**Changes to Various Attributes of Actively Taught Subjects in the SIS** (*annual Karolinka preparation*)

The preparation and review of study plans (Karolinka) takes place annually **from April to June**, with the implemented changes becoming effective in the next academic year

* **April** – Reporting requested adjustments to the Department's Study System coordinator
* **May** – Technical implementation of the requested adjustments
* **June** – Adjustments are still allowed, but this period mainly serves to review and ensure everything is in order

**Changes in the Settings of Bachelor’s Subjects**

Changes to these subjects must be **reported as early as possible (ideally at the beginning of April)** because they must go through an approval process. The Department Study System coordinator (*see below*) collects information about these changes and forwards them to the module guarantor for further consideration. **All requested changes must be submitted via e-mail.**

**Changes in the Settings of Other Subjects**

These changes can be made throughout the entire April-June period, but **no later than June**. However, it is recommended that subjects´ guarantors report their requests to the Department Study System coordinator as soon as possible. Some changes may also need to be discussed in advance with the guarantors of the study programmes in which the subjects are included.

The following changes can be made for all subjects:

* **Changes to the current settings of existing subjects** – change of the subject´s guarantor, semester change, change in examination format and completion method, adjustment of the number of hours, changes in the minimum/maximum number of students that may be enrolled in the subject, setting prerequisites or co-requisites (*only when necessary*)
* **Setting whether the subject will be taught in the respective year** – particularly for cyclicaly taught subjects that are offered only every other year
* **Introducing new subjects into SIS** – prior to their establishment in the SIS, new subjects must always be approved by the guarantors of the respective study programme(s) and the Head of the Department. Information on what documentation needs to be provided, to whom it should be submitted, and generally how to proceed in such cases can be found in in the guide [***How to establish a new lecture or course within the Department of Genetics and Microbiology***](https://natur.cuni.cz/en/biology/departments-and-work-places/department-of-genetics-and-microbiology/documents-links-and-media/for-external-and-internal-teachers-supervisors-reviewers-and-applicants-for-supervision-or-teaching)).

**The Karolinka preparation period is not intended for adjustments to the subject schedule or the list of its teachers. These changes are made during the subject scheduling process for the respective semester!** (see the guide [***How (and when) to proceed with your lecture/course scheduling in SIS for the relevant study term***](https://natur.cuni.cz/en/biology/departments-and-work-places/department-of-genetics-and-microbiology/documents-links-and-media/for-external-and-internal-teachers-supervisors-reviewers-and-applicants-for-supervision-or-teaching))

After the preparation of Karolinka for the next academic year is completed and the subject in SIS shows not only the "Detail" tab but also the option to edit, the **subject´s guarantor can make changes** to the sections "Annotation," "Syllabus," "Literature," and "Requirements to the Exam". However, all of these changes **must be completed before students begin registering for the subject in the respective year** – changes to the subject´s content and exam requirements are no longer possible once registration has started!

**The Department Study System coordinator:**

Hana Marková, Ph.D.; email: hana.markova@natur.cuni.cz; phone: +420 221 95 **1200**