Dear Supervising Tutors and PhD students,

The Individualized curriculum (Individualized study plan, ISP) is prepared by the students in co-operation with their Supervising Tutor in the Study Information System (thereinafter SIS). This obligation is specified in the <u>Study and Examination Regulations</u>, Part III. Article 10 General Provisions for Doctoral Study, paragraph 6 and is also specified in the <u>Rules for Organization of Studies at the First Faculty of Medicine</u>.

The deadlines for establishing the ISP are <u>mandatorily</u> set by the <u>Dean's measure no.</u> <u>12/2025</u>, which sets the deadline for the submission of the individual study plan and the annual evaluation for students of doctoral programs in the academic year 2025/2026.

The student is obliged to submit his/her individual study plan via the electronic information system (SIS) to the supervisor; if he/she fails to do so by the deadline set by the Dean's measure, he/she has not fulfilled the requirements set by the Code of Study and Examination of Charles University and his/her studies will be terminated.

Terms to establish the ISP are provided as follows:

Proposal of the dissertation topic by the supervisor, creation of the ISP by the student	31st October 2025
Submission of the ISP by the supervisor to the Subject Area board	15th November 2025
Approval of the ISP by the Subject Area board	30th November 2025

List of measures taken by the Dean to compile the ISP

- <u>Dean's measure no. 12/2025</u>, which sets the deadline for the submission of the individual study plan and the annual evaluation for students of doctoral programs in the academic year 2025/2026.
- <u>Dean's measure 17/2022</u>, Determination of details for the preparation of the Individual Study Plan in doctoral study programs
- <u>Dean's measure č. 13/2025</u>, details regarding the discussion of the dissertation topic

doc. MUDr. Lukáš Zlatohlávek, Ph.D. – Vice-Dean for Doctoral Studies Bc. Bohdana Frantíková – head of the Department of Science

GUIDELINES FOR CREATION OF INDIVIDUALIZED CURRICULA (ISP)

When creating the curriculum (ISP), the following sequence of steps must be observed:

- (a) the Supervising Tutor announces the topic of the thesis in SIS and allots the topic to the PhD student,
- (b) the student establishes the ISP, in co-operation with the Supervising Tutor develops a procedure in the preparation of the dissertation, including the stages of the research work, completes the course of studies and the overview of duties. Deadlines will be set for all parts of the Individual Study Plan. Details for the preparation of the Individual Study Plan are set out in the Dean's measure no. 17/2022.
- (c) the Supervising Tutor approves the proposed ISP and forwards it to the Subject Area Board for assessment and approval.

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1. Logging in for SIS

For students

At the address https://is.cuni.cz/studium you log in for SIS with your CAS login and password.

User name – the user name can be the personal identification number (printed below the photograph on the student ID card) or the CAS (Charles University Central Authentication Service) login. <u>An application</u> is available to find your login details by entering your personal ID number.

Password – this is assigned by CAS; for more details, see here.

Card Service Centres

For supervising tutors

At https://is.cuni.cz/studium you log in to SIS with your CAS login and password.

For thesis submission, ISP approval (and evaluation) supervisors use the role **Teacher (incl. PhD tutors)** assigned to the First Faculty of Medicine. If you have not been allotted the role of the **Teacher (incl. PhD tutors),** in Czech "učitel (i školitel) PhD", at the First Faculty of Medicine, please contact Ms Jarmila Kopecká, <u>jarmila.kopecka@lf1.cuni.cz</u>

For detailed information on logging into the SIS and how to obtain a valid CAS password, see: https://cuni.cz/UKEN-134.html.

2. Allotting the topic of the dissertation thesis by the Supervising Tutor

After logging in for the SIS, choose the application Student thesis. Supervising Tutors enter the thesis in the role Teacher (incl. PhD tutors).

