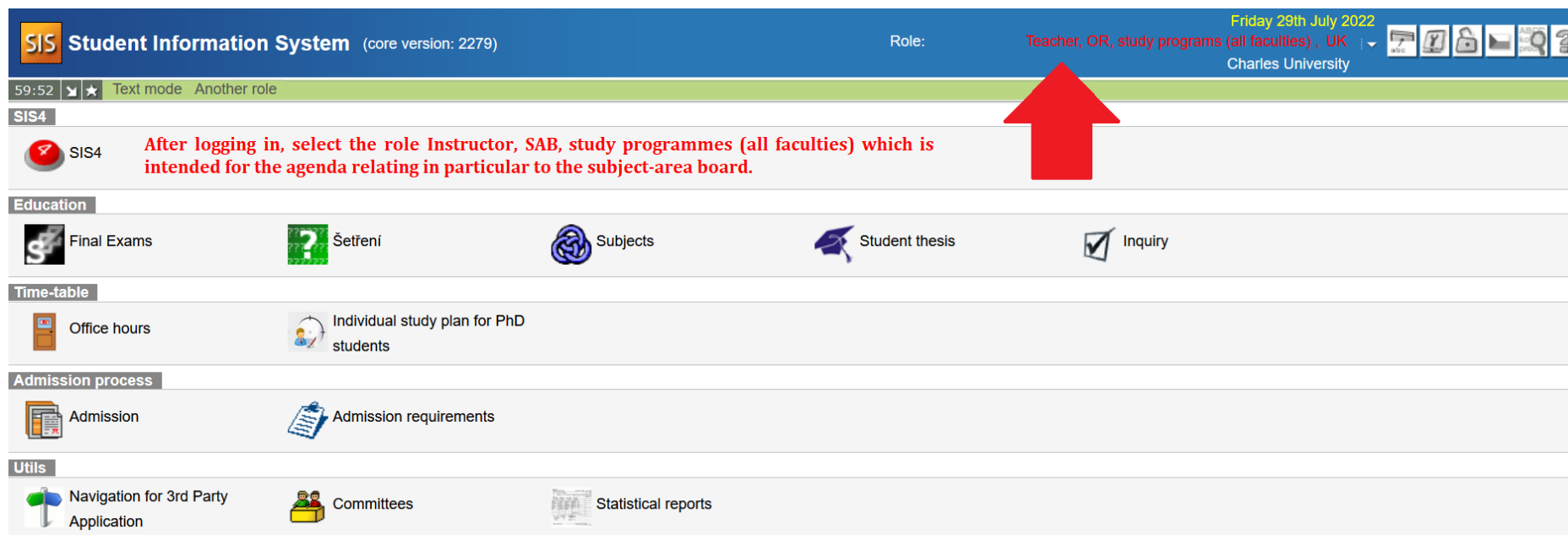


# Annual assessment procedures for SIS – SAB chair

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## I. Logging in to SIS – selecting your role



The screenshot shows the SIS Student Information System interface. At the top, the header displays "SIS Student Information System (core version: 2279)" on the left, "Role: Teacher, OR, study programs (all faculties), UK" in the center, and "Friday 29th July 2022" and "Charles University" on the right. Below the header, there is a navigation bar with "59:52", "Text mode", and "Another role". The main content area is titled "SIS4" and contains a red text instruction: "After logging in, select the role Instructor, SAB, study programmes (all faculties) which is intended for the agenda relating in particular to the subject-area board." A large red arrow points to the role selection dropdown menu. Below this, the interface is organized into several sections: "Education" (Final Exams, Šetfení, Subjects, Student thesis, Inquiry), "Time-table" (Office hours, Individual study plan for PhD students), "Admission process" (Admission, Admission requirements), and "Utils" (Navigation for 3rd Party Application, Committees, Statistical reports).

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).

To enter assessments in the Exam Results module, you must switch to the Instructor role (even for entering the results and assessments of PhD students).

**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

## II. Module individual study plan of PhD students – filtering students

Time-table

Office hours **Individual study plan for PhD students** Schedule NG

Personal ID:

Title of doctoral dissertation:

Dissertation ID:

my students

Students of branches under my SAB

Students of branches, where I am the SAB Chair

Students of branches for which I am the guarantor of the study programme

Plan ID:

Change of a study status

State of plan:

Year of commencement of study:

Only with plan

State of assessment:

Year of assessment:

Study status as of 30 September of the assessed year

Assessment result:

With assessment only

Plány s nastaveným a neukončeným mimořádným hodnocením

State doctoral exam status:

Language of instruction:

Display:  results per page

Using the filter, you can select whether you want to display students that you supervise, students of study areas where you are a member of the SAB/chair of the SAB, or guarantor of the programme of study.

