

Study Information System (SIS)

Introductory information for 1st year students

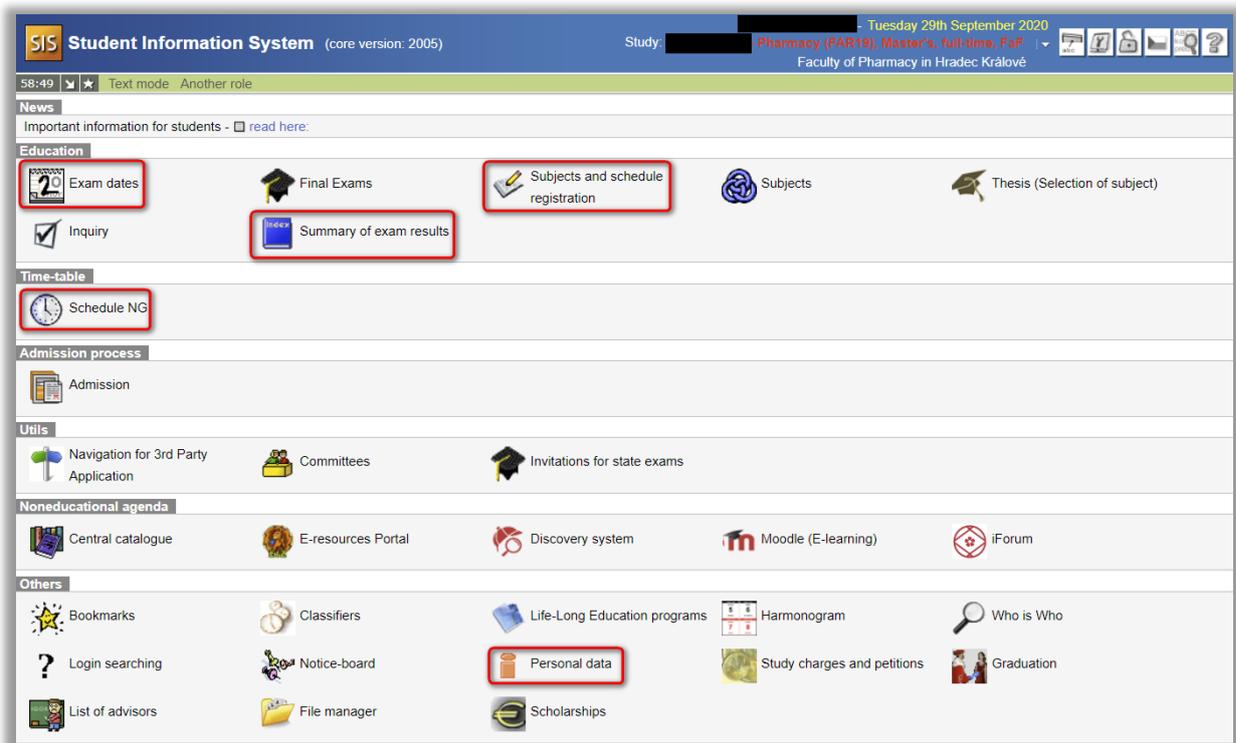
SIS is a web application that serves for administration information on your study. It contains a number of modules that you will need to work with during your studies at the faculty (displaying the schedule, registering for the date of exams/credits, overview of exam results ,...)

The most important modules in the introductions of the study are:

- Schedule NG
- Subjects and schedule registration
- Personal data
- Exam dates
- Summary of exam results

How to enter to SIS

<https://is.cuni.cz/studium/eng>



Contacts to support solution of questions or problems in the Study Information System

- Help Desk application: <https://intranet.faf.cuni.cz/Helpdesk/?lang=en-gb> (choose SIS category, preferred)
- Email: sis.admins@faf.cuni.cz

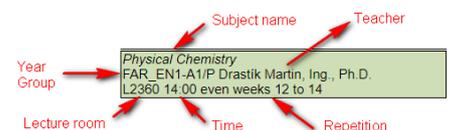
Schedule NG

The module is used mainly to display the student specific schedule.

