

## Duties of the First year

### Individual studying plan:

<https://www.ff.cuni.cz/home/students/phd-students/individual-study-plan-annual-assessment/>

*Fragment from the rules at FA CUNI:*

- *The basic version of the ISP is created in SIS by the Information Systems Office, and every PhD student is automatically assigned all obligations that are required for all students of the programme/area of study (i.e. a unique code is provided in the framework curriculum above). Once the basic ISP is created, students are notified and informed about the next step – [see manual](#). The supervisor then approves the proposal for the ISP and submits it for final approval to the subject-area board and the programme guarantor (usually during October-November). The student is informed of the approval automatically by e-mail.*

*It is strongly recommended to leave the basic version as it is. The only difference in your studying plan is language. Those who's specialization is Slavistics are supposed to add the Germánské jazyky (Germanic languages [AXGSSPE05](#)), and vice versa: Slovanské jazyky (Slavic languages [AXGSSPE04](#)).*

*Do not worry that that you could submit in SIS system only the very general plan. It ought to be very minimalistic due to technical and administrative reasons.*

*Interdisciplinary seminar and methodological seminar are only general titles in SIS for your specific seminar which you could pick up from Prague or Roma curriculums.*

*Doctoral seminars are in the first year organized separately for students admitted in Prague and Rome. The second-year doctoral seminars are organized in collaboration of both sides.*

*Do not add any seminar with a code other than "AXGS" for preparing your ISP, otherwise you will not be able technically to complete your annual evaluation in SIS and we will have a lots of administrative troubles. If you already have done it, your Czech supervisor will return your ISP back to you.*

*Your „Czech“ supervisor will check your first „formal“ ISP plan in SIS, and he/she could returned it to you for correction.*

*Prepare your **real** plan together with both of your supervisors. They will be your guides during next three of three/four years, you suppose to collaborate with each of them.*

## **Supervisors**

*Please be in close contact with him/her. It is the major condition for his/hers successful PhD.*

*Check if you have a functional access to SIS system. If not immediately ask the coordinator or administration to solve the problem.*

*Be in touch every month with the student and two times with your colleague in Roma at least.*

*At the end of the first year student „must“ be able to present the structure of the thesis and outline the methodological approach.*