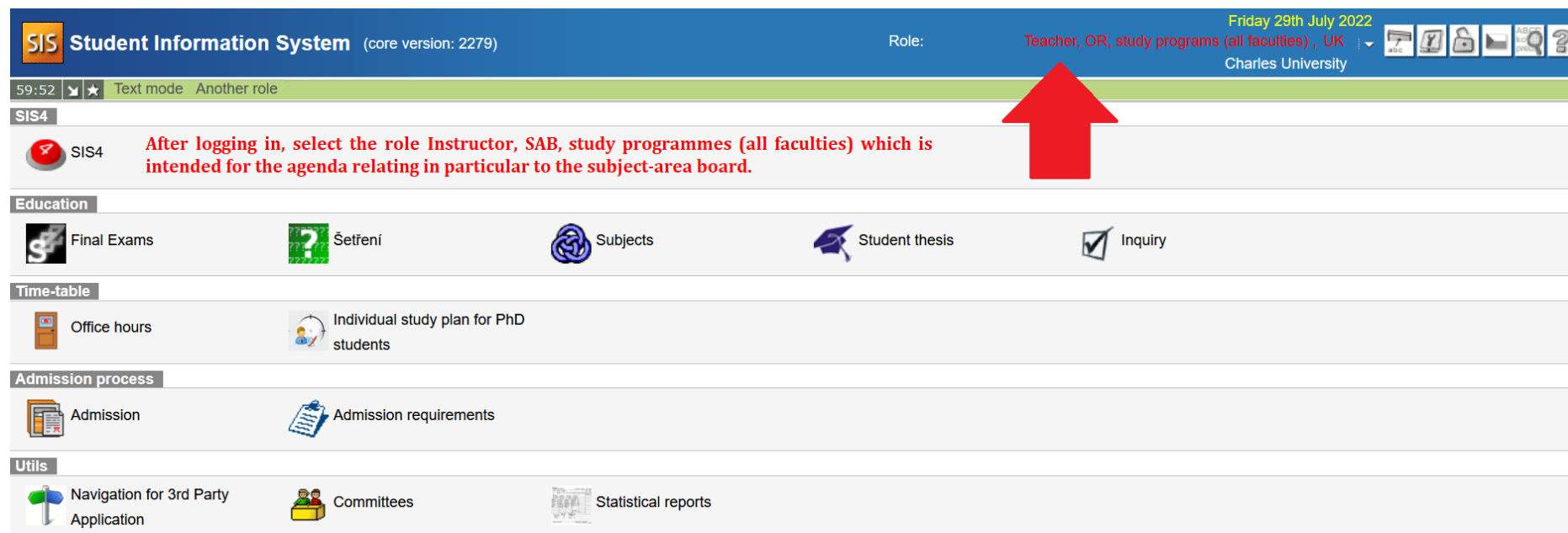


Annual assessment procedures for SIS – SAB chair

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I. Logging in to SIS – selecting your role



The screenshot displays the SIS Student Information System interface. At the top, the header shows the system name, version (2279), and the current role selected: "Teacher, OR, study programs (all faculties), UK". A red arrow points to this dropdown menu. Below the header, there is a navigation bar with various icons and a search bar. The main content area is divided into several sections: "Education" (Final Exams, Šetření, Subjects, Student thesis, Inquiry), "Time-table" (Office hours, Individual study plan for PhD students), "Admission process" (Admission, Admission requirements), and "Utils" (Navigation for 3rd Party Application, Committees, Statistical reports). A red text box with a white background is overlaid on the "Education" section, containing the instruction: "After logging in, select the role Instructor, SAB, study programmes (all faculties) which is intended for the agenda relating in particular to the subject-area board."

The role of **Instructor and SAB throughout CU** is automatically assigned to members of all subject-area boards. As opposed to the previously assigned roles of the individual faculties, this role enables access to all studies for which the user has a relationship as a supervisor, consultant, member or chair of the subject-area board, or the guarantor of the study programme of former accreditations separated into areas of study who is not the chair of the subject-area board. For subject-area boards that are shared by several faculties, the user does not need to switch between faculty roles if they want to see the PhD students of their SAB. In the COMMITTEES module for the same role, access was created for committees of which the user is a member, again regardless of the faculties.

However, assessment in the Exam Results module is still only possible in the role of Instructor (even for entering the results and assessments of PhD students).



