Annual assessment procedures for SIS - SAB chair

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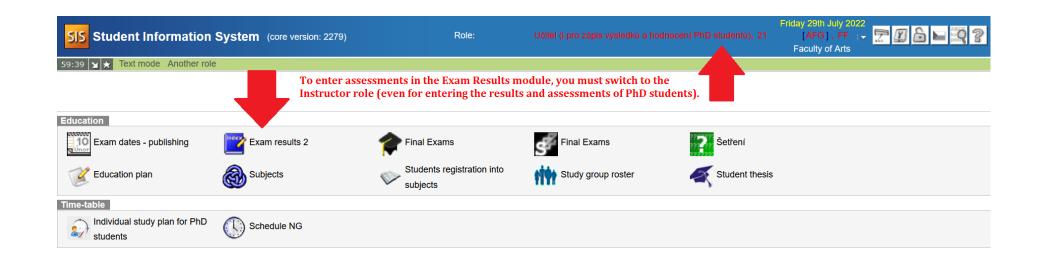
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I. Logging in to SIS – selecting your role

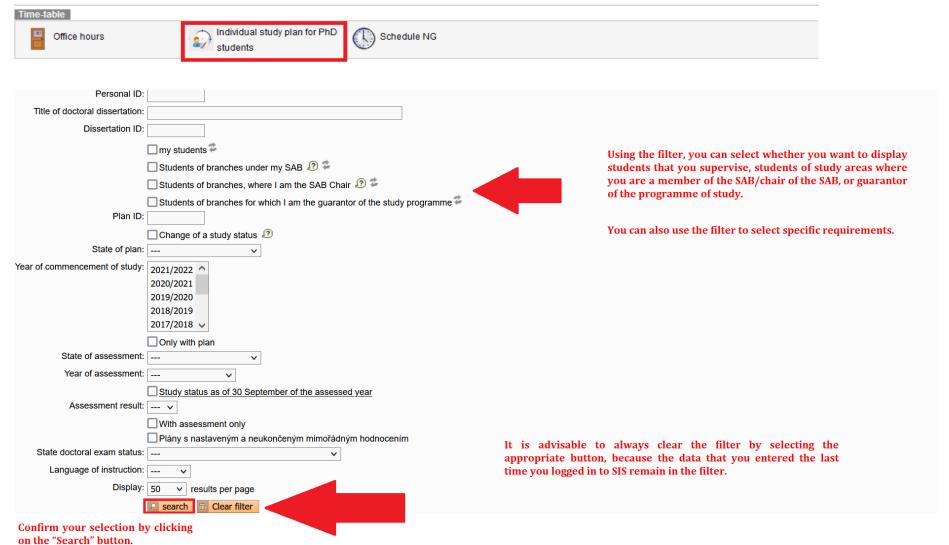


The role of **Instructor and SAB throughout CU** is automatically assigned to members of all subject-area boards. As opposed to the previously assigned roles of the individual faculties, this role enables access to all studies for which the user has a relationship as a supervisor, consultant, member 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.

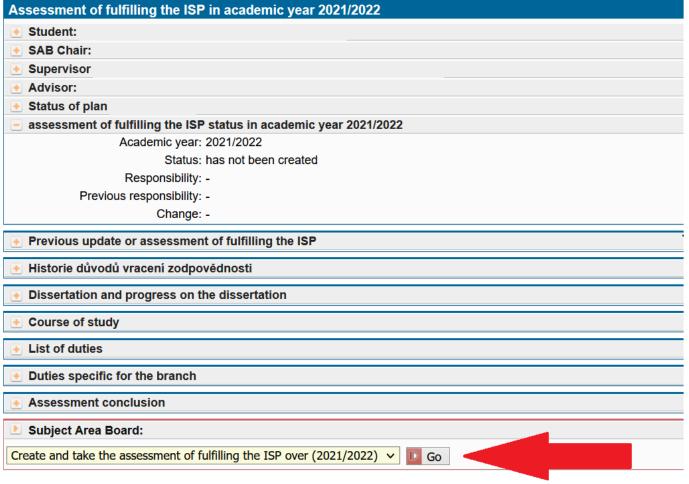
However, assessment in the Exam Results module is still only possible in the role of Instructor (even for entering the results and assessments of PhD students.



II. Module individual study plan of PhD students - filtering students



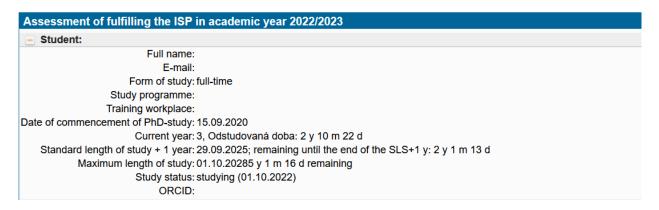
III.Creating and taking over assessments



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.

