

Annual assessment procedures for SIS – supervisor

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I. Logging in to the IC module and displaying the ICs of your PhD students

After logging in to SIS at the following address: <http://www.is.cuni.cz/studium>:

SIS Student Information System (core version: 2282) Thursday 4th August 2022

Role: **Učitel (i pro zápis výsledků a hodnocení PhD studentů)**, 21: [AHS], FF Faculty of Arts

59:51 Text mode Another role

Education

- Exam dates - publishing
- Exam results 2
- Final Exams
- Final Exams
- Education plan
- Subjects
- Students registration into subjects
- Study group roster
- Student thesis

1. If you want to display students and their ICs, you must first log in to SIS and then select the role Instructor (even for entering the results and assessments of PhD students).

Time-table

- Individual study plan for PhD students

2. Then select the module Individual curriculum of PhD students.

Admission process

- Admission
- Admission requirements



Utils

- Accreditation RVH NAU
- Internships
- Committees
- Statistical reports
- Invitations for state exams and defences


Noneducational agenda

- Receiving a foreign visitor
- Central catalogue
- E-resources Portal
- Discovery system
- Moodle (E-learning)
- UK Forum
- UK Point
- Centrum Carolina
- Doctoral Study Hub
- Klub Alumni

Details of the filter in the module Individual curriculum of PhD students:


Filter  

• my students

Study branch: 

Přestup: all s přestupem bez přestupu

Form of study:


Study status: graduated withdrawn interrupted studying 


Role: Student Supervisor Advisor

Given name(s):

Last name:

State of plan:

Year of commencement of study: 

Only with plan

State of assessment:

Year of assessment:

Stavby studia k 30.9. hodnoceného roku

With assessment only




Plány s nastaveným a neukončeným mimořádným hodnocením

Display: results per page

Traditional list of records

Here you can filter students as their supervisor or advisor according to the entered parameters.

It is advisable to clear the filter before starting a new filter search by clicking the "Clear filter" button, because the system remembers the data entered in the filter when you were previously logged in to SIS.

Given and last name	State of the plan	Plan	Study status	Year of admission	Study branch	Supervisor	Advisor
<input type="checkbox"/> Click on the blue icon to open the IC details.	 proposed assessment of fulfilling the ISP - 2021/2022 (-/-) student = supervisor		studying (01.10.2021)	2020			
	 approved assessment of fulfilling the ISP - 2020/2021 (B/B)		studying (01.10.2021)	2016			
	 approved assessment of fulfilling the ISP - 2020/2021 (A/A)		studying (01.10.2021)	2020			

Under the filter field menu, you will see a list of your students where the last approved assessment of fulfilment or approved IC is displayed next to the first name and surname field under Curriculum status.

As described on the screen above, the electronic IC can be displayed by clicking on the icon  for html or on the icon  for pdf.

In the field **Curriculum status**, information is provided during the term for the annual assessment stating that the current assessment is in the proposal stage, including the status of the assessment proposal at that particular moment.

On the following screen, the assessment status shows that the assessment proposal is currently being processed by the supervisor:















Each participant in the annual assessment (i.e. the student, supervisor, chair of the SAB, or guarantor in the case of older programmes) has a certain period of time to work with the annual assessment. After lapse of the time specified in the schedule, annual assessments for which the requested action has not taken place will be automatically forwarded to a higher instance in the assessment process (from student to supervisor; from supervisor to SAB). In such a case, you will first have to *take over* the student's annual assessment (if it has not been handed over), or first create it (if the student has not created it and if it is suitable to assess it).

II. Procedures for taking over and creating assessments




When logging in to SIS, a notice is displayed under the main navigation bar stating that there could be at least one assessment waiting on your response – i.e. filling in the assessment and forwarding it to the SAB.

In the module Individual curriculum of PhD students, you have at least one assessment waiting for you. Please complete and check the text of the overall assessment and the assessment level. Once completed, submit the assessment to the subject-area board by selecting the action. The assessment is done in the role of "Instructor".