- The actual academic year and semester must be set (e.g. winter semester 2020/21, performed in the Settings menu).
- In the "Detailed" mode, the "day by day" schedule is displayed throughout the semester, the clearest view.
- In the 1st year, all subjects are assigned automatically according to the study group number.
- Only the subjects Physical Education and Sport and Professional Language Preparation are not classically scheduled (information can be obtained from the Department of Physical Education and the Section of Foreign Languages).

Schedule ticket

- The timetable is basically the location of the teaching at a given time, classroom, ...
- Dark blue - lectures, regularly every week.
- Light blue - lectures, e.g. 1x14 days, only selected weeks.
- Dark green - exercises or seminars, regularly every week.
- Light green - exercises or seminars, e.g. 1x14 days, only selected weeks.



Additional options



Export to PDF file, for possible printing, e.g.

Export to CSV, can then be loaded into Excel, for example.

Export to iCalendar, the obtained file can be linked to your own calendar.

Subjects and schedule registration

The module is used for pre-registration of subjects and subsequent setting the schedule.

- **1st phase:** The application is used to pre-enrollment the subjects (for the 1st year only optional subjects, for other years to enroll all subjects). Preliminary enrollment is necessary to be locked - detailed information is sent every year by the Study Department.
- **2nd phase:** Subsequently, the application is used for the actual setting the subjects schedule.

Filter:							
Year and semester: 2020/2021, winter semester [Change]							
	Semester	Eurocredits		Range		Code	Title
		limit	win.	sum.	win.		
	winter	0			0/28 Z	---	GF011 Latin Language for Pharmacists
	winter	0			0/28 Z	---	GF012 Physical Training and Sports I
	winter	2			14/14 Z+Zk	---	GF105 Mathematics
	winter	5			28/20 Z+Zk	---	GF124 General and Inorganic Chemistry
	winter	1			0/14 Z	---	GF127 First Aid
	winter	4			28/14 Z+Zk	---	GF174 Biophysics

Schedule item selection							
Subject: Pharmaceutical Chemistry I (GF341)							
Academic year: 2020/2021							
semester: winter							
Capacity	Paralell	Week	Day	Hour	Classroom	Teacher	
Lecture							
	153/x	1		Thu Wed	8:00 - 9:35 8:00 - 9:35	PC PC	prof. Phar Ph.D.
Practicals							
	41/60	3	even	Mon Mon Mon Mon Mon Mon Mon Tue	8:00 - 13:00 7:00 - 7:30 7:00 - 11:30 7:00 - 11:30 7:30 - 11:30 11:30 - 13:05 11:30 - 13:05 11:30 - 13:05 9:45 - 11:20	PA PB L2248 L2248 L2248 S2250 S2250 S2250 PA	doc. Phar Kučerová



