Annual assessment procedures for SIS – students

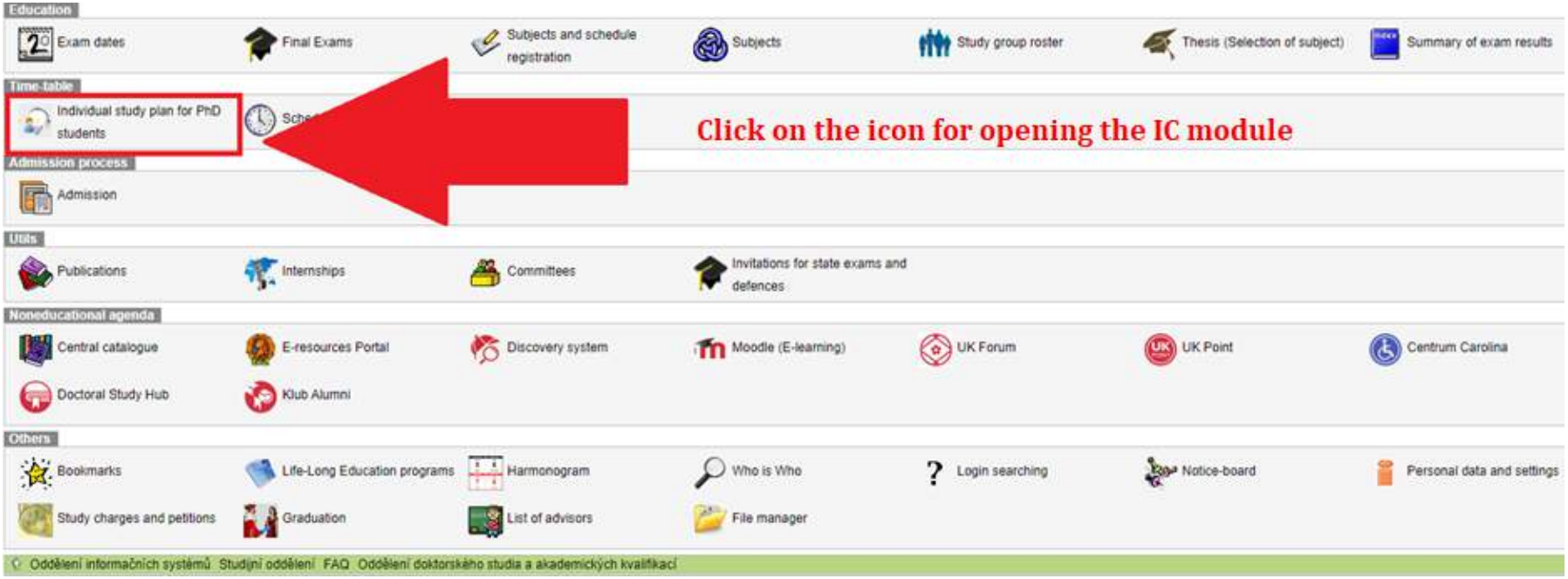
Obsah

I. Creating the annual assessment 2
II. Commenting on unfulfilled items 5
III. Professional activities 11
IV. Requesting changes to the ISP 18
V. Entering the summary commentary and submitting the assessment 22
Checklist 26
What to do if … 27

I. Creating the annual assessment

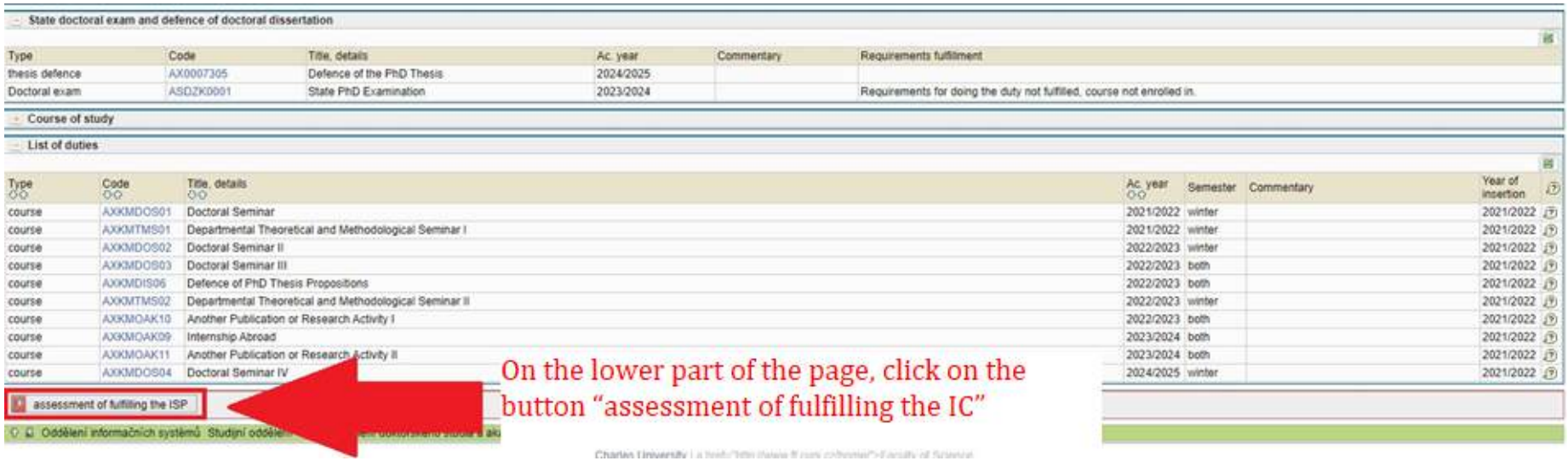
Log in to SIS at the address http://www.is.cuni.cz/studium. If you have more than one role in the settings, select from the drop-down menu **Current PhD studies**.

Step 1: Click on the module ***Individual study plan for PhD students*** (see figure).

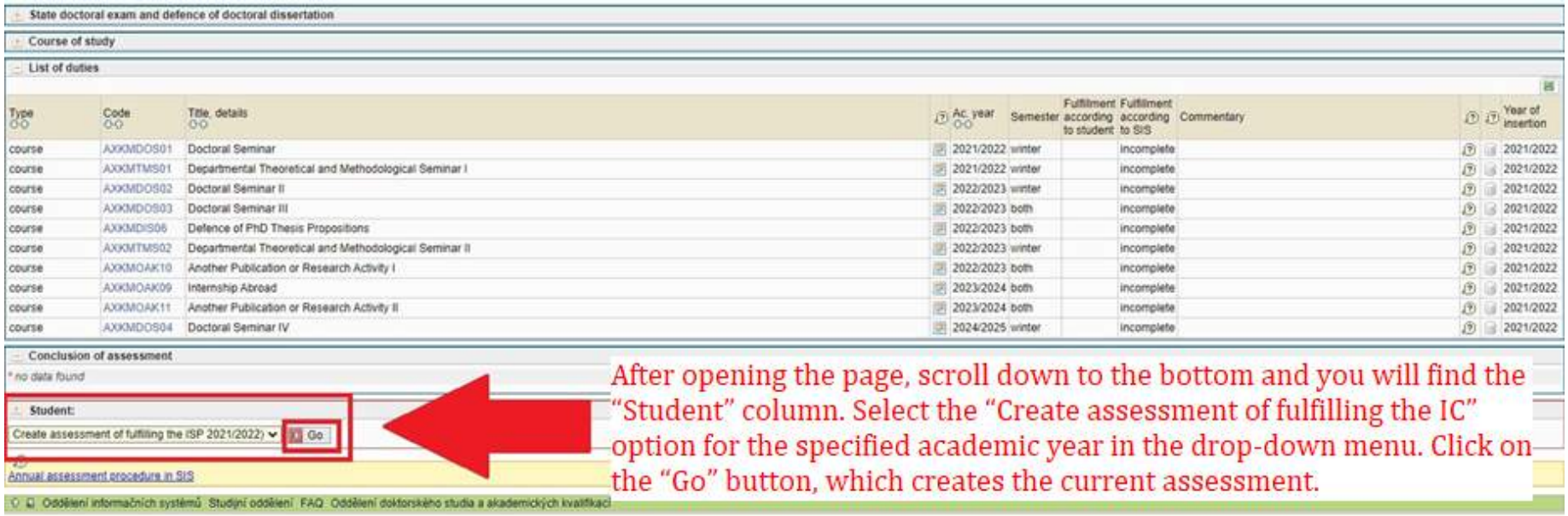


Step 2: Open your individual study plan (IC) / individual study plan (ISP).

Step 3: In the lower part of the screen, you will find the button for the annual assessment:

