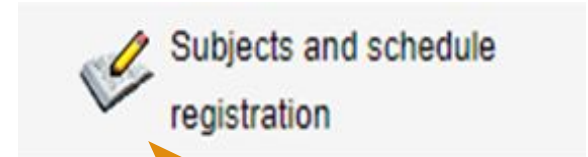
- login data – new student will receive (student personal number/name login and password) on her/his personal email after the registration for the study
- link to SIS to be found on [the faculty webpage](#)
- the modules used by students in the 1st year -



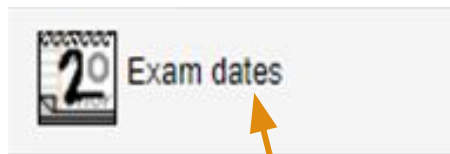
to edit your personal data



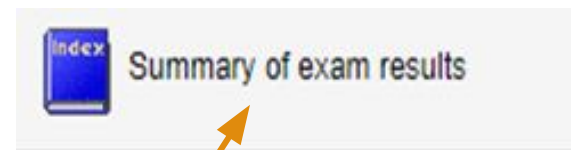
to search for courses



to register for courses



to register for exams



to see my exams results

PLEASE REMEMBER!

- SIS is your best friend!
- If SIS can't help, ask one of us - your [Study Coordinators](#).
- Read emails you receive from us.



Thank you
Enjoy your study at
Charles University!