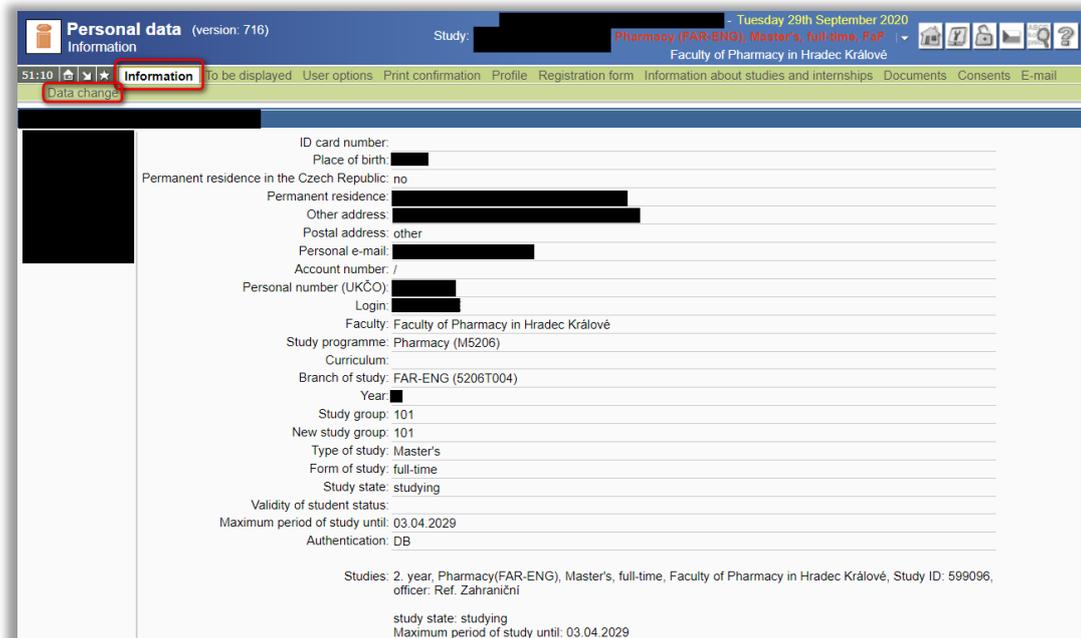
there are possible choices



the schedule setting was automatic, cannot be edited

Personal data

The module is used for displaying personal data of student, possible changes of selected personal data, printing of confirmations, setting of notifications from SIS, etc.



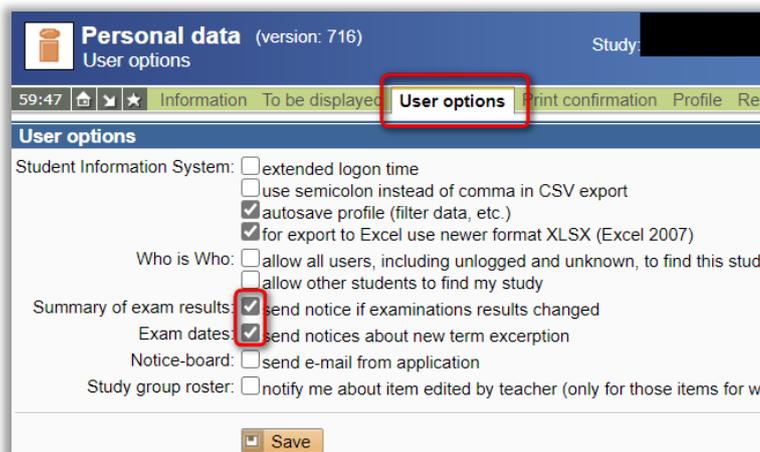
The screenshot shows the 'Personal data' web application interface. The top navigation bar includes 'Personal data (version: 716)', 'Study: [redacted]', and 'Tuesday 29th September 2020'. Below the navigation bar, there are several tabs: 'Information', 'To be displayed', 'User options', 'Print confirmation', 'Profile', 'Registration form', 'Information about studies and internships', 'Documents', 'Consents', and 'E-mail'. The 'Information' tab is currently selected and highlighted with a red box. The main content area displays a form with the following fields and values:

- ID card number: [redacted]
- Place of birth: [redacted]
- Permanent residence in the Czech Republic: no
- Permanent residence: [redacted]
- Other address: [redacted]
- Postal address: other
- Personal e-mail: [redacted]
- Account number: /
- Personal number (UKČO): [redacted]
- Login: [redacted]
- Faculty: Faculty of Pharmacy in Hradec Králové
- Study programme: Pharmacy (M5206)
- Curriculum: [redacted]
- Branch of study: FAR-ENG (5206T004)
- Year: [redacted]
- Study group: 101
- New study group: 101
- Type of study: Master's
- Form of study: full-time
- Study state: studying
- Validity of student status: [redacted]
- Maximum period of study until: 03.04.2029
- Authentication: DB

At the bottom of the form, there is a summary of the student's studies:

Studies: 2 year, Pharmacy(FAR-ENG), Master's, full-time, Faculty of Pharmacy in Hradec Králové, Study ID: 599096, officer: Ref. Zahraniční
study state: studying
Maximum period of study until: 03.04.2029

- **Information / Data change** - there is possible here to update selected contact data (telephones, e-mail, payment details, marital status, contact address, etc.).
- **To be displayed** - the student here can decide which data to publish to other students or even to the public users.
- **User options** - there is possible here to set what types of information should be sent from the SIS. It means e.g. information on the announced of exam date or exam result.