Further, choose the menu **New thesis** and fill in particularly the following items (see Fig. 1). It is not recommended to fill in the annotation of the thesis, as the data entered here are freely accessible at the internet (and can be searched out), unlike the details specified within the application ISP:

- Topic/Title of thesis in ISP, the title is entered in the space Topic of the thesis at the moment it is allotted to the student as binding (so check on any possible misprints at once). Therefore, as the thesis is allotted to the student as binding, the current title of the thesis is copied in the space Topic of the thesis and will not be changed later. The title of the thesis can be adapted throughout the course of studies (following an approval by the Subject Area Board). On establishment of an annual evaluation, the current title of the thesis is always entered, while the original one is preserved in the plan (curriculum). Do not forget to fill in the English version as well.
- Thesis announced in academic year the current academic year has been preselected for you
- Language of thesis it is recommended to fill this in as well; it can be changed later if needed
- Thesis type dissertation thesis
- **Department** always **preselected** depending on the user logged in
- Thesis subject area study programme
- Supervisor is preselected
- Applicant choose the student after clicking on the magnifier
- Advisors please do not fill in, the consultant is approved by the Subject Area Board on the basis of the student's request
- Save the button is at the very bottom of the page
- Once saved, click the *Assign* button on the next page (in the middle of the page see printscreens below). This will assign the thesis to the student.

Edit thesis	
* Thesis topic in Czech:	Czech name of the thesis
	/ X² X₂ ▼ ↓
	Czech name of the thesis
* Thesis topic in English:	English name of the thesis
	English name of the thesis
Keywords:	
	Max length 500 characters, typed 0, 500 remaining.
Keywords in English:	
	Max length 500 characters, typed 0, 500 remaining.
* Thesis announced in academic year:	2019/2020 🔻 🌣
Language of thesis:	
* Thesis type:	dissertation v
	external workplaces (11-00099)
	Simone Weissenberger, M.A., Ph.D.
Thesis subject area:	
Applicant:	635863
Opponents:	- <u>P</u> X
	- P X
	- <u>P</u> x
Advisors:	- PX
	- <u>P</u> x
	- Px
* Thesis announced on:	15.10.2019 E [dd.mm.yyyy]
Expiry date:	[dd.mm.yyyy]
* Date of registration:	15.10.2019 E [dd.mm. vvvv]

Fig. 1: Choice of the student and matching him/her to the thesis

Do not forget to enter any changes in the database – please find the button **Save** at the bottom of the page.

The data can be modified or corrected after choosing. Edit thesis from the options in the lower part of the window (Fig. 2 – green arrow).

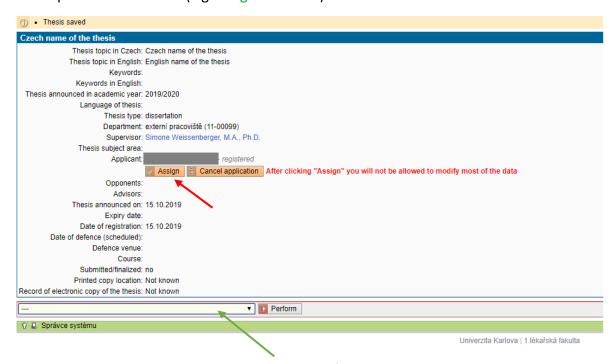


Fig. 2: Editing a dissertation thesis, Binding allotting of the thesis.

Having checked whether the Type of a thesis, Thesis announced in academic year, Supervisor and Researcher are filled in correctly, the thesis is allotted by a click on Assign (Fig. 2 – red

arrow). The above items cannot then be changed and allotting the thesis to the student can only be cancelled by the study registrar. For any following steps it is essential that the thesis is allotted to the student. In the list of papers/theses, the date of allotment of the thesis to the student is shown in the column **Date of assignment.**

The data can be added or corrected by selected "Edit thesis" from the menu at the bottom of the window (Fig. 4 – green arrow).

3. Creating of the ISP by the student

a) Establishing the ISP

After logging in to the SIS, students choose the application Individual study plan for PhD students. If the student has not been registered for the dissertation thesis, a red cross will appear (see the upper part of Fig. 3). After the thesis is allotted to the student as binding, the icon will change to (the lower part of Fig. 3).