Education				
 Exam dates - publishing	 Exam results 2	 Final Exams	 Final Exams	 Setfeni
 Education plan	 Subjects	 Students registration into subjects	 Study group roster	 Student thesis

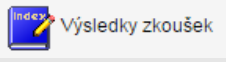
Time-table	
 Individual study plan for PhD students	 Schedule NG

The details of the IC assessment are displayed as follows:


Assessment of fulfilling the ISP in academic year 2021/2022	
+ Student:	
+ SAB Chair:	
+ Supervisor	
+ Advisor:	
- Status of plan	
	Date of approval: 21.12.2020
	Approved plan in PDF: 
	Details of ISP: 
- assessment of fulfilling the ISP status in academic year 2021/2022	
	Academic year: 2021/2022
	Status: proposal
	Responsibility: supervisor
	Previous responsibility: student
	Change:
	assessment of fulfilling the ISP proposal in PDF: 


Previous updates and assessments of fulfilling the ISP					
	Typ	Období	Stav	Supervisor's assessment	Subject Area Board assessment
	hodnocení	2020/2021	approved	A	A
* no data found					
Historie důvodů vracení zodpovědnosti					
When	To	From	Name	Reason/statement	
* no data found					
Dissertation and progress on the dissertation					
Type	Title, details				Year of insertion
doctoral dissertation					2020/2021
* no data found					
State doctoral exam and defence of doctoral dissertation					
Type	Code	Title, details		Ac. year	
Doctoral exam	ASDZK0001	State PhD Examination			
thesis defence	AX0007305	Defence of the PhD Thesis		2023/2024	
* no data found					
Course of study					
* no data found					

You can find a list of IC items with an indication of their fulfilment or non-fulfilment in the section **Overview of obligations** – see the **figure below**. When the items of the individual curriculum were scheduled to be fulfilled is displayed and whether or not they have been fulfilled. If the fulfilment has already been recorded in SIS, “**Fulfilled according to SIS**” is displayed.

Student comments are not required for **fulfilled** items. **Unfulfilled** items (according to SIS) could be declared as “**Fulfilled according to the student**” in the annual assessment. This is particularly the case when the result has already been acknowledged, but has not yet been entered in SIS. If you want to enter an exam result, you must do so in the **Exam Results** module¹ (exam results are entered in the virtual index, not in the virtual IC): 

For obligations that should have been fulfilled in this academic year, but are not fulfilled either according to the SIS or not marked as fulfilled by the student, a comment is required in which the student explains what obstacles prevented them from fulfilling the obligation. Such a comment on an unfulfilled subject is considered a request for the opportunity to fulfil the subject at a later time. When assessing, please consider the seriousness of these changes, especially whether or not it is a change within the structure of the curriculum for the area of study. (For example, the language obligation must be completed in the 1st to 3rd year, so it is not a serious fault if it is not completed in the 1st year. The state PhD examination, on the other hand, must be completed in the 3rd year, so it is a serious problem if it is not completed even in the 5th year.)

If the year of fulfilment has not yet been changed for obligations, they do not have a highlighted icon for displaying the overview of changes to fulfilment in the column next to the name of the obligation: 

Changed obligations have a highlighted icon: 

No comment is required for obligations whose fulfilment is scheduled in the IC for future years.

¹ If a subject is entered in the IC only with the **subject description** (i.e. it is missing a subject code, the subject does not exist as such; typically in the case of individual/professional study obligations), the student must pair this obligation with an already existing subject. If such a subject does not exist, the supervisor emails the respective officer at the PhD and Academic Qualifications Office with the name of the subject in Czech and English (or in the language of the subject). The officer at the PhD and Academic Qualifications Office creates the subject and adds it to the student’s exams. Then it will be possible to enter the result. In order for the specific obligation in the IC to appear as fulfilled according to SIS, the student must pair the obligation (without a code) with the newly created subject (with a code).