To enter assessments in the Exam Results module, you must switch to the Instructor role (even for entering the results and assessments of PhD students).



Education



Exam dates - publishing



Exam results 2



Final Exams



Final Exams



Šetření



Education plan



Subjects



Students registration into subjects



Study group roster



Student thesis

Time-table



Individual study plan for PhD students



Schedule NG

II. Module individual curriculum of PhD students – filtering students

Personal ID:

Title of doctoral dissertation:

Dissertation ID:

my students

Students of branches under my SAB

Students of branches, where I am the SAB Chair

Students of branches for which I am the guarantor of the study programme

Plan ID:

Change of a study status

State of plan:

Year of commencement of study:

Only with plan

State of assessment:

Year of assessment:

Study status as of 30 September of the assessed year

Assessment result:

With assessment only

Plány s nastaveným a neukončeným mimořádným hodnocením

State doctoral exam status:

Language of instruction:

Display: results per page

Using the filter, you can select whether you want to display students that you supervise, students of study areas where you are a member of the SAB/chair of the SAB, or guarantor of the programme of study.

You can also use the filter to select specific requirements.

It is advisable to always clear the filter by selecting the appropriate button, because the data that you entered the last time you logged in to SIS remain in the filter.

Confirm your selection by clicking on the "Search" button.

III. Creating and taking over assessments

Assessment of fulfilling the ISP in academic year 2021/2022	
+ Student:	
+ SAB Chair:	
+ Supervisor	
+ Advisor:	
+ Status of plan	
- assessment of fulfilling the ISP status in academic year 2021/2022	
	Academic year: 2021/2022
	Status: has not been created
	Responsibility: -
	Previous responsibility: -
	Change: -
+ Previous update or assessment of fulfilling the ISP	
+ Historie důvodů vracení zodpovědnosti	
+ Dissertation and progress on the dissertation	
+ Course of study	
+ List of duties	
+ Duties specific for the branch	
+ Assessment conclusion	
▾ Subject Area Board:	
Create and take the assessment of fulfilling the ISP over (2021/2022) ▾	<input type="button" value="Go"/>



Each AA participant has a set period of time to work with the AA. If, following lapse of the period set out in the schedule, the required action has not been taken for a specific AA, this AA will be automatically forwarded to a higher instance in the assessment process. In such a case, you will need to first take over the student's AA (if it was not handed over) or first create it (if the student has not created it) and either return it to the previous instance or continue without the student's assessment.




IV. Entering professional activities

If a **professional activity** appears in the curriculum of your PhD students (whether this is general as in three-year programmes or specific professional activities, e.g. a publication or internship, as in four-year programmes) and if you acknowledge it as fulfilled for the specific year, please enter for the student the assessment of the respective subject in the **Exam Results** module. (To enter any assessment, you must switch to the **role of Instructor**). If you decide that the student (of a three-year programme) has already fulfilled the overall requirement for professional activities for their entire studies, also enter the assessment for them in the subject "Overall fulfilment of professional activities".


V. Requests for making changes to the IC

If a student requests that a subject be removed from/added to the IC as a part of the annual assessment, the SAB needs to approve this request (by clicking on the green flag  in the row of the obligation) or reject it (by clicking on the red flag ). Without completing these requests, you will not be able to complete the student's AA. Any approval of the request for removal/addition should always be in accordance with the area of study curriculum (<https://www.ff.cuni.cz/studium/studijni-obory-plany/studijni-plany/>).

VI. Entering the assessment conclusion/Returning the assessment of IC fulfilment to students or supervisors for supplementation

Assessment of fulfilling the ISP in academic year 2021/2022	
+ Student:	
+ SAB Chair:	
+ Supervisor	
+ Advisor:	
+ Status of plan	
- hodnocení plnění ISP status in academic year 2021/2022	
Academic year: 2021/2022	
Status: proposal	
Responsibility: Subject Area Board	
Previous responsibility: supervisor	
Change:	
proposal in PDF: 	
+ Previous updates and assessments of fulfilling the ISP	
+ Historie důvodů vracení zodpovědnosti	
+ Dissertation and progress on the dissertation	
+ State doctoral exam and doctoral dissertation defence	

insert conclusion	
send the assessment of fulfilling the ISP back to the student for correction or amendment	
send the assessment of fulfilling the ISP back to the supervisor for correction or amendment	
request a statement from the head of the training workplace	

Go 	

Possible actions of the SAB:

1. Entering the conclusion

In the assessment of fulfilling the IC, there is an “Assessment conclusion” section at the very bottom of the page where you can also see the assessment of the student and the supervisor, including the grade. Below this, there is the field “Subject-area board action”. After opening the menu, select enter conclusion and confirm this with the “Go” button.