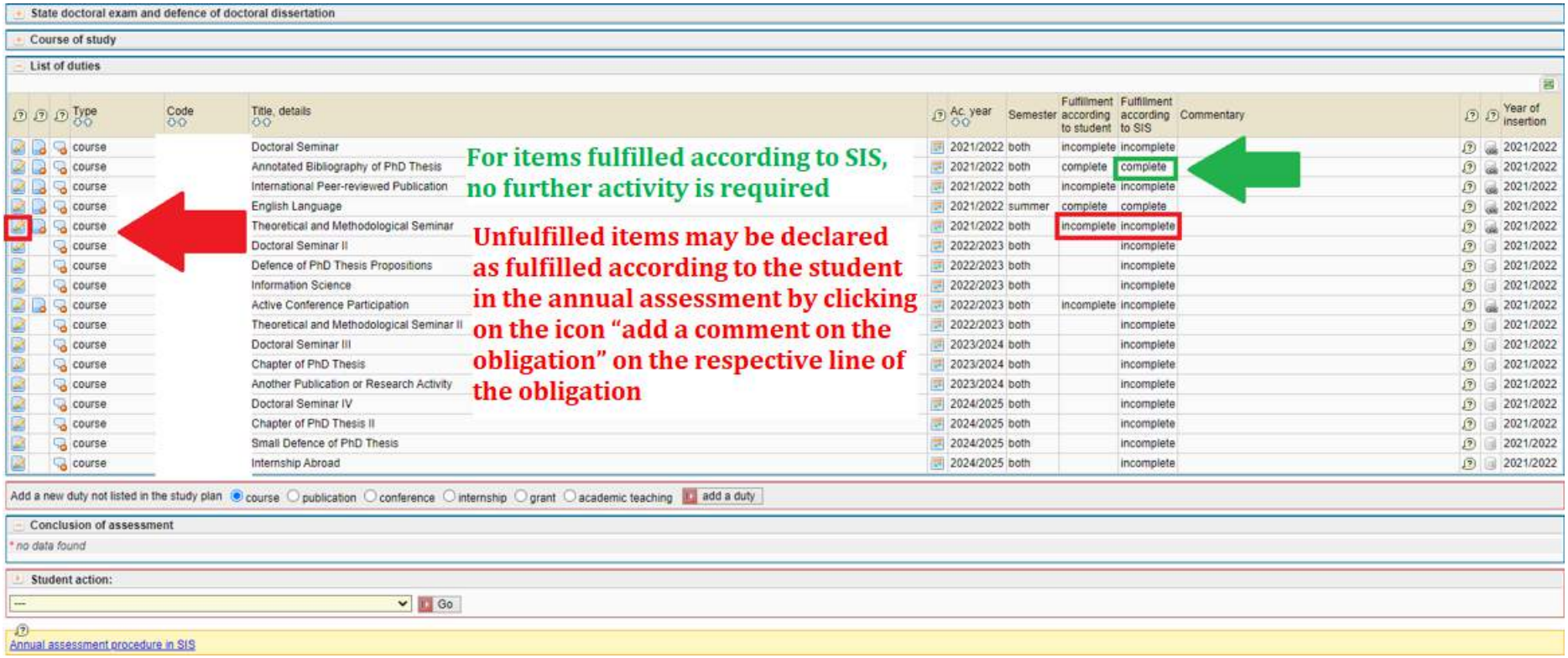


Step 4:

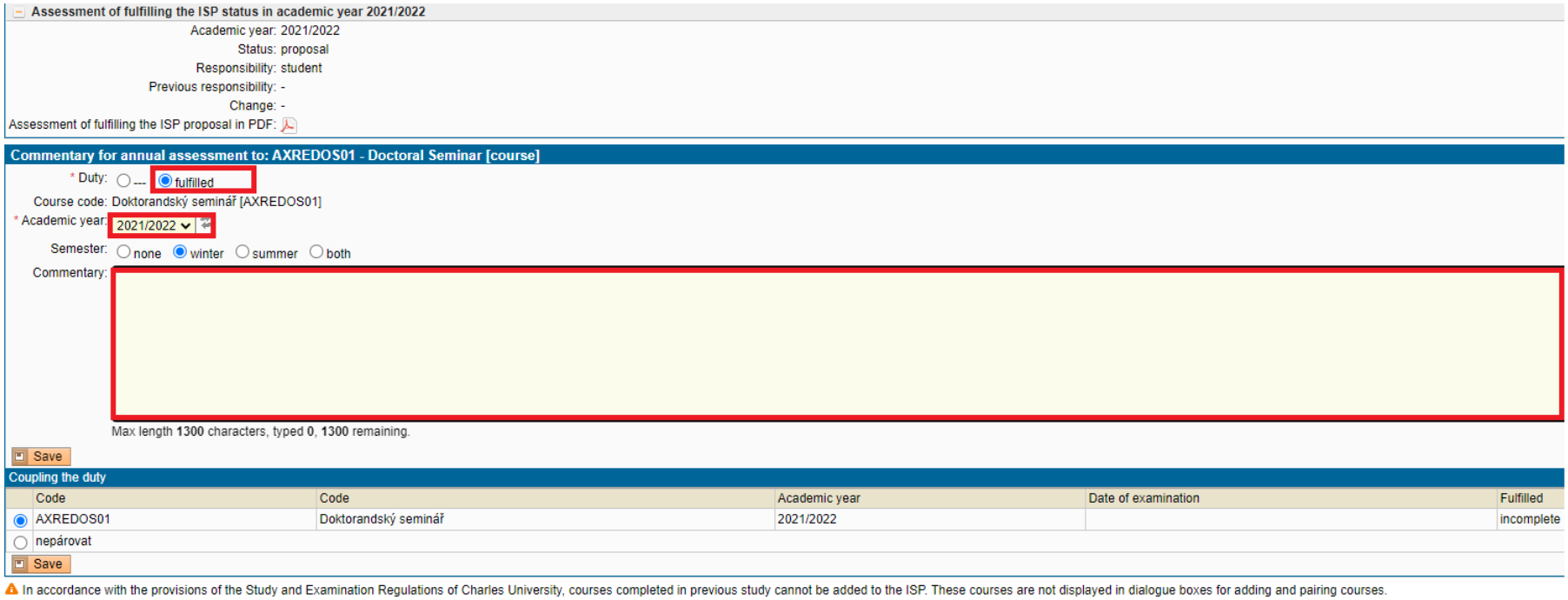

State doctoral exam and defence of doctoral dissertation
Course of study
List of duties
Type | Code | Title, details | Ac. year | Semester | Fulfilment according to student | Fulfilment according to SIS | Commentary | Year of insertion
course | AXKMDOS01 | Doctoral Seminar | 2021/2022 | winter | | incomplete | | 2021/2022
course | AXKMTMS01 | Departmental Theoretical and Methodological Seminar I | 2021/2022 | winter | | incomplete | | 2021/2022
course | AXKMDOS02 | Doctoral Seminar II | 2022/2023 | winter | | incomplete | | 2021/2022
course | AXKMDOS03 | Doctoral Seminar III | 2022/2023 | both | | incomplete | | 2021/2022
course | AXKMDIS06 | Defence of PhD Thesis Propositions | 2022/2023 | both | | incomplete | | 2021/2022
course | AXKMTMS02 | Departmental Theoretical and Methodological Seminar II | 2022/2023 | winter | | incomplete | | 2021/2022
course | AXKMOAK10 | Another Publication or Research Activity I | 2022/2023 | both | | incomplete | | 2021/2022
course | AXKMOAK09 | Internship Abroad | 2023/2024 | both | | incomplete | | 2021/2022
course | AXKMOAK11 | Another Publication or Research Activity II | 2023/2024 | both | | incomplete | | 2021/2022
course | AXKMDOS04 | Doctoral Seminar IV | 2024/2025 | winter | | incomplete | | 2021/2022
Conclusion of assessment
* no data found
Student:
Create assessment of fulfilling the ISP 2021/2022)
Go
Annual assessment procedure in SIS
Oddělení informačních systémů Studijní oddělení FAQ Oddělení doktorského studia a akademických kvalifikací
After opening the page, scroll down to the bottom and you will find the "Student" column. Select the "Create assessment of fulfilling the IC" option for the specified academic year in the drop-down menu. Click on the "Go" button, which creates the current assessment.

II. Commenting on unfulfilled items

When the items of the individual study plan were scheduled to be fulfilled is displayed as well as whether they have already been fulfilled. The column *Fulfilment according to the student* is important especially when the duty has actually been fulfilled but this information has not yet been recorded by the instructor in exams.

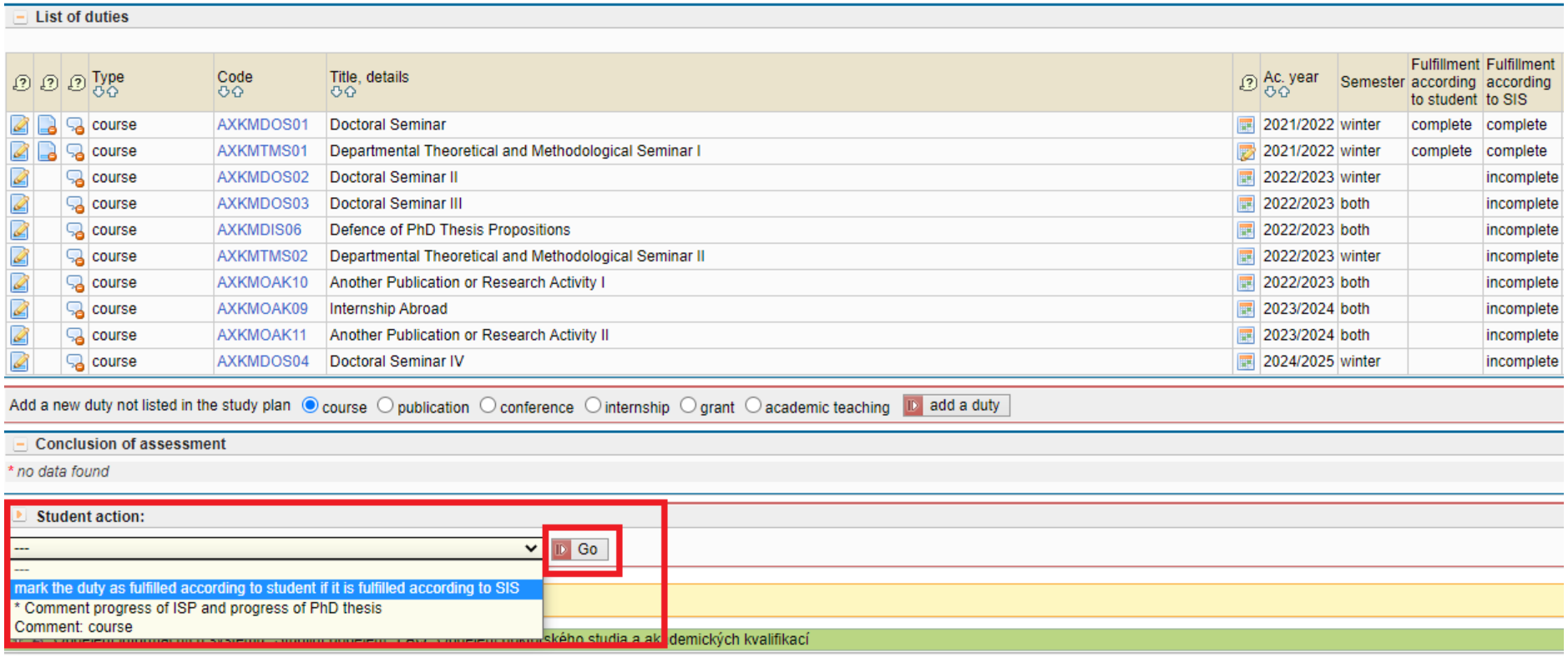


In this case, click on the "**fulfilled**" box, check the **academic year** of fulfilment, and **fill in the commentary** with information on when, according to the student, the duty was fulfilled (see figure)[1]:



[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 duties), the student must pair this duty 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 duty in the ISP to appear as fulfilled according to SIS, the student must pair the duty (without a code) with the newly created subject (with a code).