In the details for the IC 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:



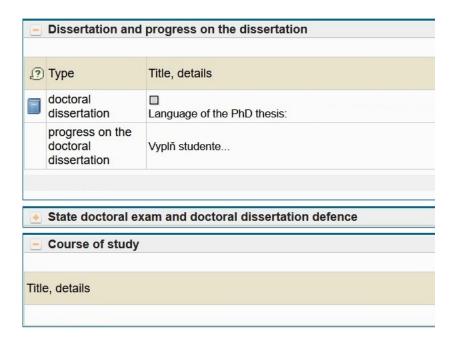
Students may now use a new function during assessment, namely they can upload a file for the dissertation or any other obligations.

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:



IV. Progress on the doctoral dissertation and description of the course of study

Starting with the academic year 2024/2025, all students have a new obligation when updating their ISP. It is compulsory to add the "progression on the doctoral dissertation and description of the course of study. Please follow the instructions below to add and fill out these two tasks.



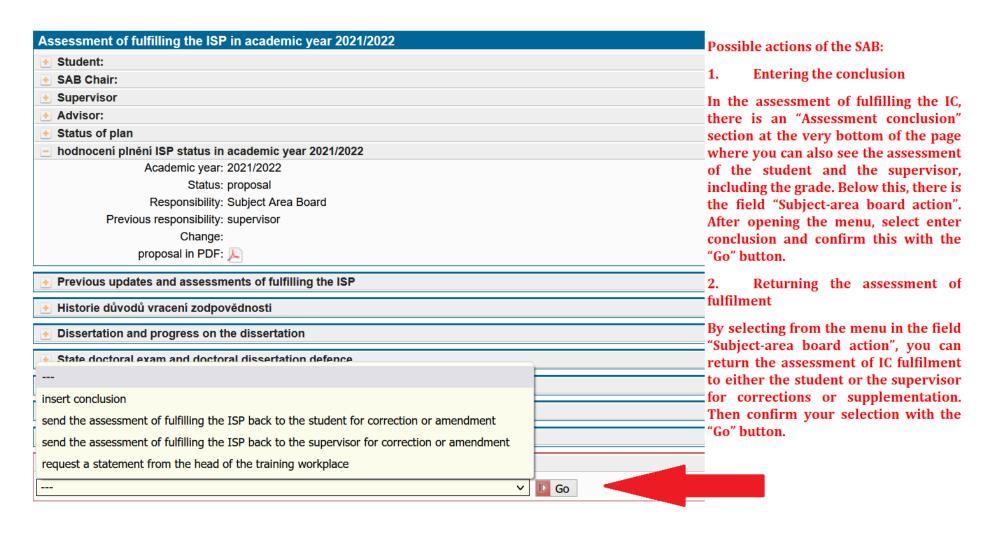
V. Entering professional activities

If a **professional activity** appears in the study plan 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".

VI. Requests for making changes to the ISP

If a student requests that a subject be removed from/added to the ISP 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 in the row of the obligation) or reject it (by clicking on the red flag in the row of the obligation). 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 plan (https://www.ff.cuni.cz/studium/studijni-obory-plany/studijni-plany/).

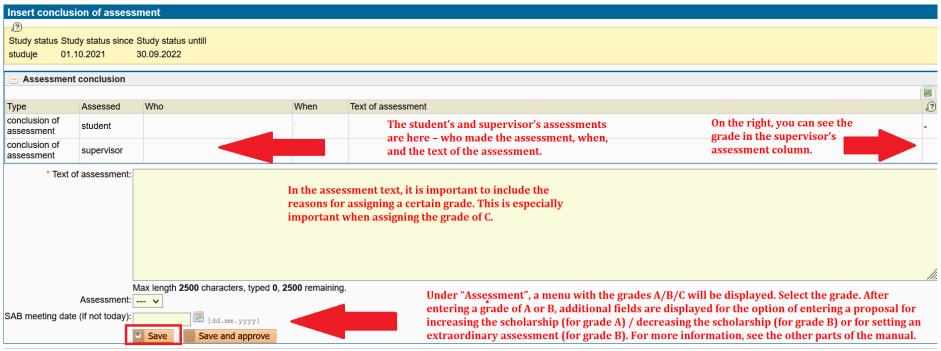
VII. Entering the assessment conclusion/Returning the assessment of ISP fulfilment to students or supervisors for supplementation