2. Returning the assessment of fulfilment

By selecting from the menu in the field “Subject-area board action”, you can return the assessment of IC fulfilment to either the student or the supervisor for corrections or supplementation. Then confirm your selection with the “Go” button.



Entering the assessment conclusion

Insert conclusion of assessment

Study status Study status since Study status until
studuje 01.10.2021 30.09.2022

Assessment conclusion

Type	Assessed	Who	When	Text of assessment
conclusion of assessment	student			The student's and supervisor's assessments are here - who made the assessment, when, and the text of the assessment.
conclusion of assessment	supervisor			On the right, you can see the grade in the supervisor's assessment column.

* Text of assessment:

In the assessment text, it is important to include the reasons for assigning a certain grade. This is especially important when assigning the grade of C.

Max length 2500 characters, typed 0, 2500 remaining.

Assessment: --- v

SAB meeting date (if not today): [calendar icon] [dd.mm.yyyy]

Under "Assessment", a menu with the grades A/B/C will be displayed. Select the grade. After entering a grade of A or B, additional fields are displayed for the option of entering a proposal for increasing the scholarship (for grade A) / decreasing the scholarship (for grade B) or for setting an extraordinary assessment (for grade B). For more information, see the other parts of the manual.

Enter the date of the SAB meeting, and then you can save the assessment.

Assessments with the grade of A

Assessment conclusion				
Type	Assessed	Who	When	Text of assessment
conclusion of assessment	student		29.08.2022	t
conclusion of assessment	supervisor		29.08.2022	t

* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

Assessment:

Scholarship increase (CZK):

One-off scholarship increase proposal justification ?:

In the event of a grade of A, you now have the option to submit a proposal for increasing the scholarship. However, this is not required. If you do not want to do this, just save and approve the assessment without entering this information.

SAB meeting date (if not today): [dd.mm.yyyy]

Assessments with the grade of B

Assessment conclusion

Type	Assessed	Who	When	Text of assessment
conclusion of assessment	student		29.08.2022	t
conclusion of assessment	supervisor	doc. PhDr. Petr Janeček, Ph.D.	29.08.2022	test

* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

Assessment: **B**

Final scholarship amount after reduction (%):

Scholarship reduction proposal justification

In the event of a grade of B, you can submit a proposal to reduce the scholarship. However, this is not required. If you do not want to do this, just save the assessment without entering this information.

SAB meeting date (if not today): [dd.mm.yyyy]

Extraordinary assessments

Similar to last year, you may propose an extraordinary assessment for a student during the following spring semester. An extraordinary assessment should be used to check the progress of a student's studies in cases where a grade of B was assigned in the assessment.

Assessment: **B** ▾

Final scholarship amount after reduction (%):

Scholarship reduction proposal justification [?](#):

SAB meeting date (if not today): [dd.mm.yyyy]

Settings for additional assessment in case of grade B. Leave month and year unfilled when additional assessment is not intended.