If for some items completed in the past the status is fulfilled according to SIS, but not fulfilled according to the student, you can make an overall adjustment using the action button at the bottom of the form (see figure):



List of duties

Type	Code	Title, details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS
course	AXKMDOS01	Doctoral Seminar	2021/2022	winter	complete	complete
course	AXKMTMS01	Departmental Theoretical and Methodological Seminar I	2021/2022	winter	complete	complete
course	AXKMDOS02	Doctoral Seminar II	2022/2023	winter		incomplete
course	AXKMDOS03	Doctoral Seminar III	2022/2023	both		incomplete
course	AXKMDIS06	Defence of PhD Thesis Propositions	2022/2023	both		incomplete
course	AXKMTMS02	Departmental Theoretical and Methodological Seminar II	2022/2023	winter		incomplete
course	AXKMOAK10	Another Publication or Research Activity I	2022/2023	both		incomplete
course	AXKMOAK09	Internship Abroad	2023/2024	both		incomplete
course	AXKMOAK11	Another Publication or Research Activity II	2023/2024	both		incomplete
course	AXKMDOS04	Doctoral Seminar IV	2024/2025	winter		incomplete

Add a new duty not listed in the study plan course publication conference internship grant academic teaching add a duty

Conclusion of assessment

* no data found

Student action:

Go

---

mark the duty as fulfilled according to student if it is fulfilled according to SIS

* Comment progress of ISP and progress of PhD thesis

Comment: course

There is no need to comment on duties that are to be fulfilled in the future. **For duties that should have been fulfilled this year or in the past, you must explain in the commentary what obstacles prevented you from fulfilling the duty and change the year of fulfilment of the duty to the future, i.e. 2023/2024** (see Fig. A for filling in and Fig. B for deletion). This commentary is a request to postpone fulfilment of the duty until a future academic year. Hence, you do not need to submit a traditional request form.

Fig. A

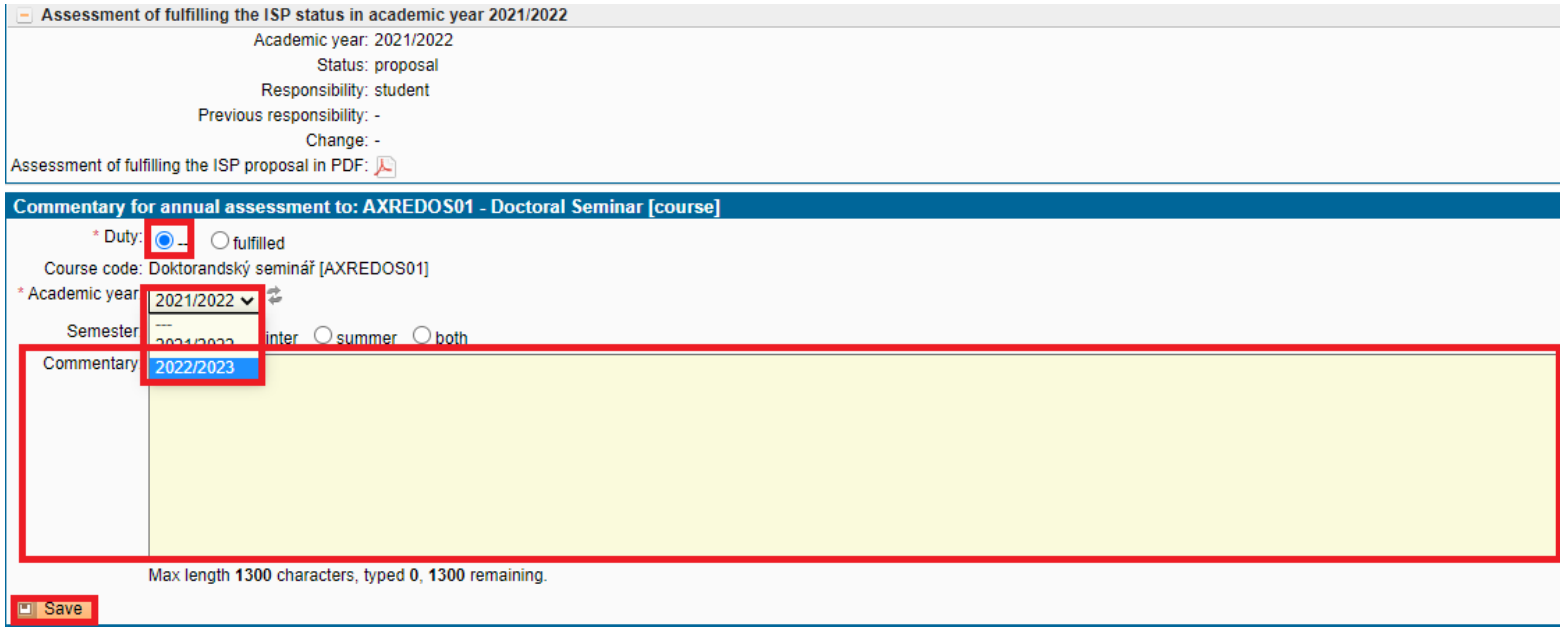
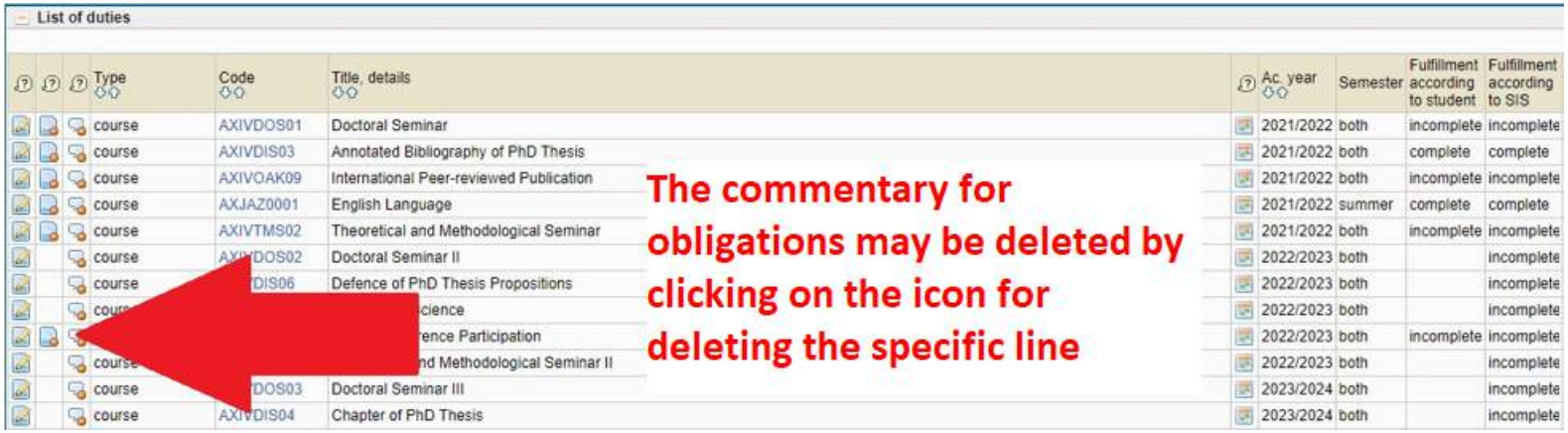
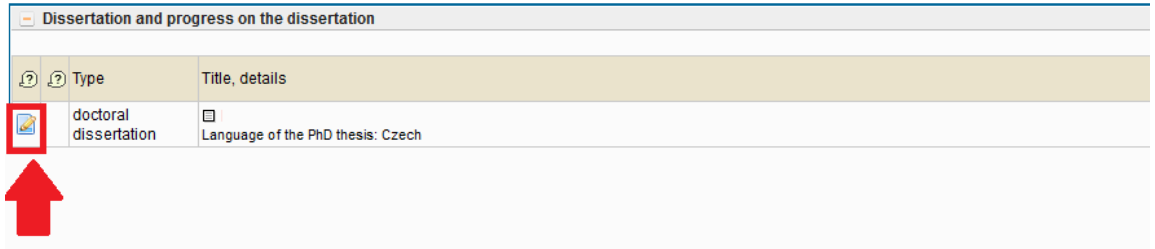

Assessment of fulfilling the ISP status in academic year 2021/2022
Academic year: 2021/2022
Status: proposal
Responsibility: student
Previous responsibility: -
Change: -
Assessment of fulfilling the ISP proposal in PDF:
Commentary for annual assessment to: AXREDOS01 - Doctoral Seminar [course]
* Duty:
fulfilled
Course code: Doktorandský seminář [AXREDOS01]
* Academic year
2021/2022
Semester
summer
both
Commentary
2022/2023
Max length 1300 characters, typed 0, 1300 remaining.
Save

Fig. B

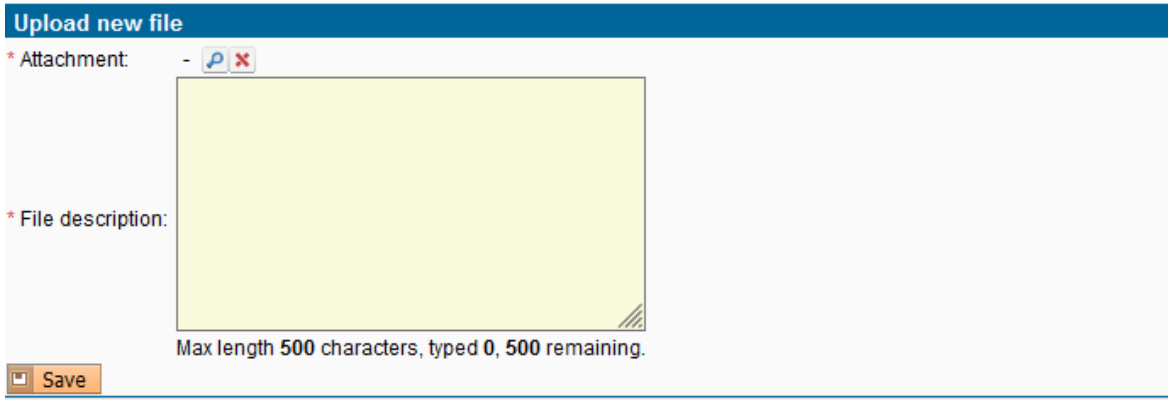

List of duties
Type
Code
Title, details
Ac. year
Semester
Fulfillment according to student
Fulfillment according to SIS
course AXIVDOS01 Doctoral Seminar 2021/2022 both incomplete incomplete
course AXIVDIS03 Annotated Bibliography of PhD Thesis 2021/2022 both complete complete
course AXIVOAK09 International Peer-reviewed Publication 2021/2022 both incomplete incomplete
course AXJAZ0001 English Language 2021/2022 summer complete complete
course AXIVTMS02 Theoretical and Methodological Seminar 2021/2022 both incomplete incomplete
course Doctoral Seminar II 2022/2023 both incomplete
course Defence of PhD Thesis Propositions 2022/2023 both incomplete
2022/2023 both incomplete
2022/2023 both incomplete incomplete
2022/2023 both incomplete
course Doctoral Seminar III 2023/2024 both incomplete
course AXIVDIS04 Chapter of PhD Thesis 2023/2024 both incomplete
The commentary for obligations may be deleted by clicking on the icon for deleting the specific line

You can use a new function to add any file to the dissertation or to a specific duty in the duty overview.