Fig. 3: Establishing the study plan (curriculum)

After a click on the icon , the detail of the established ISP will appear. In the header, all basic information about the student, chairperson of the Subject Area Board, supervising tutor, consulting tutor and state of the curriculum is clearly displayed. The details will appear after a click on the button "plus" in the respective part (Fig. 4 – green arrow).

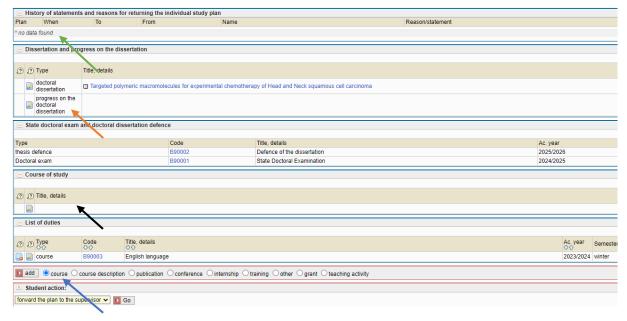


Fig. 4: Detail of the study plan (curriculum) and its parts

b) Dissertation thesis and the course of preparation of the thesis (and research schedule):

Within this part of the ISP, the thesis allotted is displayed, and below, after a click on the editing icon in the line with the title of the dissertation thesis, the student can enclose an annotation (recommended, but compulsory for the students of the Subject Area Board Human physiology and pathophysiology).

By clicking on the edit icon in the line Progress on the doctoral dissertation the student fills in the planned procedure of preparation of the dissertation thesis for each academic year until the dissertation defence (see fig. 4 – red arrow). The course of the preparation of the dissertation must include also the schedule of the research work, giving the details for each year of study within the standard period of study, in the form of detailed description of very specific activities related to the work, including the deadline for completion of each stage, it must be clear what part of research work must be completed in each year.

An example of the dissertation preparation process and research timeline:

Year 1

• recruitment of patients, RNA isolation from synovial fluid, miRNA and IncRNA sequencing, validation of ncRNA profiling results by qPCR, ongoing evaluation of the obtained data. Literature review, study of theoretical background of the work, beginning of data collection.

Year 2

• culture of fibroblasts and start of in vitro experiments, application of selected agonists to fibroblast cell lines from OA and RA patients, monitoring of changes in the level of selected proteins by ELISA or LUMINEX. Analysis of the obtained data, presentation of the first results.

Year 3

 expansion of the patient cohort, isolation of RNA from blood plasma, continuous analysis of the resulting data, validation of the results by qPCR.
 Writing publications, presentation of results at Czech and foreign congresses.

Year 4

 determination of suitable biomarkers of OA, completion of experiments, final analysis of the obtained data, their evaluation and interpretation, second publication, presentation of the obtained data at international and national conferences, defence.

Note: The Subject Area Board Experimental surgery requires a specific form of outline¹, which must be completed in the dissertation progress section.

¹ The students of the Subject Area Board of Experimental Surgery will complete and outline in **the progress on the doctoral dissertation** elaborating on the following points:

^{1.} Introduction to the probelm

^{2.} Hypothesis and aims of the thesis

^{3.} Planned methodology

^{4.} Planned method of organization and acquisition of experimental data

^{5.} Schedule for the progress of the work (year by year)

^{6.} Reference literature

c) Discussion on the dissertation topic and Dissertation defence

The State Doctoral Examination (SDE) is not a part of the studies after the amendment to the Higher Education Act comes into force, the Discussion on the dissertation topic will replace the SDE. The Dissertation defence is scheduled for the final year of the standard period of study.

d) Course of study

The student indicates his/her plan of study (fig. 4 – black arrow) by year within the standard period of study (4 years).