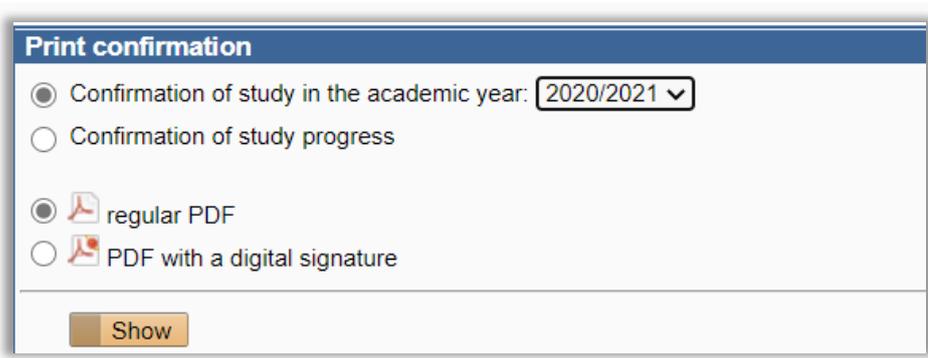
The screenshot shows the 'User options' web application interface. The top navigation bar includes 'Personal data (version: 716)', 'Study: [redacted]', and 'Tuesday 29th September 2020'. Below the navigation bar, there are several tabs: 'Information', 'To be displayed', 'User options', 'Print confirmation', 'Profile', 'Registration form', 'Information about studies and internships', 'Documents', 'Consents', and 'E-mail'. The 'User options' tab is currently selected and highlighted with a red box. The main content area displays a form with the following settings:

- Student Information System:
 - extended logon time
 - use semicolon instead of comma in CSV export
 - autosave profile (filter data, etc.)
 - for export to Excel use newer format XLSX (Excel 2007)
- Who is Who:
 - allow all users, including unlogged and unknown, to find this study
 - allow other students to find my study
- Summary of exam results:
 - send notice if examinations results changed
- Exam dates:
 - send notices about new term exception
- Notice-board:
 - send e-mail from application
- Study group roster:
 - notify me about item edited by teacher (only for those items for w

At the bottom of the form, there is a 'Save' button.

How to create the confirmation – the student can generate a confirmation himself/herself, in two ways:

- Regular PDF – for to be printed and then to have been confirmed by the Study Department
- PDF with digital signature - generate and save as a file and then verify at any Czech Point contact point.



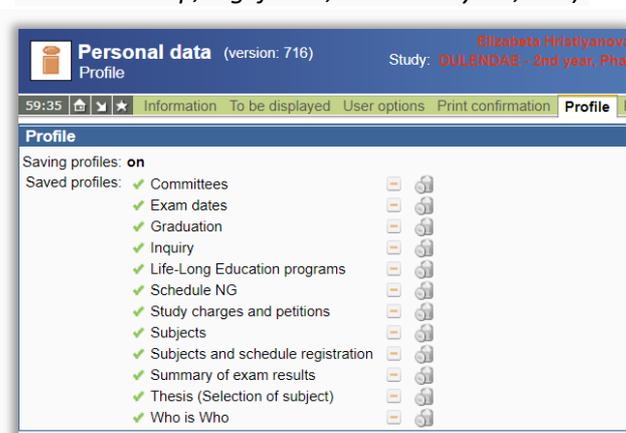
Print confirmation

Confirmation of study in the academic year: 2020/2021 ▼
 Confirmation of study progress

 regular PDF
  PDF with a digital signature

Show

- **Profile** there is possible here to delete or the settings of individual modules or even disable the saving of settings (*the system remembers how individual students have individual modules set up, e.g. filters, academic year, etc.*).