List of duties																
?	?	?	?	?	Type	Code	Title, details	?	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS	Commentary	?	?	Year of insertion
					course	AXETDOS01	Doctoral Seminar I		2020/2021	both	complete 2020/2021	complete				2020/2021
					course	AXETDIS02	Annotated Plan of PhD Thesis		2020/2021		complete 2020/2021	complete				2020/2021
					course	AXETTMS01	Theoretical and Methodological Seminar		2020/2021		complete 2020/2021	complete				2020/2021
					course	AXETOAK09	Peer-reviewed Publication I		2020/2021	both	complete 2020/2021	complete				2020/2021
					course	AET100208	Czech Traditional Folk Culture		2020/2021	winter	complete 2020/2021	complete				2020/2021

III. Professional activities


Professional activities are specific types of obligations. These activities are recorded in the IC in two ways: (1a) using the obligation *Professional activities I, II*, etc. (these activities are specified more in detail for newer, four-year accreditations, e.g. *Publication, Internship*) and also (1b) using the virtual obligation *Overall fulfilment of professional activities* (for new, four-year accreditations, this subject is usually missing) and (2) using specific records of publications and conferences, which students can import from the OBD bibliographic information system (thanks to this, they will be listed on the supplement to the diploma after graduation), grants according to the Grants and Projects application, internships according to records in SIS in the *Evidence of Internships* module, and pedagogical activity recorded in SIS.





1a. Fulfilment of the obligation of *Professional activities*, etc. is entered into SIS by the **chair of the SAB**, typically in connection with the SAB meeting, at which annual assessments are discussed. Therefore, the obligation is typically *unfulfilled according to SIS*, but marked as *fulfilled according to the student*, and the commentary indicates how the student fulfilled it in their opinion. If you wish to comment on the fulfilment or non-fulfilment of this obligation, please do so in writing in your overall commentary on the annual assessment.

1b. Students are required to undertake professional activities only until they fulfil the minimum requirement for these activities established for the specific area of study for a student's entire studies (you can now find a detailed description of this requirement in the section *Obligations specific to the area of study* – see above). If a student believes that they have already fulfilled the overall requirement

for professional activities, they mark the obligation *Overall fulfilment of professional activities* as “fulfilled according to the student” and you again have the opportunity to comment on this in writing in the overall commentary. Based on this, the subject-area board then assesses whether it really believes that the professional activities have been fulfilled overall, and if so, the **chair of the SAB** marks the subject *Overall fulfilment of professional activities* as fulfilled. Please note that *Overall fulfilment of professional activities* appears in the IC as a purely virtual item that does not present any additional, new obligation; it is only a technical means to make it clear to the subject-area board and the PhD and Academic Qualifications Office that, by fulfilling the obligations of *Professional Activities I, II*, etc. from previous years, the student has already attained the minimum overall requirement for these activities, and thus no longer needs to fulfil them.

2). Connecting to the OBD bibliographic database allows you to display bibliographic information about publications and conference papers. Students can add these as separate lines to their assessment, requesting that they be added to the individual curriculum. This addition will be approved by the subject-area board, so you do not have to do anything with the separate items. If, however, you believe that some of them should not appear in the IC because they are not relevant for the specific PhD programme, you have the option to state this in writing in the overall commentary on the annual assessment.

Detailed bibliographic information is displayed in the description of the obligation and also in the pairing details available using the icon  on the right-hand side. Be careful using the icons on the left-hand side. They are used to delete a record and to edit a record.

		publication	původní článek	 2020/2021	complete 2020/2021	incomplete	 2020/2021
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IV. Requests for making changes to and checking the IC

Students have the opportunity to request changes to the IC, which are discussed by the subject-area board. The request can look, for example, as follows (this is an example of a request for exemption from a subject, which will be rejected because it conflicts with the area of study curriculum):

	course	AXETDIS04	Chapter of PhD Thesis		2021/2022		incomplete	Request: Text žádosti k odebrání povinnosti.			2019/2020
---	--------	-----------	-----------------------	---	-----------	--	------------	--	---	---	-----------

You comment on any request for exemption from or replacement of an obligation in the summary commentary. Typically, this involves either the removal of a subject that was voluntarily included in the IC (it was not prescribed by the area of study curriculum) or replacing one obligation with another obligation (if, for example, while preparing the dissertation topic, it was decided that the student needs to pass a different exam than what was initially agreed upon with the supervisor when creating the IC).