Example of the course of study:

1st year	2nd year	3rd year	4th year
 1 month internship abroad B90015 course Experimental Surgery 1 Active participation in a congress work on dissertation project 	 active participation in a congress B90016 course Experimental Surgery 2 B90003 English language exam work on dissertation project 	 active participation in the congress work on dissertation project Publication 1 B90400 Discussion on the dissertation topic 	 work on dissertation project Publication No. 2 Publication No. 3 B90002 Dissertation defence

e) List of duties

1. Courses that are required by the accreditation of a given study program (SP).

2. Courses that are not required by the accreditation of the degree program but that are required electives.

If your SP does not require specific courses, but only a certain number of courses, it is up to you to select and add the required number of courses to the ISP.

3. English language.

English language is an obligatory subject for all students. In the Course of study according to the <u>Dean's measure no. 17/2022</u> English language is automatically listed in the 2nd year of study, but the fulfillment can be changed to the 1st year of study. You can edit the academic year by clicking on the editing icon at the beginning of the line for subject.

The deadline for fulfillment of courses are set by <a>Dean's measure no. 17/2022 as follows:

- In the first (1.) year of study at least one of the compulsory professional courses published at: https://www.lf1.cuni.cz/biomedicina and https://www.lf1.cuni.cz/doktorske-studijni-programy-ostatni is planned for the ISP, always under the name of the study program.
- No later than in the second (2.) year of study English language and at least one other
 professional course are planned, if the accreditation of the study program stipulates a
 higher number of compulsory or elective courses, they are planned for each year of the
 standard period of study according to the accreditation, if the accreditation does not
 specify a specific year of fulfillment, the courses are distributed evenly in the student's
 study load.

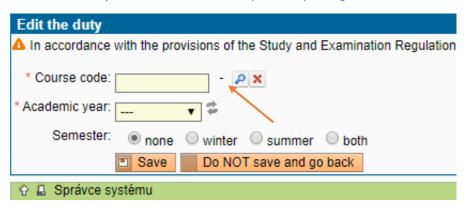
4. Includes planned publications, internships abroad and other duties as appropriate:

- Planned publications (indicate each of the planned publications separately, a general
 title is sufficient, e.g. "Publication 1" etc. according to the number required by the
 accreditation and according to the <u>Dean's measure no. 17/2022</u> the first publication will
 be scheduled no later than by the end of the 3rd year of studies).
- Internship is a mandatory part of the ISP if required by the Subject Area Board, however it is also an optional component that becomes mandatory upon approval of the ISP.
- Any other duties or obligations (grants, conferences, teaching activities, etc.).

How to technically specify Courses obligations.

Courses, that you will complete during your studies are added as "course" or "course description" in the List of duties (see instructions below).

Courses (subjects) (Fig. 4 – blue arrow): – these are finished by an exam, a course credit (e.g. through a certificate gained), colloquium etc.; they will have their counterparts in the subjects entered in the SIS in the "Student" program and after passing them it will be possible to "match" them within the annual evaluation. These are, above all, the subjects that have been found in the SIS and have been marked with a code; codes of the subjects at the First Faculty of Medicine that are primarily designated for doctorands begin in B9XXXX.



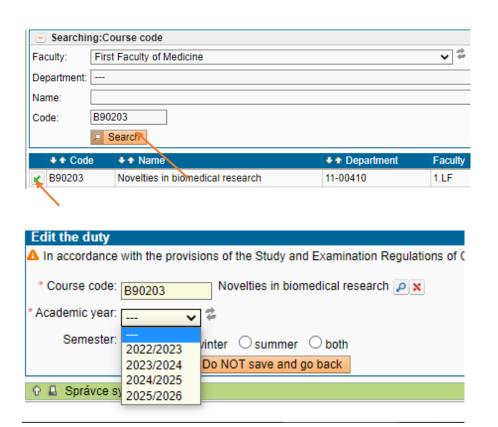


Fig. 5a: List of duties – Course – searching for a subject with an allotted code

Course description (Fig. 4 – blue arrow): – a special subject or similar assignment that is not found in the offer by the SIS UK (e.g. subjects taught beyond Charles University, special courses finished with gaining a certificate). After presenting a proof of passing at the Department of Science and Research and International Relations of First Faculty of Medicine, it will be allotted a code by the Registrar. We ask you to kindly enter more details about this type of subject in the frame "Refinement of duty": the exact title of the subject, title of the subject in English, subject code (if it exists and you know it), language of tuition, university (or equivalent school), faculty and the guarantor unit, teacher or examiner of the subject (if known), semester when taught (if known), way of examination (course credit / exam).