Personal data (version: 716) Elizabeta Hristyanova
 Profile Study: DULENDAE - 2nd year, Pha

59:35 [Information](#) [To be displayed](#) [User options](#) [Print confirmation](#) **Profile**

Profile

Saving profiles: **on**

Saved profiles:

✓ Committees		
✓ Exam dates		
✓ Graduation		
✓ Inquiry		
✓ Life-Long Education programs		
✓ Schedule NG		
✓ Study charges and petitions		
✓ Subjects		
✓ Subjects and schedule registration		
✓ Summary of exam results		
✓ Thesis (Selection of subject)		
✓ Who is Who		

- **Registration form, Information on studies and internships, Documents** - documents related to your studies.
- **Consents** - here you can see consents to the publication of various data concerning you (if you have given them in the Study Department).
- **E-mail** - the system sends students a series of automatic e-mail notifications. Here you will find a list of messages that have been sent.

Exam dates

The module is used you to register for the dates of credits and exams.

Registration for the date

The screenshot shows the 'Exam dates' application interface. At the top, it displays the version (188) and the current date (Friday 25th September 2020). The user is logged in as '3rd year, Pharmacy (FAR), Master's, full-time, FaF'. The 'Register' button is highlighted with a red circle. Below the navigation bar, there is a filter section with the following options:

- Show: Dates of examination, Non-study events
- Type: for selected course from announced examinations, for all my incomplete courses, for all my incomplete parts of courses, all courses
- Course: Pathological - Medicinal Preparation (GF235)
- Teacher: ---
- Properties: only future, only the free ones, noneducational events of my faculty

A message states: 'No course selected, showing all courses.' Below this is a table of exam dates:

	Capacity	Course	Type	Semester	Date	Time	Building	Room	Guarantor	Teacher	Cancel before	Registration until	Registration from
detail Set watching (1)	1/1	Pathological - Medicinal Preparation (GF235)	exam	summer	29.09.2020 - Tuesday	08:30			16-16150		28.09.2020 12:00	28.09.2020 12:00	
detail Register	0/1	Pathological - Medicinal Preparation (GF235)	exam	summer	30.09.2020 - Wednesday	08:30			16-16150		29.09.2020 12:00	29.09.2020 12:00	

Results 1-2 of 2

Deregister from the date

The screenshot shows the 'Exam dates' application interface. At the top, it displays the version (188) and the current date (Friday 25th September 2020). The user is logged in as '3rd year, Pharmacy (FAR), Master's, full-time, FaF'. The 'My dates' button is highlighted with a red circle. Below the navigation bar, there is a filter section with the following options:

- Show: Dates of examination, Non-study events, including past

A section titled 'Dates of examination' contains a table of exam dates:

	Course	Type	Year	Semester	Date	Time	Building	Room	Guarantor	Teacher	Cancel before	Registration until
Deregister detail	Pathological - Medicinal Preparation (GF235)	examination	2019/2020	summer	29.09.2020 - Tuesday	08:30			16-16150		28.09.2020 12:00	28.09.2020 12:00

Change of date

In the "Register" menu, after clicking on a new date, you will be automatically deregistered from the original date and register for new date.

Additional information

- A student cannot be registered for more than one date for a given subject.

- It is possible to join the queue for fully occupied dates - „**Set watching (number in the queue)**“.
The student can register in multiple queues on several dates.
Use this option with caution, because in case of any date is released , the student is automatically registered on the watched date and logged out of the original one, without any requirement for confirmation. The system sends a notification by e-mail about the change of date.
- In addition to the dates of exams or credits, students can register for **non - study school events** (eg booking an appointment at the card issuing center, at the study department, etc.).

Additional options

History of student registrations

History of student's registrations to examination from the course GF339								
Date of event	Event	Examination date	Semester	Type	Excuse	Who - name	Start of exam	Academic year
2019-12-16 22:30:25	Zápis do fronty	2020-01-17 13:15:00	winter	Z				2019
2019-12-18 21:22:12	Odhlášení z fronty	2020-01-17 13:15:00	winter	Z		automat		2019
2019-12-18 21:22:12	Zápis na termin	2020-01-17 13:15:00	winter	Z		automat		2019



Export to MS Excel



Moving the mouse over these symbols will display the reason why registration for the date is not allowed.

