

Annual assessment procedures for SIS – supervisor

Obsah

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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>:

The screenshot shows the SIS interface with the following elements:

- Header:** "SIS Student Information System (core version: 2282)" on the left, "Role: Učitel (i pro zápis výsledků a hodnocení PhD studentů), 21-" in a red box, and "Thursday 4th August 2022 [AHS], FF" on the right.
- Navigation Bar:** "59:51", "Text mode", and "Another role".
- Education Section:** Includes "Exam dates - publishing", "Exam results 2", "Final Exams", "Students registration into subjects", "Study group roster", "Student thesis", and "Setření".
- Time-table Section:** Includes "Individual study plan for PhD students" (highlighted with a red arrow) and "2. Then select the module Individual curriculum of PhD students." (red text).
- Admission process Section:** Includes "Admission" and "Admission requirements".
- Utils Section:** Includes "Acreditation RVH NAU", "Internships", "Committees", "Statistical reports", and "Invitations for state exams and defences".
- Noneducational agenda Section:** Includes "Receiving a foreign visitor", "Central catalogue", "E-resources Portal", "Discovery system", "Moodle (E-learning)", "UK Forum", "UK Point", "Centrum Carolina", "Doctoral Study Hub", and "Klub Alumni".

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).

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.

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Study status: ☐ graduated ☐ withdrawn ☒ interrupted ☒ studying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: ---

☐ Stav studia k 30.9. hodnoceného roku

☐ With assessment only

☐ Plány s nastaveným a neukončeným mimořádným hodnocením

Display: 50 results per page

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.

Click on the blue icon to open the IC details.

| Given and last name | State of the plan | Plan | Study status | Year of admission | Study branch | Supervisor | Advisor |
|---|--|------|-----------------------|-------------------|--------------|------------|---------|
|  | 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 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. Extraordinary assessment (EA) / Extraordinary update (EU)

In the module Individual study plan of PhD students you can filter the list of students with EA or EU. Procedures for taking over and creating assessments are same as in the regular annual assessment.

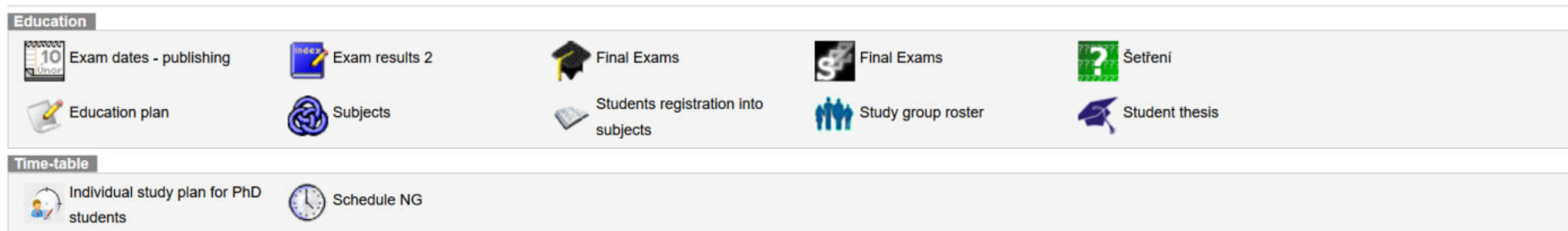
The screenshot shows the 'Individual study plan for PhD students' (version: 874) web application. The top navigation bar includes a search bar, a 'Plan' button, and a 'Search' button. The main content area is titled 'Filter' and 'my students'. The filter section contains the following fields and options:

- Study branch: [Dropdown menu]
- Transfer: ☒ all ☐ with transfer ☐ without transfer
- Form of study: [Dropdown menu]
- Study status: ☐ graduated ☐ withdrawn ☒ interrupted ☒ studying
- Role: ☒ Student ☐ Supervisor ☐ Advisor
- Given name(s): [Text input]
- Last name: [Text input]
- State of plan: [Dropdown menu]
- Year of commencement of study: [Dropdown menu with options: 2023/2024, 2022/2023, 2021/2022, 2020/2021, 2019/2020]
- Only with plan: ☐
- State of assessment: [Dropdown menu]
- Year of assessment: [Dropdown menu]
- Study status as of 30 September of the assessed year: ☐
- With assessment only: ☐
- Plans with a set and unfinished additional assessment: ☒ (highlighted with a red box)
- Plans with a set unfinished additional update: ☒ (highlighted with a red box)
- Display: 50 results per page
- Buttons: search, Clear filter
- Footer: Compact list of records, Traditional list of records, View detailed information by configuration

III. 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".



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: 

-

Previous updates and assessments of fulfilling the ISP

| Typ | Období | Stav | Supervisor's assessment | Subject Area Board assessment |
|---|-----------|----------|---|---|
|   hodnocení | 2020/2021 | approved | A  | A  |

-

Historie důvodů vrácení 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.

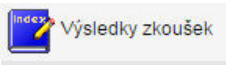
You can find important information about a student and their studies in the first Student field. It looks like this:

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: 01.10.2028 5 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** module¹ (exam results are entered in the virtual index, not in the virtual ISP): 

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).

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 ISP for future years.

| 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 |

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.

| | | | | | | | | | |
|---|---|-------------|----------------|---|-----------|-----------------------|------------|---|-----------|
|  |  | publication | původní článek |  | 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:

| 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 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:

| 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 – 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).

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


| 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 



Display of a proposal for increasing or decreasing the scholarship

The proposal will be displayed in the assessment in the field *Proposals for the change of the scholarship sum* just above the *Assessment conclusion* of the evaluation field:

| 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. 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:

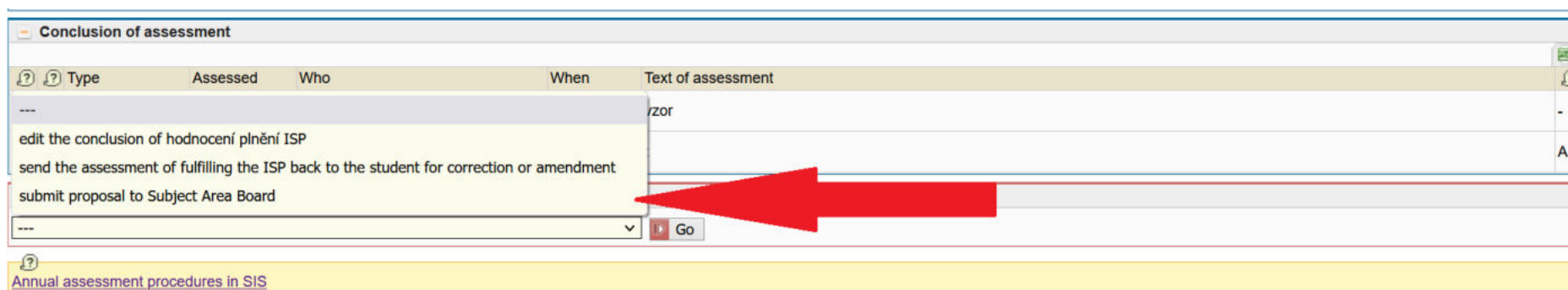
- “does not fulfil the IC”, then the assessment must contain an explanation, in what manner (e.g. a list of unfulfilled study obligations, possibly highlighting cases where it concerns obligations not fulfilled in the previous academic year as well), or for what reason;
- “does not communicate with or 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.



The screenshot shows a web interface titled "Conclusion of assessment". It features a table with columns: "Type", "Assessed", "Who", "When", and "Text of assessment". Below the table, there is a dropdown menu with the following 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. To the right of the dropdown menu is a "Go" button. Below the form, there is a yellow banner with the text "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 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

Save Save and submit to Subject Area Board

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

Checklist for annual assessment

- 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. ☐