A. Adding a file to your dissertation



We add the file using the pencil icon, and you may edit the field in the next step.

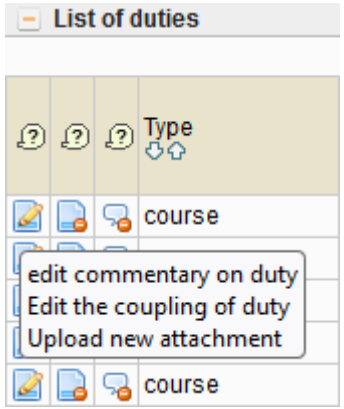


If an attachment is added, you must complete the File description of the attachment.

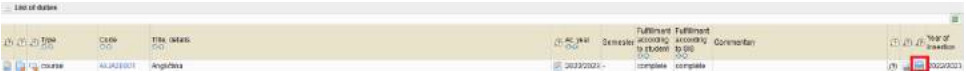
Using the magnifying glass, you can search for the file you want to add and confirm this with the Save button.

If you want to remove the file, you can delete it with the X button and confirm this with the Save button.

B. Adding a file to a specific duty



We can edit a duty using the pencil icon – edit the commentary, edit the pairing of the duty, and upload a new attachment.



III. Professional activities

Professional activities are specific types of duties that are recorded in your ISP as follows: **in older curricula** using duties with the general name *Professional activities I, II*, etc. (see point 1) and also using the virtual duty *Overall fulfilment of professional activities* (see point 2); **in newer curricula** by means of professional duties of a specific type (e.g. Professional publication, Internship abroad).

In both of the above-mentioned cases, it is advisable **to document fulfilment of professional activities by adding (a) specific records of publications and conferences that can be imported from the OBD bibliographic information system** (thanks to this, you will have them listed on the supplement to your diploma after the end of your studies); **(b) records of grants from the Grants and Projects application; (c) information about internships entered in SIS in the module *Evidence of Internships* and pedagogical activity recorded in SIS**.

In order to import information about publications and conference papers from OBD, you must first create the relevant records in OBD and process them so that they are "saved", i.e. not just in progress. The transfer of records from OBD to SIS takes place twice a day, so you should count on a delay. If you have questions regarding work with OBD, please contact the faculty administrator of this database, Iva Kalendovská – iva.kalendovska@ff.cuni.cz. For more information on OBD, see https://www.ff.cuni.cz/knihovna/bibliografie/obd/.

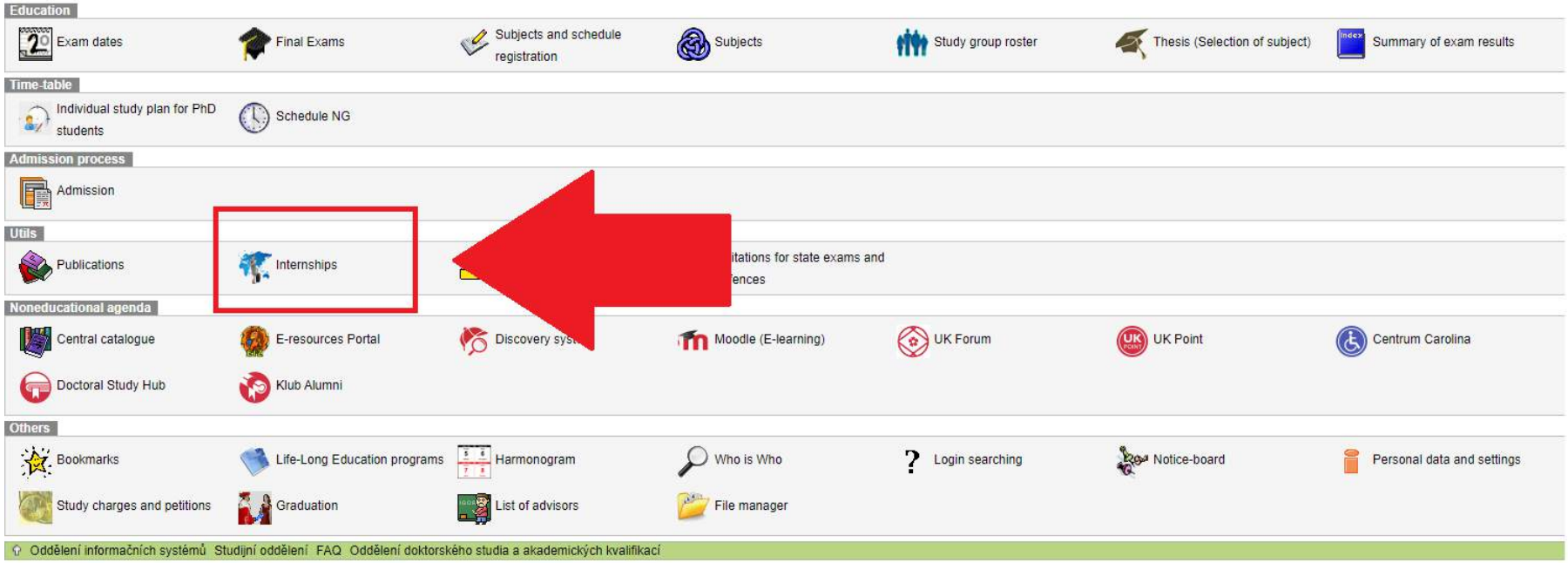
1. In the case of the duty Professional activities I, II, etc. or more specific professional activities, your task is to *edit the commentary on the duty* by clicking on the icon on the left and to indicate whether the duty is unfulfilled or fulfilled in your opinion. If it is not fulfilled, provide the reasons for not fulfilling it in the commentary. If it is fulfilled, state in the commentary **how it was fulfilled**, either by referring to the publication/conference/internship/grant according to point (2) or by describing other types of activities (e.g. organization of a conference).

2. You are required to carry out professional activities only until you fulfil the minimum requirement established for these activities for your area of study for your entire studies (you can find a detailed description of this requirement in the study plan for your area of study published on the page plany.ff.cuni.cz and also in the ISP in the section *Duties specific to the area of study*). If you believe that you have already fulfilled the overall requirement professional activities, then mark the duty *Overall fulfilment of professional activities* as “fulfilled according to the student”. 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

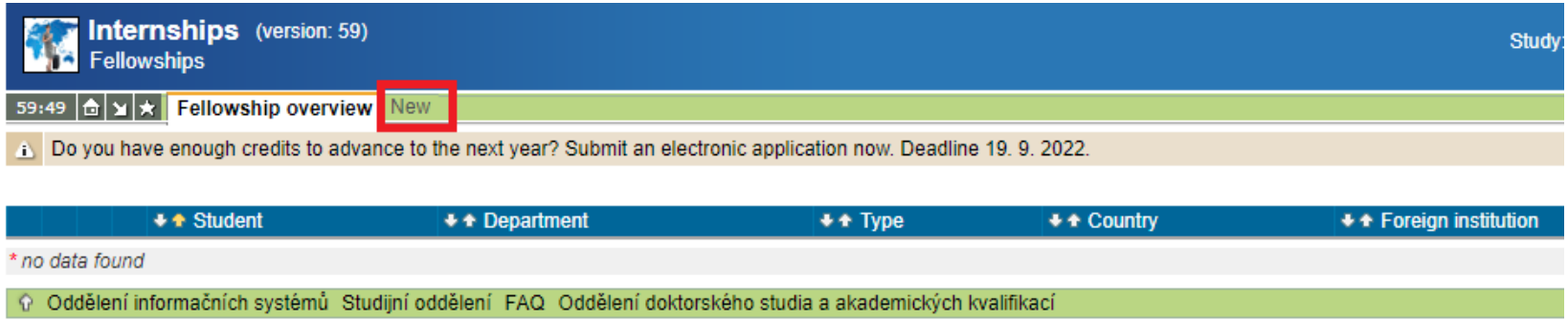
note that *Overall fulfilment of professional activities* appears in the ISP as a purely virtual item that does not present any additional duty; it is only a technical means to make it clear to the subject-area board and the PhD Studies Office that, by fulfilling the duties of *Professional Activities I, II*, etc. from previous years, you have already attained the minimum overall requirement for these activities, and thus no longer need to fulfil them. Newer curricula usually do not contain this virtual subject.

Grants are offered from the register of projects (internal grants, GAUK, GAČR, PRVOUK, PROGRESS, etc.), which is managed by the Grant Office.