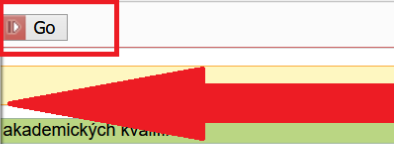
If you realize that certain obligations in the IC are missing for your student according to the general area of study curriculum (see plany.ff.cuni.cz, typically individual/area of study obligations), do not hesitate to request that the student add the obligation to the IC (you must return the assessment proposal to the student level).

V. Overall assessment

In addition, students enter a summary commentary for the annual assessment, which you can find under the follow item:

Assessment conclusion						
Type	Assessed	Who	When	Text of assessment		
conclusion of assessment	student		05.08.2022			

Supervisor action:	
---	Go
insert conclusion to the assessment of fulfilling the ISP	
send the assessment of fulfilling the ISP back to the student for correction or amendment	



Under the details of the IC assessment and the overview of obligations, there is the “Conclusion of assessment” section where information about the assessment by the individual participants is displayed. At the very bottom under “Conclusion of assessment”, there is the “Supervisor action:” section where you open the menu and select “insert conclusion of the assessment for fulfilling the IC” and confirm the action with the “Go” button.

As a supervisor in the annual assessment process, you have the option of **returning the proposal to the student** for supplementation using the menu in the *Supervisor action* field and the *Go* button.

During your assessment, you should also take into account the annual assessment from last year, which you can now easily find in SIS in the section Previous annual assessment of fulfilment of the IC. The big advantage of electronic assessments in SIS is that it allows you to easily monitor the overall progress of a student’s studies, and thus assess, for example, whether the student did not fulfil an obligation for the first time or whether this occurs repeatedly:

Previous updates and assessments of fulfilling the ISP					
Typ	Období	Stav	Supervisor's assessment		Subject Area Board assessment
hodnocení	2020/2021	approved	A		A

Criteria for the assessment

- A. An assessment grade of A means that **the student has fulfilled all assessments and requirements and continuously works on their dissertation, or although an obligation was not fulfilled, the student fulfilled another obligation instead.** If the student did not fulfil an obligation and did not fulfil another obligation in its place, they can only be given a grade of A if there were serious reasons for the non-fulfilment (e.g. health).
- B. When assigning an assessment grade of B, you should specify one of the following three levels in the written commentary:
 - B+** **The student moves one obligation** (either an assessment or work on the dissertation) **to the next year for the first time**, but it is not a major obstacle to making progress on their studies;
 - B** **The student moves more than one obligation or moves one obligation repeatedly**, which is a warning sign for making progress on their studies;
 - B-** **The student repeatedly moves more than one obligation.** An assessment grade of B- should be assigned only once; if significant improvement is not seen during the following year, the student should be assigned an assessment grade of C.
- C. The student is assigned an assessment grade of C either **in the event of a major failure to fulfil multiple obligations** (typically the student did not communicate with the supervisor and did not fulfil most of the obligations) or **in the event of repeated failure to fulfil multiple obligations** (typically after a B- assessment was not followed by major improvement).

Proposal to increase a scholarship; extraordinary assessment

With an assessment grade of A, you have the option to submit a proposal to increase a student's scholarship. This new functionality can be used at your discretion, but it is not required for completing the assessment. You can complete the assessment without entering these proposals. The figures below show both options.

Assessment grade of A – option to propose an increase in the scholarship

Assessment conclusion				
Type	Assessed	Who	When	Text of assessment
conclusion of assessment	student		05.08.2022	-

* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

Assessment:

Scholarship increase (CZK):

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

Extraordinary assessment

For an assessment grade of B, you may propose in the text that a student be scheduled for an extraordinary assessment in the spring – March 2023. The proposal is approved by the SAB chair, who may also set in the system that the student be assigned to an extraordinary assessment.

The last assessment option is a grade of C.

Particular attention should be paid to assigning a grade of C (if a student is assigned a C, we commence procedures for the termination of studies). 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. 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. 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.

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 figure below.