Period: **2022/2023 March** ▾

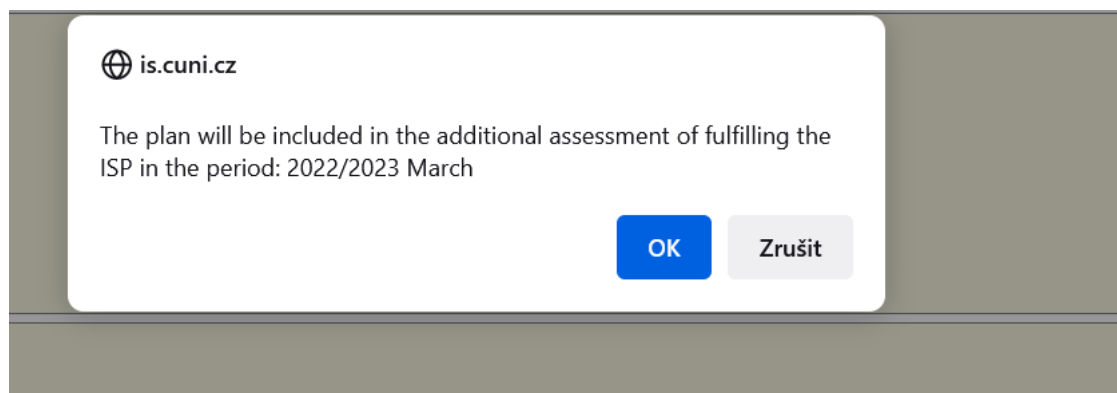


Temporary instructions for additional assessment of fulfilling the ISP [?](#):

When entering a grade of B, you now have the option to set an extraordinary assessment as a part of the annual assessment by selecting the month offered in the "Month of extraordinary assessment:" field and saving it. If you do not want to set an extraordinary assessment for a student with a grade of B, leave the month and year blank.

Permanent instructions for additional assessment of fulfilling the ISP [?](#):

A message stating that the student is scheduled for an extraordinary assessment of IC fulfilment



Assessments with the grade of C

Particular attention should be paid to assigning a grade of C. In such a case, there is a risk that the student will appeal to the Rector's Office, so it is necessary to formulate the assessment very carefully – otherwise the Rector's Office will accept the appeal. The principles below are based on previous experience with appeals and with the reaction of the Rector's Office and must be strictly followed:

- I. It must be clear from the detailed proposal for the termination of studies what the subject-area board's assessment was based on, including the considerations it took into account when assessing fulfilment of the IC. According to the Rector's Office, justification that contains the following is sufficient:
 - 1) The reasons that led to assigning this assessment grade
 - 2) The materials on the basis of which the assessment grade was proposed
 - 3) The thought process of the subject-area board during the assessment of materials and interpretation of the regulations and according to which it assigned the respective assessment grade.

- II. Non-fulfilment of the IC must always be described as specifically as possible. General formulations are not sufficient from the point of view of the Rector's Office. If the assessment states, for example, that a PhD student:
- “does not fulfil the IC”, then the assessment must contain an explanation, in what manner (e.g. a list of unfulfilled study obligations, possibly highlighting cases where it concerns obligations not fulfilled in the previous academic year as well), or for what reason;
 - “does not communicate with or does not maintain contact with their supervisor or the subject-area board”, then the assessment must contain an explanation of how long this has been going on and that, for example, the supervisor has not been informed of progress made on the dissertation;
 - “does not work on their dissertation”, then the assessment must contain the reasons why the current approach to preparing the dissertation is not sufficient;
 - “does not express an interest in continuing their studies, then it must be explained in the assessment how this has been expressed and how long this has been going on.
- III. All of the detailed reasons mentioned above could already be included in the supervisor's assessment. In such a case, the SAB assessment does not have to repeat them, but must explicitly refer to them and state that they agree with them and propose termination of studies based on them.

New this year, a message will be displayed in SIS when you save the assessment, which summarizes what the assessment grade of C should contain – see the image below.

Insert conclusion of assessment

Study status since Study status until
studuje 01.10.2021 30.09.2022

Assessment conclusion

Type	Assessed	Who	When
conclusion of assessment	student		29.08.20
conclusion of assessment	supervisor		29.08.20

* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

Assessment:

SAB meeting date (if not today): [dd.mm.yyyy]

is.cuni.cz

If you assign a grade of C, provide the following:

- A list of unfulfilled obligations according to the IC
- Does not communicate with the supervisor (time, reason, description)
- Does not work on dissertation (time, reason, description)
- Description, background, and reason of the SAB for assigning a "C"

*Required by the Rector's Office

VII. Saving and approving assessments

Assessment conclusion

Type	Assessed	Who	When	Text of assessment	
conclusion of assessment	student		29.08.2022	t	-
conclusion of assessment	supervisor		29.08.2022	t	A

* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

Assessment:

Scholarship increase (CZK):

One-off scholarship increase proposal justification [?](#):

SAB meeting date (if not today): [dd.mm.yyyy]

You can save the completed assessment by selecting the "Save" button. The assessment is saved but not yet definitively approved, so you can still go back and edit it.

The second option is to confirm your assessment by selecting the "Save and approve" button. This option is displayed when you are both the chair of the SAB and the guarantor of the study programme.