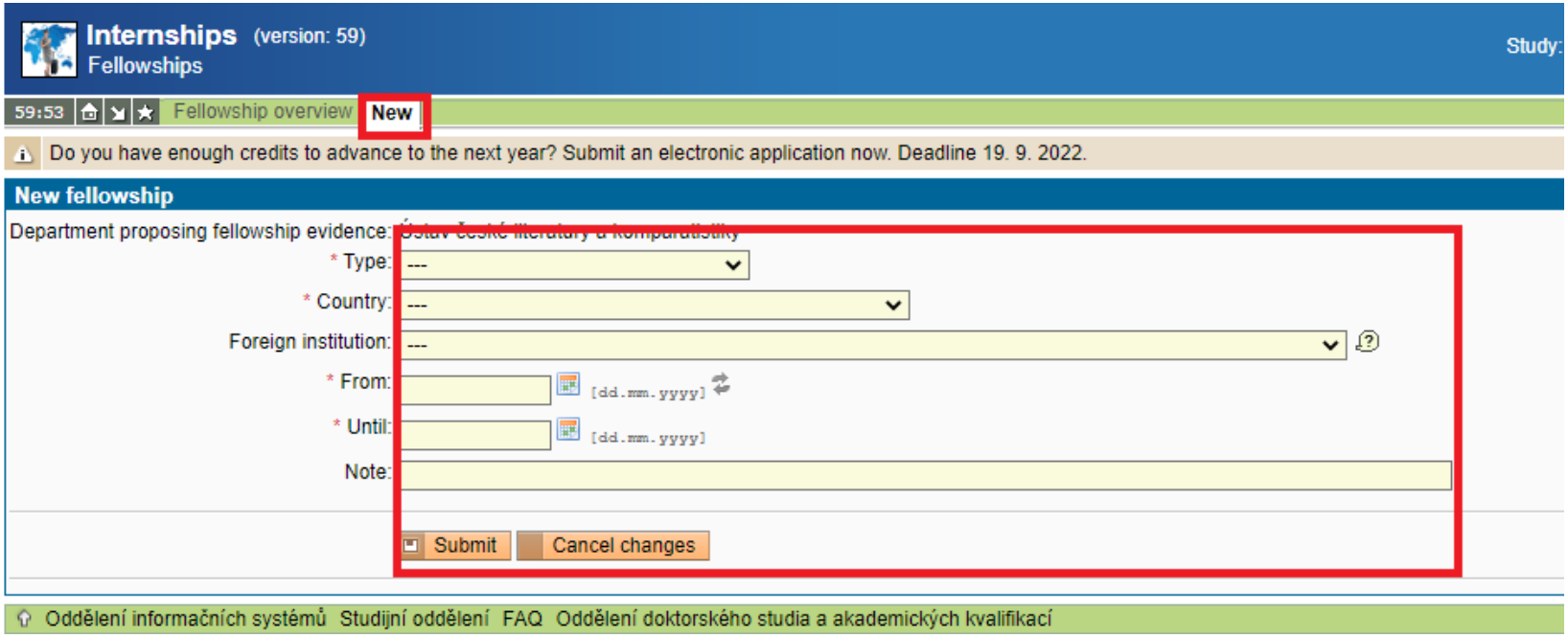
Internships are entered in the module ***Internships***.



Enter a new internship by clicking on “New”.



When entering a new internship, the institute that guarantees the area of study is pre-selected. Subsequently, the method of financing (usually another form of internship), the country (or university abroad), and the date of the internship must be selected.

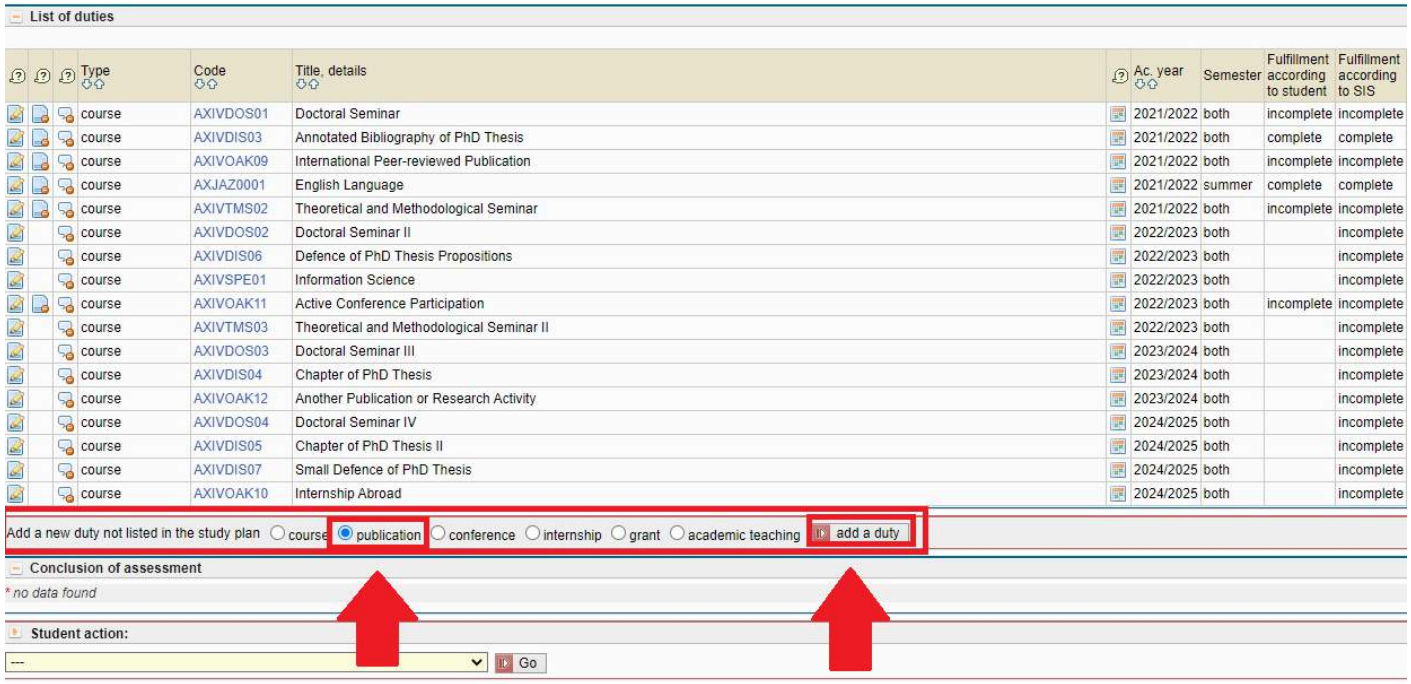


The following may be added as **pedagogical activity**:

a) Teaching of a course for which you are listed in SIS as the instructor,
b) Supervising or reviewing a thesis

Duties such as ***publications*** and ***conferences*** should be added after you complete the detailed information in the OBD bibliographic system. Data on saved records (i.e. not in progress) are transferred to SIS from OBD twice a day, so you must count on a certain delay. Duties such as ***publications, conferences, grants, and internships*** can be added by selecting a specific entry from the list of available items when editing a new duty. You no longer need to fill in the name and description. Adding, for example, the duty *publication* then takes place as follows:

Step 1 – Mark that you would like to add a publication and click on the button "*add a duty*".



List of duties

Type	Code	Title, details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS
course	AXIVDOS01	Doctoral Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDIS03	Annotated Bibliography of PhD Thesis	2021/2022	both	complete	complete
course	AXIVOAK09	International Peer-reviewed Publication	2021/2022	both	incomplete	incomplete
course	AXJAZ0001	English Language	2021/2022	summer	complete	complete
course	AXIVTMS02	Theoretical and Methodological Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDOS02	Doctoral Seminar II	2022/2023	both		incomplete
course	AXIVDIS06	Defence of PhD Thesis Propositions	2022/2023	both		incomplete
course	AXIVSPE01	Information Science	2022/2023	both		incomplete
course	AXIVOAK11	Active Conference Participation	2022/2023	both	incomplete	incomplete
course	AXIVTMS03	Theoretical and Methodological Seminar II	2022/2023	both		incomplete
course	AXIVDOS03	Doctoral Seminar III	2023/2024	both		incomplete
course	AXIVDIS04	Chapter of PhD Thesis	2023/2024	both		incomplete
course	AXIVOAK12	Another Publication or Research Activity	2023/2024	both		incomplete
course	AXIVDOS04	Doctoral Seminar IV	2024/2025	both		incomplete
course	AXIVDIS05	Chapter of PhD Thesis II	2024/2025	both		incomplete
course	AXIVDIS07	Small Defence of PhD Thesis	2024/2025	both		incomplete
course	AXIVOAK10	Internship Abroad	2024/2025	both		incomplete

Add a new duty not listed in the study plan ○ course ◉ publication ○ conference ○ internship ○ grant ○ academic teaching add a duty