Summary of exam results

The module is used to display and print an overview of fulfilled obligations - it is basically an electronic index.

- **The student is obliged to check the registration and correctness of the result of the examination / credit in the SIS;** in case of non-completion of the result by the next working day (for a written test within 3 working days) from the day of the relevant study obligation or in case of incorrectly stated result, student is obliged to immediately notify the relevant examiner by e-mail and a copy to the head of the department.
- A statement in PDF format can also be generated for any year / semester or any combination of years / semesters.
- Very important is the information "**Passed (total)**", indicating whether a possible prerequisite is also met (prerequisite is a related subject, which must also be met).
- The overview includes the number of credits and averages, both for the whole study and for the selected period.

Summary of exam results (version: 235) - Tuesday 29th September 2020
 Overview of exam results Study: 3rd year, Pharmacy (FAR), Masters, full-time, Fall Faculty of Pharmacy in Hradec Králové

Filter:

2020/2021 winter summer both
 2019/2020 winter summer both ← **Set years / semesters to display**
 2018/2019 winter summer both
 2017/2018 winter summer both

Overview in PDF →

Results of enrolled duties from 29.9.2020
 Full name: Dominika Knoblochová Year of study: 3
 Date of birth: 6/9/1998 Branch of study: Pharmacy (FAR)
 Academic year: 2019/2020

2019/2020	Winter	Summer	Code	Title	No.	Res.	Date	Examiner	Type	EC	Passed (for sem)	Passed (total)
✓			GF159	Medical Devices	1	1	18.02.2020	PharmDr. Petra Svačinová, Ph.D.	required	2	Passed	Passed
✓			GF242	Physical Training and Sports III	1	C	20.01.2020	Mgr. Iveta Szakošová	optional	0	Passed	Passed
✓			GF304	Pharmacognosy II	1	C	18.12.2019	doc. PharmDr. Lenka Tůmová, CSc.	required	7	Passed	Passed
✓			GF305	Biological Drugs	1	1	05.02.2020	doc. PharmDr. Tomáš Slatka, CSc.	required	1	Passed	Passed
✓			GF306	Pharmaceutical Analysis II	1	C	19.02.2020	doc. PharmDr. Miroslav Miletín, Ph.D.	required	7	Passed	Passed
✓			GF307	Law and Ethics for Pharmacists	1	1	27.11.2019	PharmDr. Nela Váňová, Ph.D.	required	2	Passed	Passed
✓			GF308	Physical Principles of Dosage Forms	1	1	14.02.2020	PharmDr. Pavla Pilařová, Ph.D.	required	2	Passed	Passed
✓			GF324	Clinical Biochemistry	1	2	13.01.2020	PharmDr. Jan Babica, Ph.D.	required	2	Passed	Passed
✓			GF324	Clinical Biochemistry	1	2	31.10.2019	prof. PharmDr. Martin Beránek, Ph.D.	required with an alternative	1	Passed	Passed
✓			GF339	Pharmacology I	1	C	17.01.2020	PharmDr. Eduard Jirkovský, Ph.D.	required	5	Passed	Passed
✓			GF341	Pharmaceutical Chemistry I	1	C	07.01.2020	doc. PharmDr. Miroslav Miletín, Ph.D.	required	4	Passed	Passed
✓			GF153	Excursion to Pharmaceutical Industry	1	C	29.04.2020	RNDr. Jana Kotlířová, Ph.D.	optional	1	Passed	Passed
✓			GF158	Toxicology for Pharmacists	1	1	20.07.2020	PharmDr. Jana Pourová, Ph.D.	required	2	Passed	Passed
✓			GF234	Immunopharmacology	1	C	22.05.2020	PharmDr. Petr Jílek, CSc.	required with an alternative	3	Passed	Passed
✗			GF235	Pathological - Medicinal Preparation	0	-	14.07.2020	PharmDr. Petr Jílek, CSc.	required with an alternative	3	Not-passed	Not-passed
✓			GF242	Physical Training and Sports III	1	C	06.05.2020	Mgr. Jiří Bezouška	optional	2	Passed	Passed
✓			GF340	Pharmacology II	1	1	18.06.2020	prof. PharmDr. František Štaud, Ph.D.	required	9	Passed	Passed
✓			GF342	Pharmaceutical Chemistry II	1	1	18.06.2020	prof. PharmDr. František Štaud, Ph.D.	required	8	Passed	Passed
✓			GF343	Economics and Management of Pharmaceutical Practice	1	1	13.05.2020	PharmDr. Petr Zimčík, Ph.D.	required	3	Passed	Passed
✓			GF343	Economics and Management of Pharmaceutical Practice	1	1	10.07.2020	prof. PharmDr. Petr Zimčík, Ph.D.	required	3	Passed	Passed
✓			GF344	Pharmaceutical Technology I	1	C	01.06.2020	PharmDr. Jan Kostříba, Ph.D.	required	5	Passed	Passed