Message for an assessment grade of C

The screenshot displays a web application interface for entering assessment conclusions. A modal dialog box is centered on the screen, providing instructions for assigning a grade of C. The dialog box includes the following text:

is.cuni.cz

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

- A list of unfulfilled obligations according to the IC
- 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

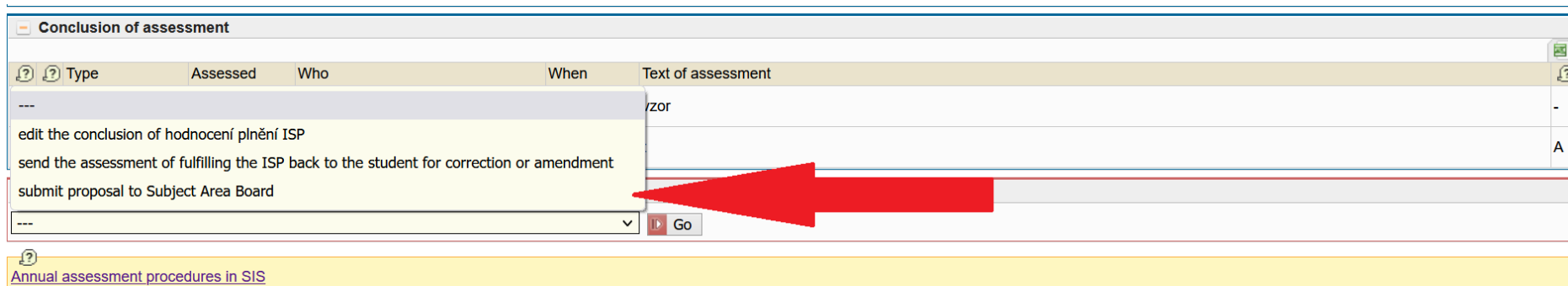
Buttons: OK, Zrušit

The background interface shows a table titled "Assessment conclusion" with columns: Type, Assessed, Who, and When. The table contains one row: conclusion of assessment, student, and 29.08.2021. Below the table is a text area labeled "Text of assessment:" with a character count: "Max length 2500 characters, typed 0, 2500 remaining." At the bottom, there is a dropdown menu for "Assessment:" set to "C", and two buttons: "Save" and "Save and submit to Subject Area Board".

VI. Completing assessments and forwarding responsibility to the subject-area board

There are two ways to forward an assessment:

A) In the section Conclusion of assessment, you can submit the proposal to the SAB – see figure.



The screenshot shows a web interface titled "Conclusion of assessment". It features a table with columns: Type, Assessed, Who, When, and Text of assessment. The table has two rows. The first row has a dropdown menu open, showing three options: "edit the conclusion of hodnocení plnění ISP", "send the assessment of fulfilling the ISP back to the student for correction or amendment", and "submit proposal to Subject Area Board". A red arrow points to the "submit proposal to Subject Area Board" option. Below the table is a "Go" button. At the bottom, there is a yellow banner with the text "Annual assessment procedures in SIS".

Type	Assessed	Who	When	Text of assessment
---				zpr
edit the conclusion of hodnocení plnění ISP				-
send the assessment of fulfilling the ISP back to the student for correction or amendment				A
submit proposal to Subject Area Board				

Annual assessment procedures in SIS

You can forward the assessment to the subject-area board in the "Supervisor action" field by selecting from the menu "Submit proposal to the subject-area board" and confirm with the "Go" button.

B) When you fill in the assessment - text, grade - see figure

Insert conclusion of assessment

Study status since Study status until
studuje 01.10.2021 30.09.2022

Conclusion of assessment

Type	Assessed	Who	When	Text of assessment	
conclusion of assessment	student		18.07.2022	vzor	-
conclusion of assessment	supervisor		21.07.2022	t	A

* Text of assessment:

Supplementing the assessment text

Max length 2500 characters, typed 1, 2499 remaining.

Assessment: --- Grade selection

You must complete the assessment in this manner for all of your students.

Checklist

1. I checked the student's fulfilment of obligations.
2. I entered all fulfilled assessments/requirements in SIS (module Exam Results).
3. I proposed an assessment grade of A, B, or C.
4. I completed the written commentary, including any proposal for an extraordinary scholarship or assessment.
6. I forwarded the annual assessment to the subject-area board.