**How to establish a new lecture or practical course within the Department of Genetics and Microbiology**

To get any new subject you want to teach approved, the following information is required:

* The subject title, annotation, and syllabus (*you may find inspiration in existing subjects in SIS. The title, annotation and syllabus must be provided in both Czech and English, even if the subject is only taught in one of these languages; please prepare both versions for these items*),
* The target group of students for the subject (*B.Sc., M.Sc., Ph.D., multiple levels of study; you can also specify the recommended year of study – for example: "for M.Sc. and Ph.D. students," "for M.Sc. students or third-year B.Sc. students"*),
* The subject duration in hours per week (*or number of days for block courses*),
* Preferred term (winter/summer),
* Language of teaching (Czech/English),
* Expected financial costs (*for practical courses; this refers to the* ***minimum*** *expected cost of consumables*),
* Whether you require the subject to be held on the faculty premises or elsewhere (*e.g., at your own workplace*),
* Minimum and maximum number of students (*if you wish to set this; consider especially for block courses – depending on the number of students enrolling, you may need to offer additional blocks of sessions, which could increase both your time commitment and financial costs*),
* The level of knowledge expected of students before enrolling (*you may specify particular prerequisites or corequisites, such as an already existing lecture or course that students should have completed in advance or be concurrently enrolled in*),
* Type of assessment (*credit, graded credit, oral/ written exam, combination of exam and credit*),
* Recommended study materials (*may include textbooks, other books, or review journals, or even just your own presentations – anything you consider suitable and accessible for students*),
* Guarantor of the subject and all persons who will participate in its teaching.

Your materials will be submitted for review to the coordinators of the relevant study programmes, and a final decision will then be made by the head of the Department. Scheduling of the subject in the academic year timetable (specific time, room) is determined just before the respective term during which the subject will be taught.

If you have not yet taught at the Faculty of Science, Charles University, you must also submit a professional CV, including a list of publications. If you are not registered in SIS (*e.g., as a former student, etc.*), you will need to provide the following information as well: date of birth, nationality, workplace address, contact phone number, and e-mail address.

Please send all documents and information to the email address of **Gabriela Mikušová, Ph.D.** (**gabriela.seydlova@natur.cuni.cz**), who will facilitate the subsequent necessary steps. If the new subject is approved, you will be contacted with further instructions.

**IMPORTANT!** New subjects need to be set up as soon as possible to be included in the study plans of the relevant study programmes. You should therefore submit all required information and materials **no later than the end of January** if you wish for the subjects to be offered in the following academic year.

In case you are interested only in **participating in the teaching of an already existing subject**, please contact the subject guarantor (*listed at the top right of the SIS page for the subject*).