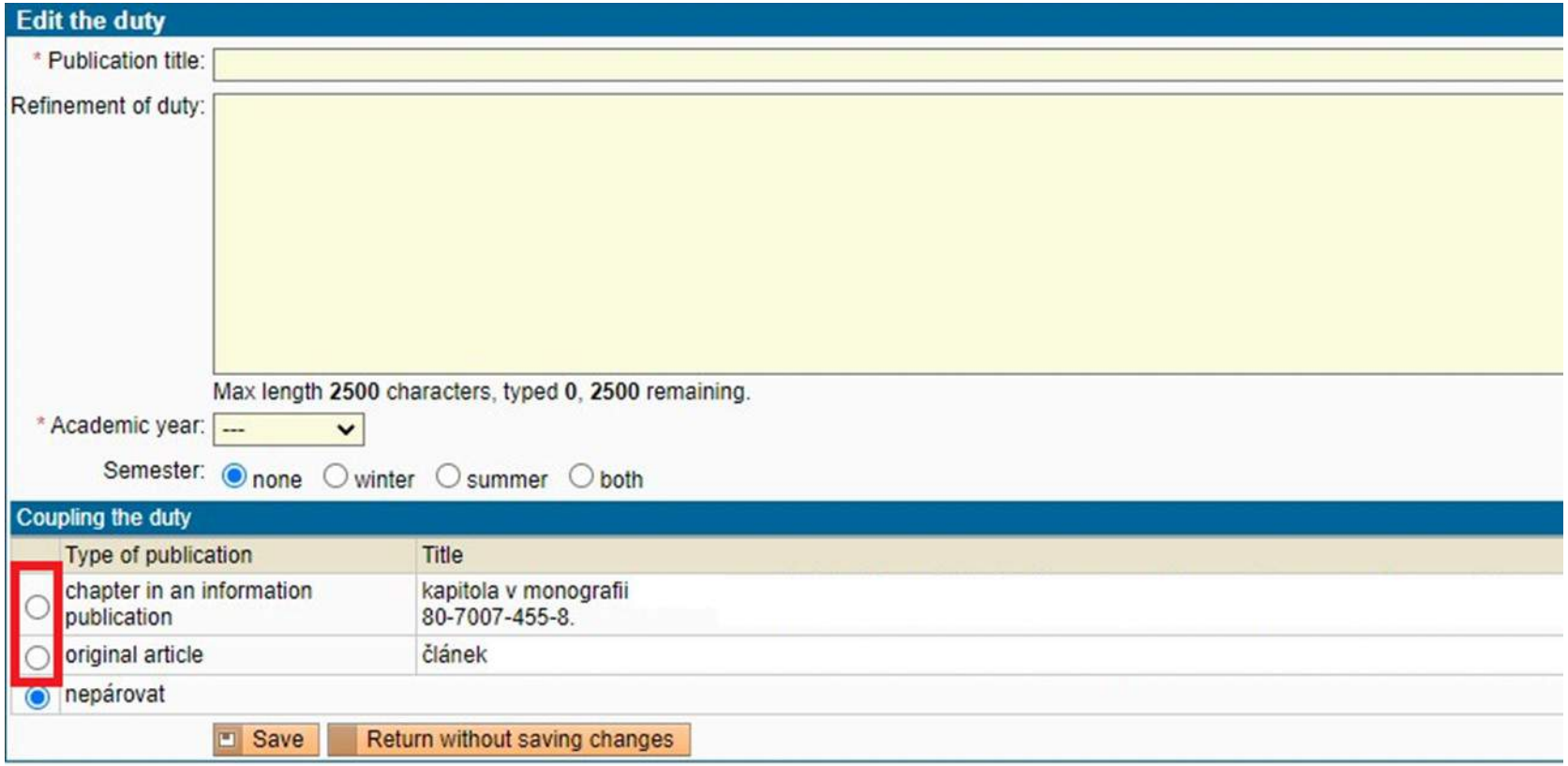
Conclusion of assessment

* no data found

Student action:

--- Go

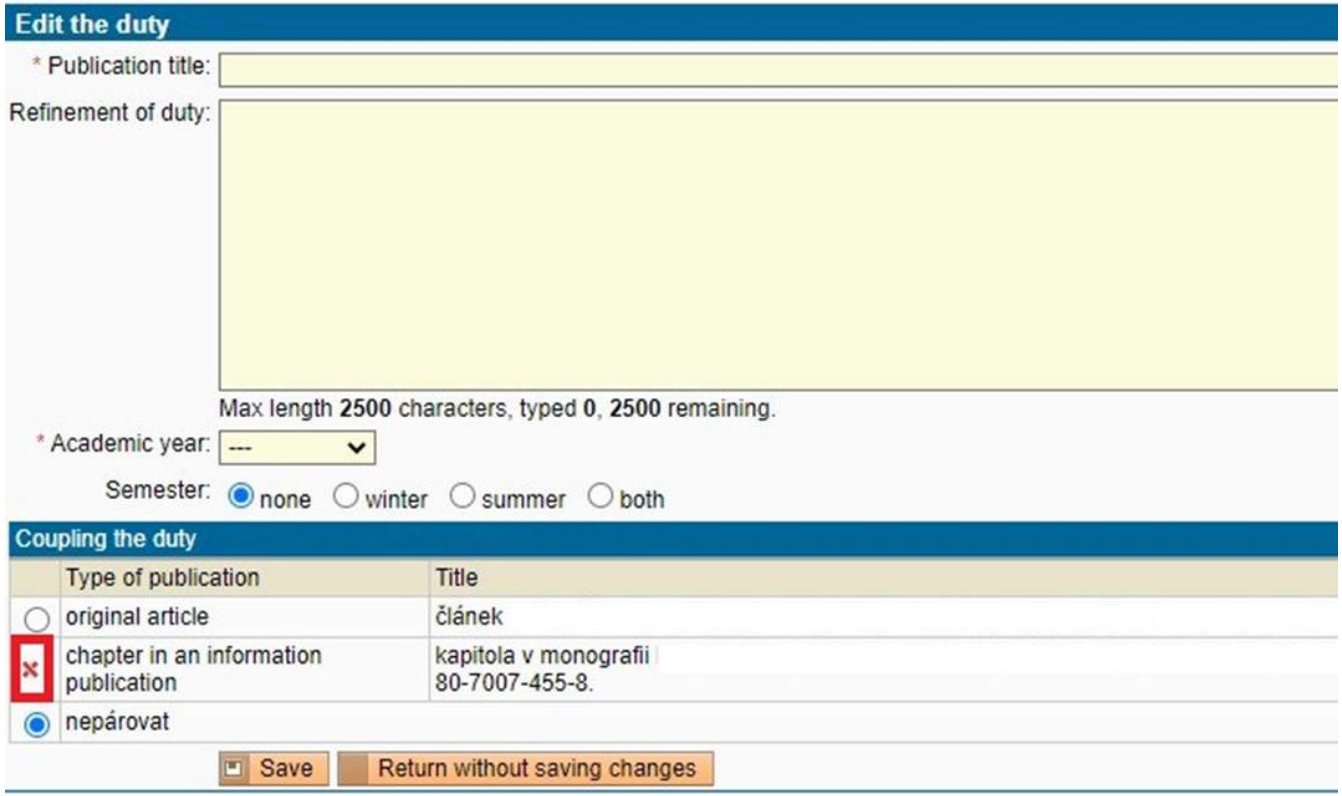
Step 2 – The following table for editing duties will open. If you have a publication for pairing, it will appear below the table:



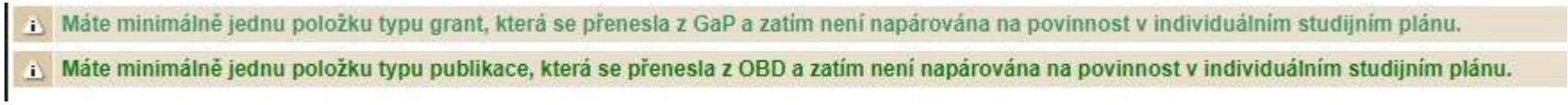
Step 3 – If you see a publication for pairing, click on the selected publication and it will open the option to pair it. Also enter the academic year in which you want to add the publication. Leave Semester as “none”. Then save the change:

The added duty is then displayed in the overview of duties:

Records already linked to duties are marked with an x in the event that additional pairing is attempted:

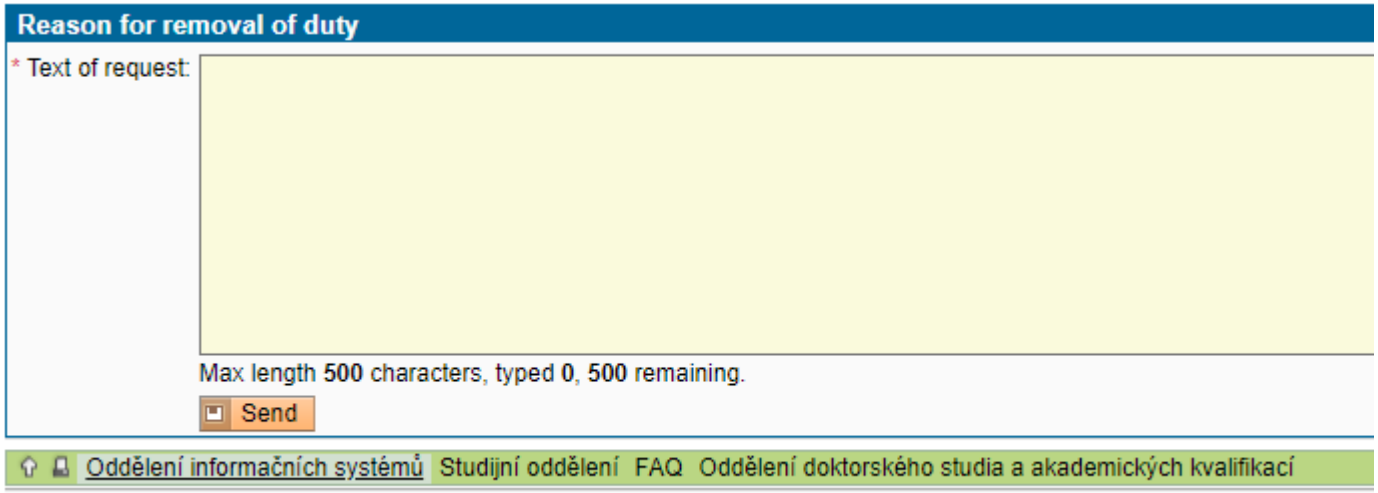


For better orientation, the ISP module in SIS displays messages which alert you if you have available items for pairing duties, such as a conference, publication, grant, and internship.