Criteria for the assessment

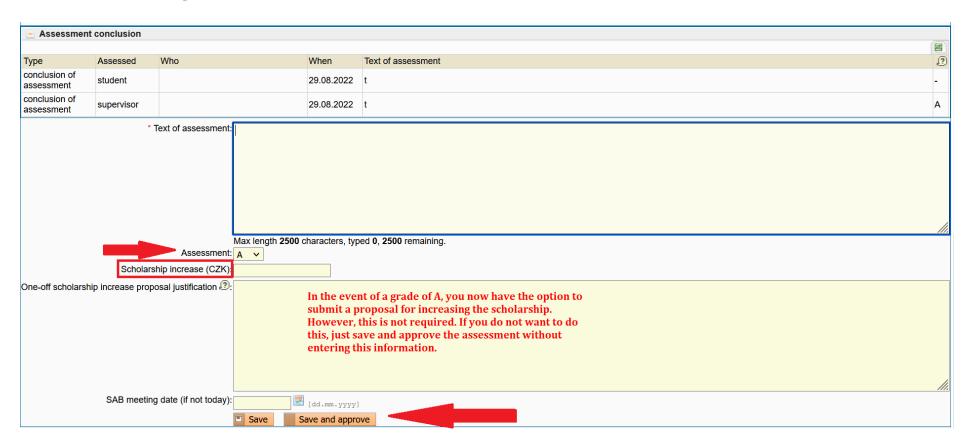
- A. An assessment grade of A means that **the student has fulfilled all assessments and requirements and continuously works on their dissertation, or although an obligation was not fulfilled, the student fulfilled another obligation instead.** If the student did not fulfil an obligation and did not 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 the reasons must be substantiated).
- B. When assigning an assessment grade of B, you should specify one of the following three levels in the written commentary:
 - 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;
 - The student moves more than one obligation or moves one obligation repeatedly, which is a warning sign for making progress on their studies we recommend proposing an extraordinary assessment;
 - The student repeatedly moves more than one obligation. This situation can only happen once and the student should be proposed for an extraordinary assessment; if significant improvement is not seen during the following period, 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).

Entering the assessment conclusion

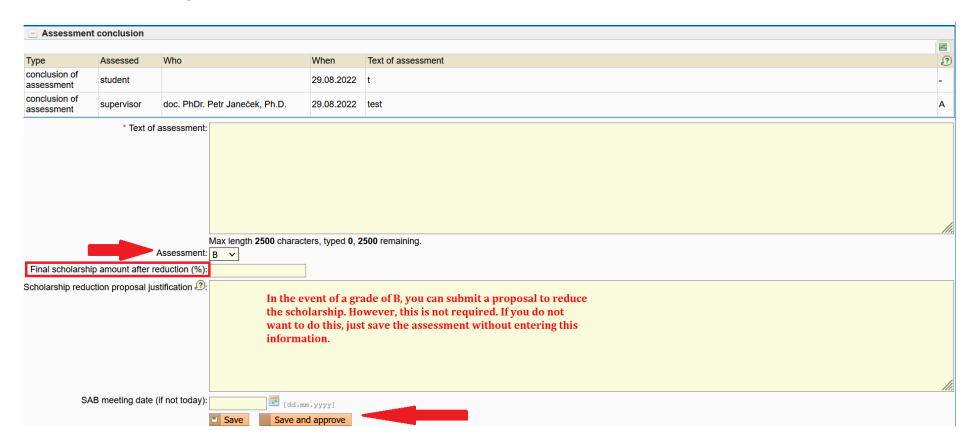


Enter the date of the SAB meeting, and then you can save the assessment.

Assessments with the grade of A

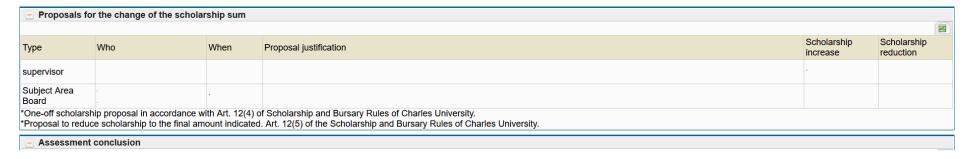


Assessments with the grade of B



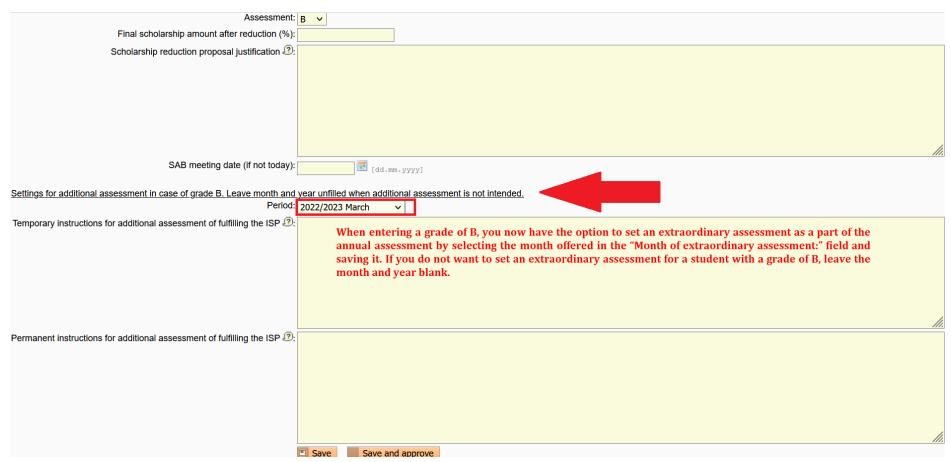
Displaying a proposal for increasing or reducing a scholarship

The proposal is displayed in the Annual Assessment in the field Proposals for the change of the scholarship sum immediately above the field Assessment conclusion:



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.



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. <u>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 ISP. According to the Rector's Office, justification that contains the following is sufficient:</u>
 - 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. <u>Non-fulfilment of the ISP must always be described as specifically as possible</u>. 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 ISP", 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.

VIII. Saving and approving assessments

