WHAT TO DO AFTER ENROLLMENT

and

other useful information for the study!

1. Login to the Study information system (SIS):

All Charles University students must have access to the SIS, which allows you to create an **Individual Study Plan (ISP)**, complete your annual assessment, view exam results, edit personal information, generate a study confirmation, and more.

When logging into the ([SIS Login](#)), for the first time, you will need to enter your login and password.

Login Information: To log in, use your username or identification number (found by hovering over your name in the top right corner of your online application). The password is the same as the one used for your application.

After arriving in the Czech Republic, we recommend visiting a [Charles University Card Service Center](#) to pick up your student card and validate your SIS account. This will grant you full access to the university's systems.

If you have studied at Charles University before, you do not need to visit the card service center, as your account has already been validated. You can log in using your existing credentials.

If your password expires or you wish to change it, you can do so [here](#).

2. Contact your supervisor and schedule your study plan

Together with the supervisor, the student will create an **Individual study plan for the entire duration of** [the standard period of study,](#) electronically in the SIS **until October 4!!!**

Information on how to create an ISP can be found in the [PhD website instructions](#) under:

a) Basic information for the study (see DOC and FORMS) and

b) Instructions for setting up an ISP in SIS (see MANUALS).

Once you have all the responsibilities planned and laid out in the ISP and **before submitting it to your supervisor, we recommend contacting the Department of Doctoral Studies to check your ISP.** If everything is correct, then you can send the ISP electronically through the SIS to

your supervisor, who will confirm it and forward it to the Subject Area Study Board (SASB) for approval. The approved ISP **is binding** and will be annually reviewed for its fulfillment.

The **SIS will be open for the annual evaluation from June to the middle of September** (following the Academic Year schedule). Information on the evaluation is found in the MANUALS section.

Note: Any changes to the ISP must be discussed and approved by the Subject Area Study Board. Students must officially request and properly justify any changes.

3. Study

Students do not register for exams or seminars in the SIS. Instead, they coordinate these directly with the course teacher or supervisor. All academic responsibilities are handled in agreement with either the supervisor or the teacher.

For administrative matters (such as confirmation of study), please contact **the** [Department of Doctoral Studies](#), **not** the FHS Study Department!

4. Scholarship

Full-time PhD students (this does not apply to students of the combined form of study) automatically receive a doctoral scholarship (no application required). However, students must open a **Czech bank account** and enter the details into the SIS (under Personal Data > Data Change). Scholarships are paid retroactively, meaning the first payment will arrive around mid-November. If no bank account is provided, the payment will not be processed.

5. Study Fee

Students studying in English, German, or French must pay their study fee annually at the beginning of each academic year (**no later than October 31**). Please refer to the Study Contract for more details.

Each student has a unique variable symbol, which must be included when making payments. Without it, the payment cannot be correctly assigned. Please also note that the student is responsible for paying any transaction fees— the full amount must be received by the Faculty. Failure to pay the full amount will result in a debt that the student will need to cover, potentially increasing overall costs.