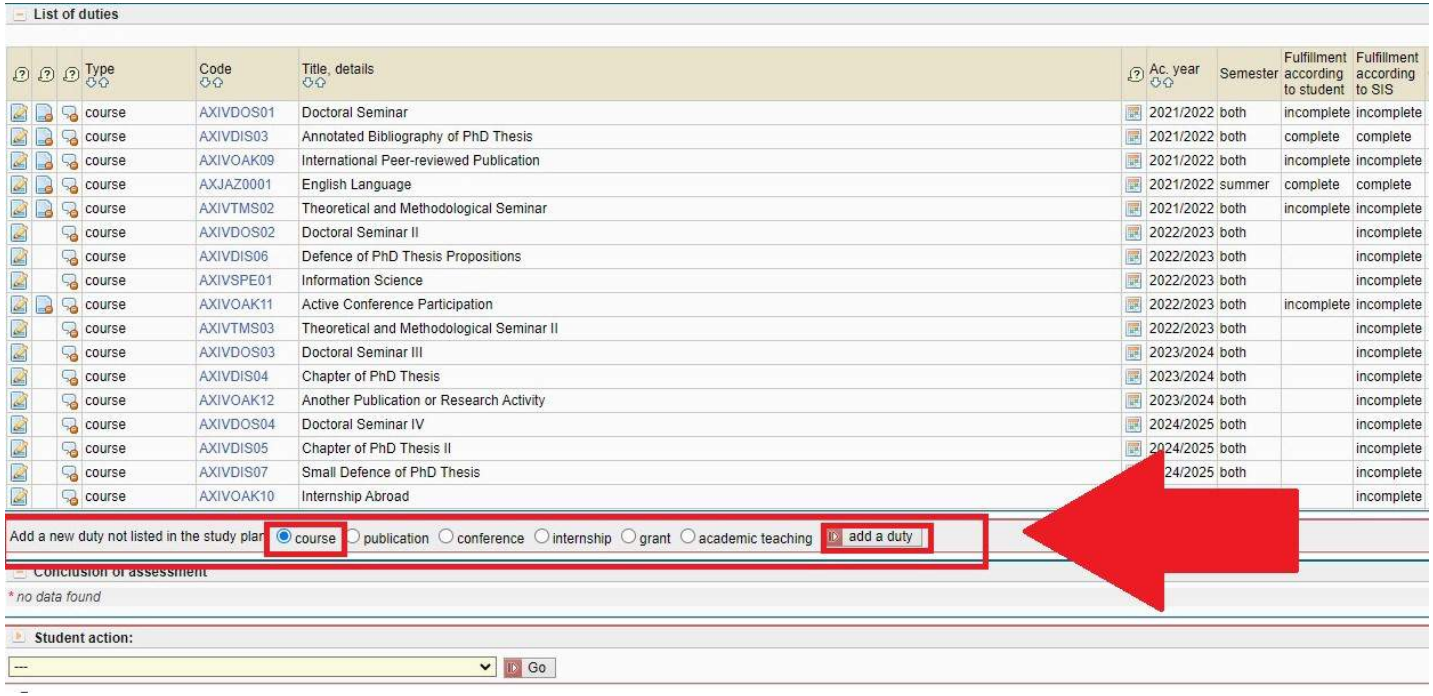
IV. Requesting changes to the ISP

If, after agreement with your supervisor, you would like to request a change to your ISP by replacing one duty with another, click on the icon on the left of the duty *Request to remove a duty from the study plan* and then explain in the request text why you want to remove the duty and what duty you would like to replace it with.



The subject-area board will then discuss your request at its meeting, and if it approves the request, the duty will be deleted from the study plan. If one duty is to be replaced by another (e.g. a change in language), add a new subject using the menu *Add a new duty not listed in the study plan*:

Step 1:



List of duties

Type	Code	Title, details	Ac. year	Semester	Fulfillment according to student	Fulfillment according to SIS
course	AXIVDOS01	Doctoral Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDIS03	Annotated Bibliography of PhD Thesis	2021/2022	both	complete	complete
course	AXIVOAK09	International Peer-reviewed Publication	2021/2022	both	incomplete	incomplete
course	AXJAZ0001	English Language	2021/2022	summer	complete	complete
course	AXIVTMS02	Theoretical and Methodological Seminar	2021/2022	both	incomplete	incomplete
course	AXIVDOS02	Doctoral Seminar II	2022/2023	both		incomplete
course	AXIVDIS06	Defence of PhD Thesis Propositions	2022/2023	both		incomplete
course	AXIVSPE01	Information Science	2022/2023	both		incomplete
course	AXIVOAK11	Active Conference Participation	2022/2023	both	incomplete	incomplete
course	AXIVTMS03	Theoretical and Methodological Seminar II	2022/2023	both		incomplete
course	AXIVDOS03	Doctoral Seminar III	2023/2024	both		incomplete
course	AXIVDIS04	Chapter of PhD Thesis	2023/2024	both		incomplete
course	AXIVOAK12	Another Publication or Research Activity	2023/2024	both		incomplete
course	AXIVDOS04	Doctoral Seminar IV	2024/2025	both		incomplete
course	AXIVDIS05	Chapter of PhD Thesis II	2024/2025	both		incomplete
course	AXIVDIS07	Small Defence of PhD Thesis	24/2025	both		incomplete
course	AXIVOAK10	Internship Abroad				incomplete

Add a new duty not listed in the study plan: course publication conference internship grant academic teaching add a duty

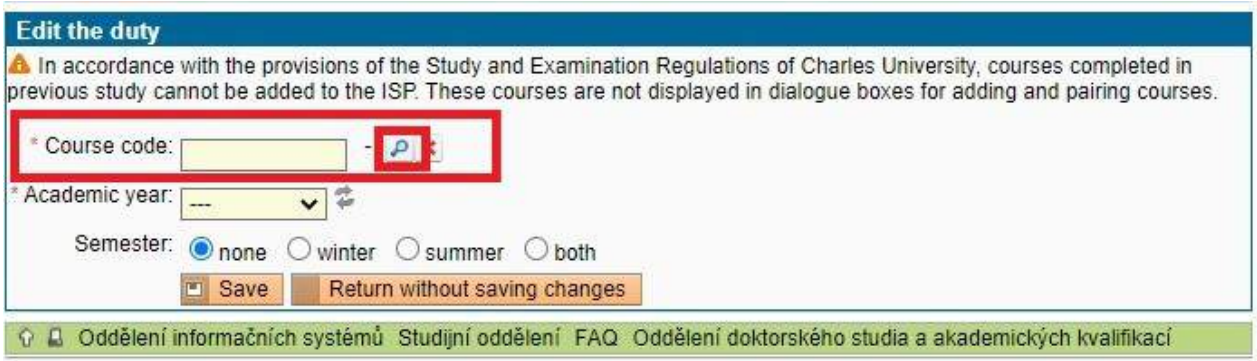
Conclusion of assessment

* no data found

Student action:

--- Go

Step 2 – Click on the magnifying glass icon:



Edit the duty

In accordance with the provisions of the Study and Examination Regulations of Charles University, courses completed in previous study cannot be added to the ISP. These courses are not displayed in dialogue boxes for adding and pairing courses.

* Course code: -

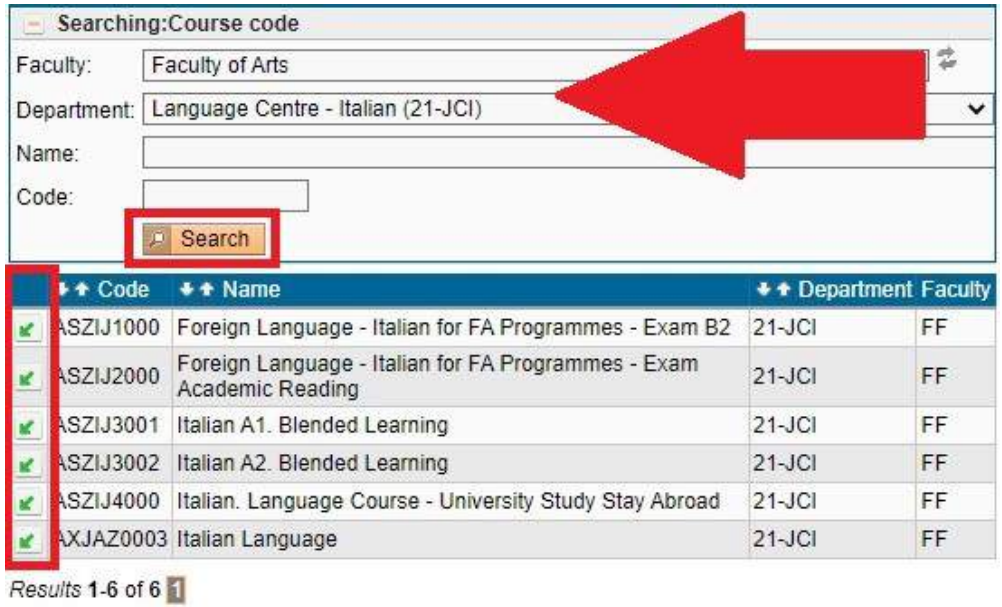
* Academic year: ---

Semester: none winter summer both

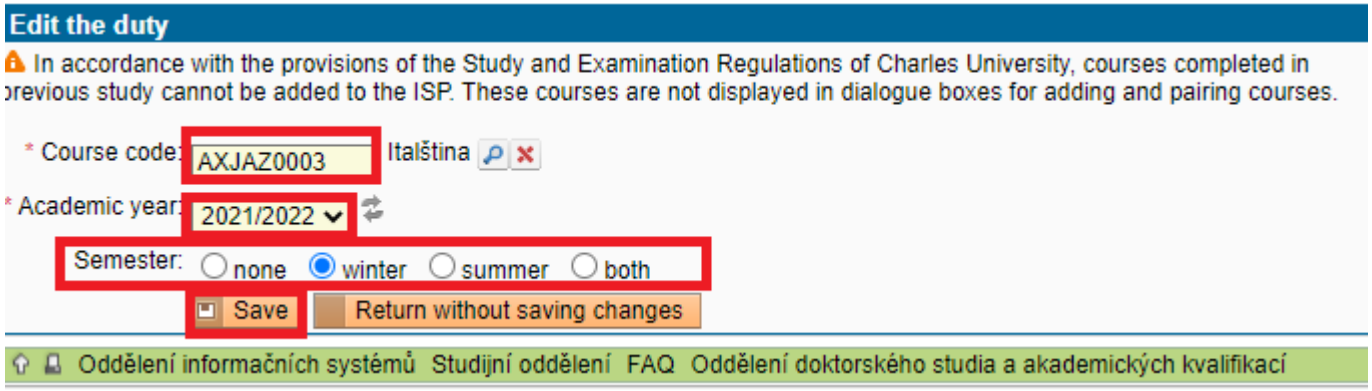
Save Return without saving changes

Oddělení informačních systémů Studijní oddělení FAQ Oddělení doktorského studia a akademických kvalifikací

Step 3 – By doing this, a table with a code list will appear, where you fill in the faculty and workplace. Click on Search and a list of possible subjects will appear, and then you can select the required duty by clicking on the green arrow:



Step 4: Return to the original table and add the correct academic year and semester where you want to add the subject and then save it:



