Annual assessment procedures for SIS – supervisor

Obsah

I. Logging in to the ISP module and displaying the ISPs of your PhD students

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

Details of the filter in the module Individual study plan of PhD students:

Filter

• my students

Study branch:
The area of study of your students is entered in this field.

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

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Study status: ☐ graduated ☐ withdrawn ☑ interrupted ☑ studying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:
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018
☐ Only with plan
State of assessment: ---
Year of assessment: ---
☐ Stavy studia k 30.9. hodnoceného roku
☐ With assessment only
☐ Plány s nastaveným a neukončeným mimořádným hodnocením
Display: 50 results per page
search | Clear filter | Traditional list of records

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
☐ Click on the	proposed assessment of fulfilling the ISP - 2021/2022 (-/-) student ⇒ supervisor		studying (01.10.2021)	2020			
☐ blue icon to	approved assessment of fulfilling the ISP - 2020/2021 (B/B)		studying (01.10.2021)	2016			
☐ open the IC	approved assessment of fulfilling the ISP - 2020/2021 (A/A)		studying (01.10.2021)	2020			
details.							

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.

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

In the field **State of the plan**, 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:
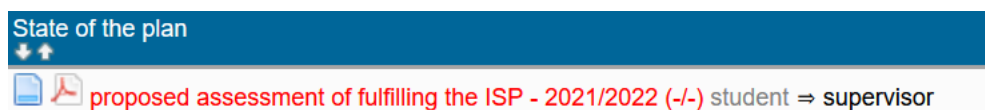
Each participant in the annual assessment (i.e. the student, supervisor, chair of the SAB, or guarantor in the case of older programmes) has a certain period of time to work with the annual assessment. After lapse of the time specified in the schedule, annual assessments for which the requested action 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	Šetření
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 ISP 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:

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

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	? 🗑

Course of study
* no data found
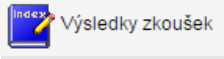
In the details for the ISP assessment, most fields are displayed expanded, but this depends on the role. Click on ➕ to expand the field.

You can find important information about a student and their studies in the first Student field. It looks like this:

Assessment of fulfilling the ISP in academic year 2022/2023

Student:

Full name:
E-mail:
Form of study: full-time
Study programme:
Training workplace:
Date of commencement of PhD-study: 15.09.2020
Current year: 3, Odstudovaná doba: 2 y 10 m 22 d
Standard length of study + 1 year: 29.09.2025; remaining until the end of the SLS+1 y: 2 y 1 m 13 d
Maximum length of study: 01.10.20285 y 1 m 16 d remaining
Study status: studying (01.10.2022)
ORCID:

You can find a list of ISP 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 study plan 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*** module[1] (exam results are entered in the virtual

index, not in the virtual ISP):

 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:

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[1] If a subject is entered in the ISP 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 Studies Office with the name of the subject in Czech and English (or in the language of the subject). The officer at the PhD Studies 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 ISP to appear as fulfilled according to SIS, the student must pair the obligation (without a code) with the newly created subject (with a code).

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

					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

Students may now use a new function during assessment, namely they can upload a file for the dissertation or any other obligations.

If the dissertation or another obligation contains an attachment, this can be seen on the icon on the right in the Dissertation field or for the specific obligation:

Dissertation and progress on the dissertation

Type	Title, details		Year of insertion
doctoral dissertation	Language of the PhD thesis: Czech		2022/2023

List of duties

		Type	Code	Title, details		Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS	Commentary				Year of insertion
		course	AXJAZ0001	Angličtina		2022/2023	-	complete	complete					2022/2023

III. Professional activities

Professional activities are specific types of obligations. These activities are recorded in the ISP 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 ISP 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 Studies 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 study plan. 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 ISP 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.

			původní článek						
		publication			2020/2021	complete 2020/2021	incomplete		2020/2021

IV. Requests for making changes to and checking the ISP

Students have the opportunity to request changes to the ISP, 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 ISP (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 I).

If you realize that certain obligations in the ISP 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 ISP (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:

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 ISP. 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:

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 scholarship paid as a lump-sum; extraordinary assessment

With an assessment grade of A, you have the option to submit a proposal to scholarship paid as a lump-sum (so called extraordinary 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

Zobrazení návrhu na navýšení nebo na snížení stipendia

Návrh se zobrazí v RH ISP v poli Návrhy na úpravu výše stipendia hned nad polem Závěr hodnocení

Proposals for the change of the scholarship sum

Type	Who	When	Proposal justification	Scholarship increase	Scholarship reduction
supervisor		.			

*One-off scholarship proposal in accordance with Art. 12(4) of Scholarship and Bursary Rules of Charles University.
*Proposal to reduce scholarship to the final amount indicated. Art. 12(5) of the Scholarship and Bursary Rules of Charles University.

Assessment conclusion

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.

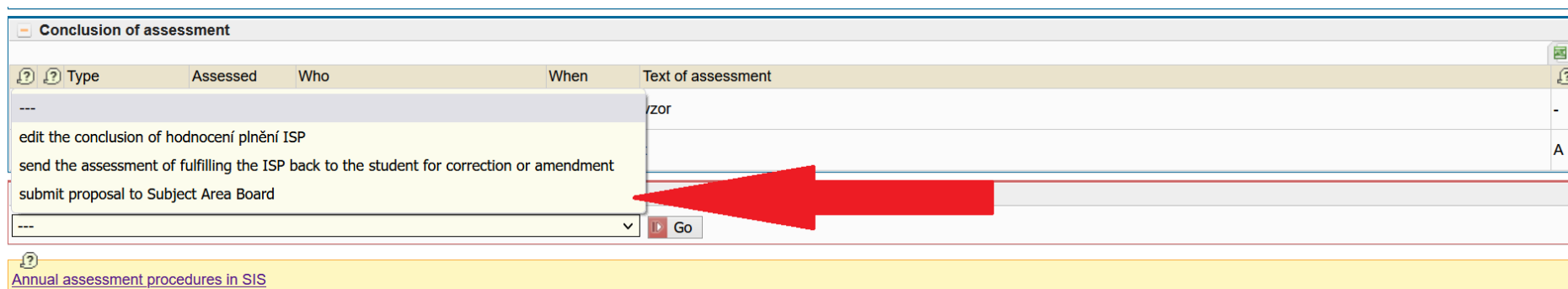**The last assessment option is a grade of C.**

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 supervisor's assessment was based on, including the considerations he took into account when assessing fulfilment of the ISP. <u>Non-fulfilment of the ISP 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</u>:

- "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.

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.

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	Study status since	Study status untill
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*

Save   Save and submit to Subject Area Board

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. ☐