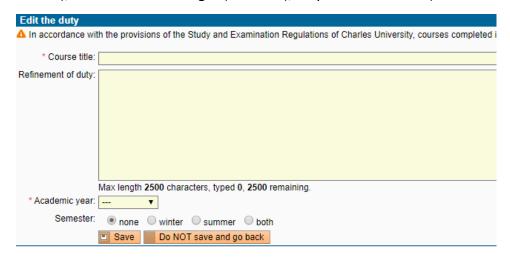


Fig. 5b: List of duties – **Course description** – a subject without a code, as a rule beyond Charles University

f) Forwarding the plan to the Supervising Tutor

After finishing the creation of the plan, the draft ISP must be forwarded to the Supervising. In the roller menu in the lower part of the screen, the option **Forward the plan to the Supervisor** must be chosen and then the Execute button pressed (Fig. 6).

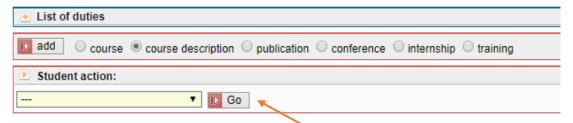


Fig. 6: Forwarding the plan to the Supervising Tutor

The Supervising Tutor will be informed through an automatically generated e-mail that his doctorand's plan is ready for the check. He may ask the student to adjust and add some details of the plan. In such a case, too, the student will be informed through an e-mail, execute the required changes, and forward the plan to the Supervising Tutor again.

4. Approval of the ISP by the Supervising Tutor

The Supervising Tutor is informed about the prepared ISP of the respective doctorand through e-mail. Information about registration in the SIS is given in Part 1. In the role

Teacher (incl. PhD tutors), the application individual study plan for PhD students has to be chosen. Then the Supervising Tutor can see "his/her" students displayed. For faster searching, it is recommended to set the Year of commencement of study at the current academic year, i.e. 2025-2026, otherwise the Supervising Tutor's screen will show all the students he/she supervises at the time. For the students who just start creating their ISP, the column State of plan will show that it is a draft plan. By the click on the icon in the respective line, the student's draft ISP will open.



Using the roller menu in the lower part of the screen (Fig. 8), the Supervising Tutor chooses the option **comment of proposal** and uses the text window to add a comment, which subsequently will be displayed in the part of the header State of the plan (see Fig. 7). If the **draft must be returned to the student** for revision or completion, the Supervising Tutor will choose the option send the plan back to student and fill in the instructions for the student in the text window. This text will subsequently be displayed in the last section of the header History of reasons for returning the individual study plan – Fig. 4). The last step is always forwarding the draft plan to the Subject Area Board for evaluation (**Forward the plan to Subject Area Board**).

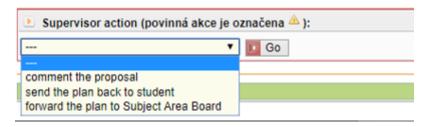


Fig. 8: Supervising Tutor's options

Annex 1a: Doctoral study programs in the field of Biomedicine

Compulsory subjects for all doctoral study programs

B90003	English language
B90400	Discussion on the dissertation topic
B90002	Defence of the dissertation

Information about the English exam/recognition of the international English certificate can be found in the <u>faculty website</u> or the website of <u>Institute for History of Medicine and foreign Languages</u>.

If in doubt regarding the subjects, contact your study registrar Ms Eva Charouzdová (eva.charouzdova@lf1.cuni.cz)

Teachers can record exam results in two ways. Either through the SIS or by recording the exam results in a study record book (index). In case the passing of the course is only recorded in the Study Record Book, the index must be handed to the Study Officer Ms Eva Charouzdová (eva.charouzdova@lf1.cuni.cz) so that she can record the result in SIS. And later you can work with it as part of the annual evaluation that takes place at the end of each academic year in SIS.