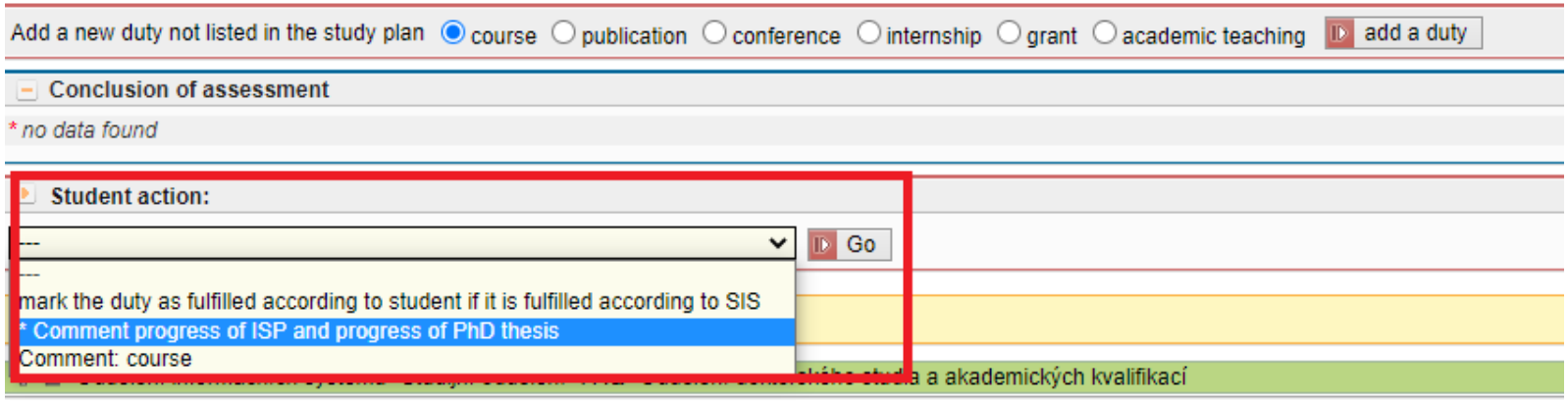
The duty is added to the list of duties. You can remove it again by clicking on the remove icon:

	course	AXJAZ0001	English Language	2021/2022	summer
	course	AXIVTMS02	Theoretical and Methodological Sem	2021/2022	both
	course	AXJAZ0003	Italian Language	2021/2022	winter
	course	AXIVDOS02	Doctoral Seminar II	2022/2023	both
	course	AXIVDIS06	Defence of PhD Thesis Propositions	2022/2023	both

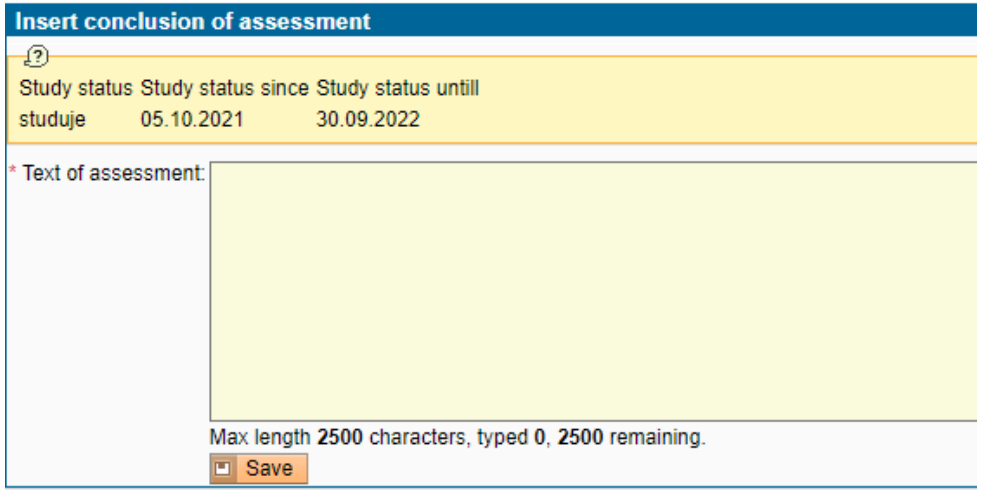
V. Entering the summary commentary and submitting the assessment

A required duty is to enter a summary commentary for the annual assessment and the dissertation process using the drop-down menu and the action button at the bottom of the page:

Step 1:

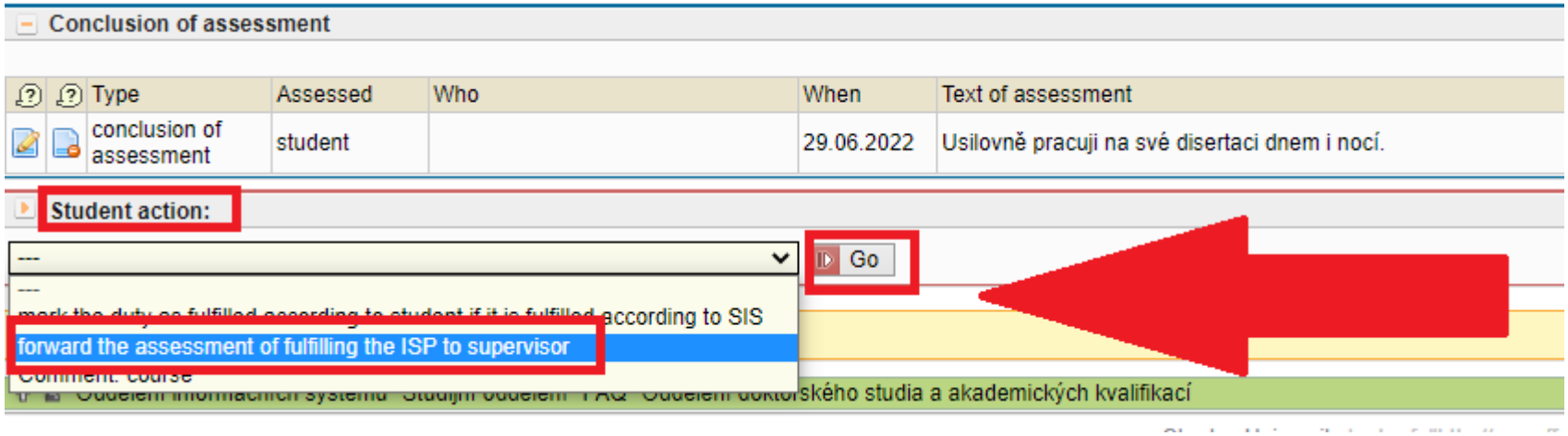


Step 2:

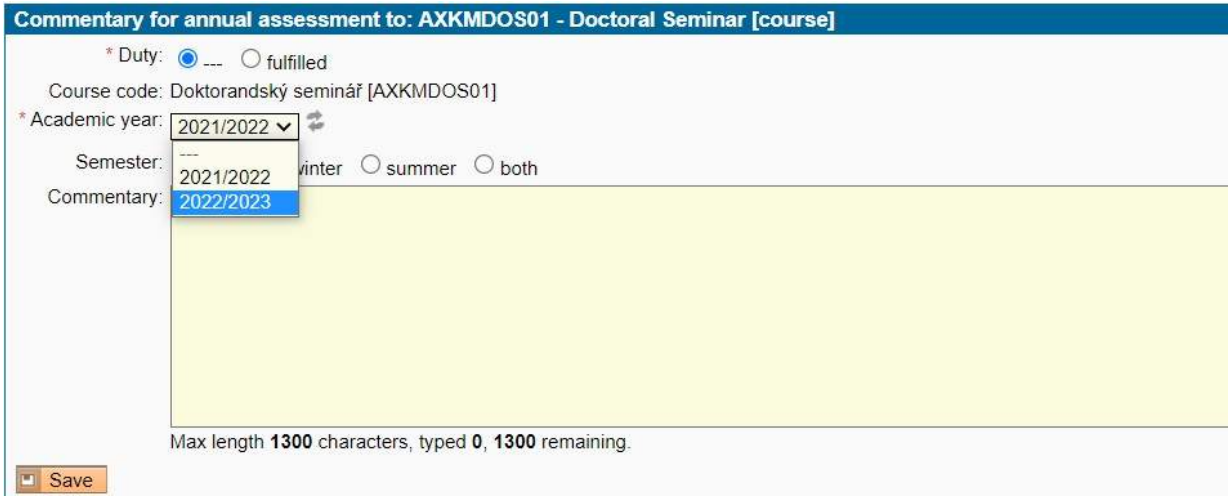


We strongly recommend that you comment on the process of preparing the dissertation in as much detail as possible – this commentary can serve as a basis for the supervisor and the subject-area board to propose an extraordinary scholarship. In addition, if your supervisor and the subject-area board decide that your fulfilment of your ISP is insufficient, they may propose a reduction in your PhD scholarship for an assessment grade of "B" or an extraordinary assessment in March.

After entering all commentaries, you must forward the assessment to your supervisor, also using the drop-down menu and the action button:

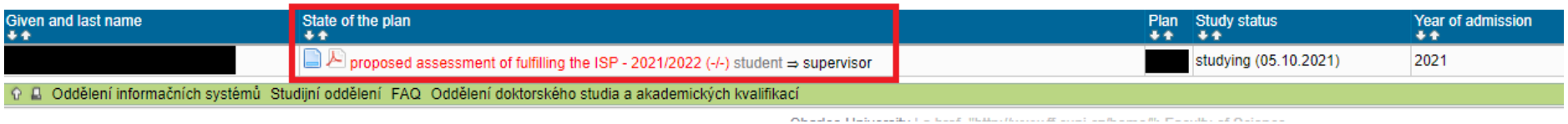


If there are any unfulfilled duties in the ISP that should have been fulfilled, you will be asked to supplement the commentary and to move them to an academic year in the future:



After forwarding the assessment to your supervisor, you will no longer be able to access the assessment. However, if needed, your supervisor can return the assessment to you for corrections or supplementation.

The initial page of the ISP module will display the assessment process and the results.



Checklist

1. I created the annual assessment for the 2022/2023 academic year between 1 Sep. and 30 Sep. 2023. ☐

2. I commented on any unfulfilled items. ☐

3. I added all relevant professional activities. ☐

4. I requested any changes to my IC. ☐

5. I added the summary commentary for fulfilling the ISP and for progress made on my dissertation. ☐

6. I forwarded the assessment to my supervisor by 30 Sep. 2023. ☐

What to do if …

If you are not sure what to do with certain duties, select the relevant situation:		
Fulfilled according to SIS	Fulfilled according to the student	No action is needed.
Not fulfilled according to SIS	Fulfilled according to the student	In the commentary for duties, provide details, e.g. the results of fulfilling the duties have not yet been recorded in SIS.
Not fulfilled according to SIS	Not fulfilled according to the student	If the duty is planned for a future academic year, no action is needed. If the duty should have already been fulfilled, provide in the commentary the reasons for not fulfilling the duty and then move the fulfilment year to the future.
Fulfilled according to SIS	Not fulfilled according to the student	These items can be corrected by selecting the action *Mark duty as fulfilled according to the student if it is fulfilled according to SIS* and click on the *Go* button (in the lower part of the form)