	Winter semester	Summer semester	Academic year
Obtained eurocredits for required/required with an alternative/optional courses = total	30/1/0 = 31	27/3/3 = 33	57/4/3 = 64
Average grade according to Study and Examination Regulations			1,25
Eurocredits and average for the whole study			Eurocredits and average of displayed results
Total sum and average of displayed results			
Total obtained eurocredits for required/required with an alternative/optional courses = total			57/4/3 = 64
Total enrolled eurocredits for required/required with an alternative/optional courses = total			57/7/3 = 67
Total average according to Study and Examination Regulations			1,25
Total sum including not displayed results (the sum for the whole study)			
Total obtained eurocredits for required/required with an alternative/optional courses = total			172/4/10 = 186
Total enrolled eurocredits for required/required with an alternative/optional courses = total			225/20/10 = 255
Total average according to Study and Examination Regulations			1,72

- **Study plan** – catalog of subjects of the student's study plan with the possibility of filtering by obligation or fulfillment. There is also the possibility to show the study plan via tree.

The screenshot shows a web interface for the 'Study plan' section. At the top, there are navigation tabs: 'Overview of exam results', 'Study plan', 'Validations', and 'Option'. Below the tabs is a 'Filter:' section with two dropdown menus for 'Type and fulfillment' and a 'Display' button. Below the filter is a 'Show study plan via tree' section with a 'Perform' button. The main content is a table with the following columns: Code, Title, Type, Recommended year of study, Interchangeability for, and Fulfillment.

Code	Title	Type	Recommended year of study	Interchangeability for	Fulfillment
GF007	Introduction to Cell Biology and Genetics	required	1	GF283	Not-passed
GF011	Latin Language for Pharmacists	required	1		Passed
GF035	Pharmacognosy I	required	2		Passed
GF039	Extra-Apothecary Practice	required	2		Passed
GF050	Pharmaceutical Chemistry	required	3	GF341	Not-passed
GF105	Mathematics	required	1		Passed
GF113	Propaedeutical Apothecary Practice	required	1		Passed
GF124	General and Inorganic Chemistry	required	1		Passed
GF126	Pharmaceutical Botany	required	1	GF338	Not-passed
GF127	First Aid	required	1		Passed
GF129	Microbiology	required	1		Passed
GF130	Chemical Laboratory Technique	required	2		Passed
GF133	Organic and Bioorganic Chemistry II	required	1	GF293	Not-passed
GE137	Pathological Physiology for Pharmacists	required	2		Passed

- **Validations** – here the student apply to the study department to carry out the final check for advancement to the next stage of study.

The screenshot shows a form titled 'Action:' with a text input field containing the text 'I apply to the study department to carry out the final check for advancement to the next stage of study.' and a 'Submit request' button.

- **Option** – this option displays User options in the Personal data module (described above).