Biochemistry and Pathobiochemistry

https://en.lf1.cuni.cz/biochemistry-and-pathobiochemistry

Biology and Cell Biology

https://en.lf1.cuni.cz/cell-biology-and-pathology

Biomedical Informatics

https://en.lf1.cuni.cz/biomedical-informatics

Developmental and Cell Biology

https://en.lf1.cuni.cz/developmental-and-cell-biology

Experimental Surgery

https://en.lf1.cuni.cz/experimental-surgery

Human Physiology and Pathophysiology

https://en.lf1.cuni.cz/human-physiology-and-pathophysiology

Imaging Methods in Medicine

https://en.lf1.cuni.cz/imaging-methods-in-medicine

Immunology

https://en.lf1.cuni.cz/immunology

Medical Biophysics

https://en.lf1.cuni.cz/medical-biophysics

Microbiology

https://en.lf1.cuni.cz/microbiology

Molecular and Cell Biology, Genetics and Virology

https://en.lf1.cuni.cz/molecular-and-cellular-biology-genetics-and-virology

Neurosciences

https://en.lf1.cuni.cz/neurosciences

Pharmacology and Toxicology

https://en.lf1.cuni.cz/pharmacology-and-toxicology

Preventive Medicine and Epidemiology

https://en.lf1.cuni.cz/preventive-medicine-and-epidemiology

Subjects/courses for the doctoral study programs in the field of Biomedicine

Please, note, that not all the subjects are held in English.

Novelties in biomedical research	
Selected chapters of biochemistry and pathobiochemistry	
Basics of scientific methodology (course takes place in the 2nd	
Faculty of Medicine)	
Advances in cell biology	
Advances in Molecular Biology and Genetics (course takes place	
in the Faculty of Science)	
Biomedical informatics and statistics	
Modeling of physiological functions	
Clinical informatics and bioinformatics	
Modeling of biomedical systems	
Physiology regulation system in normal and pathology	
Process modeling in health information systems	
Variational methods in image processing	
Digital Image Processing in Practice	
Experimental surgery 1	
Experimental surgery 2	
Selected issues of endocrinology and metabolism	
How to be the Master and not a Slave of Clinical Research	
Physical interaction of blood circulation and vessel wall and	
current methods of their examination	
Biomedicine and Biotechnology	

B90097	Cellular and Molecular Principles of Immunology
B90252	Novel trends in cardiovascular research
B90211	Biostatistics in cardiovascular medicine. Course for cardiologists &
	PhD students
B90054	Electrophysiological methods in clinical practice and research
B90274	Applied pharmacokinetics
B90248	Personalized pharmacotherapy
CPVL014	Drugs and Addictions (course takes place in the 3rd Faculty of
	Medicine)
B90247	Ecotoxicology
CVOL0182	Basics of phytotherapy (course takes place in the 3rd Faculty of
	Medicine)
B90087	Biophysical methods in medicine
B90215	Practical Medical Physics and Technology
	for the Leksell Gamma Knife Radiosurgery
B90249	Imaging methods and systems in medicine
MPGS0013	Advances in microbiology
B90005	Advances in Neurosciences (course takes place in the 2nd Faculty
	of Medicine)
CPGS008	Basic epidemiology and methodology (course takes place in the
	3rd Faculty of Medicine)
CPGS014	Metodologické základy výzkumu kardiovaskulárních nemocí
	(course takes place in the 3rd Faculty of Medicine)
CPGS005	Introduction to Practical Research Methodology (course takes
	place in the 3rd Faculty of Medicine)
B90189	Imaging Methods in Medicine
B90068	The Base of the scientific in work at the ASCR

Further subjects for doctoral study programs in biomedicine are listed <u>here</u> or in the faculty website <u>Předměty pro doktorandy - 1. lékařská fakulta Univerzity Karlovy (cuni.cz)</u>

Annex 1b: Subjects for other doctoral study programs (apart from Biomedicine)

Compulsory subjects for all doctoral study programs

B90003	English language
B90400	Discussion on the dissertation topic
B90002	Defence of the dissertation

Information about the English exam/recognition of the international English certificate can be found in the <u>faculty website</u> or the website of <u>Institute for History of Medicine and</u> foreign Languages.

If in doubt regarding the subjects, contact your study registrar Ms Eva Charouzdová (eva.charouzdova@lf1.cuni.cz)

Teachers can record exam results in two ways. Either through the SIS or by recording the exam results in a study record book (index). In case the passing of the course is only recorded in the Study Record Book, the index must be handed to the Study Officer Ms Eva Charouzdová (eva.charouzdova@lf1.cuni.cz) so that she can record the result in SIS. And later you can work with it as part of the annual evaluation that takes place at the end of each academic year in SIS.

Addiction: Specialization in Health Care

B90219	Introductory training to Addiction Science Studies
B90220	Research Designs and Methods in Addiction Science
B90221	Addiction Theories
B90222	Research Career and Conduct
B90223	Advancing Scientific Skills
B90224	Practical approach to Data Analysis I
B90225	Practical approach to Data Analysis II

https://en.lf1.cuni.cz/phd-study-program-in-addictology

Bioethics

B90029	Philosophical methodology
B90030	History of philosophy
B90232	Reading of Philosophical Texts
B90233	Ethics of Genomics and of Beginning of Life
B90234	Ethics in Neurology and Neuropsychology

https://en.lf1.cuni.cz/bioethics-study

Medical Psychology and Psychopathology

B90250	Medical Psychology and Psychopathology I
B90075	Medical Psychology and Psychopathology II
B90036	Medical Psychology and Psychopathology III
B90158	Medical Psychology and Psychopathology IV

https://en.lf1.cuni.cz/medical-psychology-and-psychopathology

History of medicine

B90126	Somatology (compulsory for Master graduates in humanities)	
B90127	Methodology of Historical Sciences (compulsory for graduates in science	
	and biomedicine)	
B90131	Lectures and seminars in the history of medicine (compulsory)	
B91967	Seminar in the history of medicine (compulsory)	

https://en.lf1.cuni.cz/phd-students-of-history-of-medicine

Experimental and clinical oncology

B90280	Experimental oncology
B90281	Clinical oncology

https://en.lf1.cuni.cz/experimental-and-clinical-oncology

Nutritional and Metabolic Sciences

	-	
B90226	Basic genetic for medicine, genetic predispositions and gene-environment	
	interactions for Ph.D. programs	
B90227	Aplicated Dietology for GIT Diseases	
B90228	Research out of the lab for Ph.D. programs	
B90229	Clinical Osteology with an aspect on scientific nutrition	
B90235	Statistics, Quantitative and Qualitative Research	
B90236	Scientic principles of enteral and Parenteral Nutrition	
B90237	Intensive metabolic care department	
B90238	Using of plants in the Science and Toxicology	
B90239	Overview of Clinical Dietology and Nutrition (only for students who did not	
	complete the Mgr. Studies in Nutritional and Metabolic Sciences)	
B90240	Psychology, Psychiatry and Communication in Nutrition with an appeal to	
	nutrition issues (only for students who did not complete the Mgr. Studies in	
	Nutritional and Metabolic Sciences)	
B90241	Applied principles in gerontology and geriatrics	
B90242	Interaction of Drugs and Food for Ph.D. Programs	
B90243	Intervention of metabolic diseases in practice	
B90244	Clinical seminar 1	
B90245	Clinical seminar 2	

https://en.lf1.cuni.cz/nutritional-and-metabolic-sciences

Cardiovascular Science

CPGS005	Introduction to Practical Research Methodology
CPGS017	Advanced Methodology and Data Science for Intensive Care
	Research

https://www.lf1.cuni.cz/kardiovaskularni-vedy

Parasitology

https://en.lf1.cuni.cz/phd-degrees-in-parasitology