You can also use the filter to select specific requirements.

It is advisable to always clear the filter by selecting the appropriate button, because the data that you entered the last time you logged in to SIS remain in the filter.

Confirm your selection by clicking on the "Search" button.

### III. Creating and taking over assessments

Assessment of fulfilling the ISP in academic year 2021/2022	
+ Student:	
+ SAB Chair:	
+ Supervisor	
+ Advisor:	
+ Status of plan	
- assessment of fulfilling the ISP status in academic year 2021/2022	
	Academic year: 2021/2022
	Status: has not been created
	Responsibility: -
	Previous responsibility: -
	Change: -
+ Previous update or assessment of fulfilling the ISP	
+ Historie důvodů vracení zodpovědnosti	
+ Dissertation and progress on the dissertation	
+ Course of study	
+ List of duties	
+ Duties specific for the branch	
+ Assessment conclusion	
▶ Subject Area Board:	
Create and take the assessment of fulfilling the ISP over (2021/2022) ▾	<input type="button" value="Go"/>



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:

**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:

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


## IV. 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”.

## V. 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  ). 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/>).

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

Assessment of fulfilling the ISP in academic year 2021/2022	
+ Student:	
+ SAB Chair:	
+ Supervisor	
+ Advisor:	
+ Status of plan	
- hodnocení plnění ISP status in academic year 2021/2022	
Academic year: 2021/2022	
Status: proposal	
Responsibility: Subject Area Board	
Previous responsibility: supervisor	
Change:	
proposal in PDF: 	
+ Previous updates and assessments of fulfilling the ISP	
+ Historie důvodů vracení zodpovědnosti	
+ Dissertation and progress on the dissertation	
+ State doctoral exam and doctoral dissertation defence	
---	
insert conclusion	
send the assessment of fulfilling the ISP back to the student for correction or amendment	
send the assessment of fulfilling the ISP back to the supervisor for correction or amendment	
request a statement from the head of the training workplace	
---	
Go	

Possible actions of the SAB:

### 1. Entering the conclusion

In the assessment of fulfilling the IC, there is an “Assessment conclusion” section at the very bottom of the page where you can also see the assessment of the student and the supervisor, including the grade. Below this, there is the field “Subject-area board action”. After opening the menu, select enter conclusion and confirm this with the “Go” button.

### 2. Returning the assessment of fulfilment

By selecting from the menu in the field “Subject-area board action”, you can return the assessment of IC fulfilment to either the student or the supervisor for corrections or supplementation. Then confirm your selection with the “Go” button.





## Entering the assessment conclusion

**Insert conclusion of assessment**

?

Study status	Study status since	Study status until
studuje	01.10.2021	30.09.2022

- **Assessment conclusion**

Type	Assessed	Who	When	Text of assessment
conclusion of assessment	student			The student's and supervisor's assessments are here - who made the assessment, when, and the text of the assessment.
conclusion of assessment	supervisor			On the right, you can see the grade in the supervisor's assessment column.

\* Text of assessment:

In the assessment text, it is important to include the reasons for assigning a certain grade. This is especially important when assigning the grade of C.

Max length **2500** characters, typed **0**, **2500** remaining.

Assessment: --- v

SAB meeting date (if not today):   [dd.mm.yyyy]

Save
Save and approve

Under "Assessment", a menu with the grades A/B/C will be displayed. Select the grade. After entering a grade of A or B, additional fields are displayed for the option of entering a proposal for increasing the scholarship (for grade A) / decreasing the scholarship (for grade B) or for setting an extraordinary assessment (for grade B). For more information, see the other parts of the manual.

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

## Assessments with the grade of A

Assessment conclusion				
Type	Assessed	Who	When	Text of assessment
conclusion of assessment	student		29.08.2022	t
conclusion of assessment	supervisor		29.08.2022	t

\* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

Assessment:

Scholarship increase (CZK):

One-off scholarship increase proposal justification <sup>?</sup>:

**In the event of a grade of A, you now have the option to submit a proposal for increasing the scholarship. However, this is not required. If you do not want to do this, just save and approve the assessment without entering this information.**

SAB meeting date (if not today):  [dd.mm.yyyy]

## Assessments with the grade of B

**Assessment conclusion**

Type	Assessed	Who	When	Text of assessment
conclusion of assessment	student		29.08.2022	t
conclusion of assessment	supervisor	doc. PhDr. Petr Janeček, Ph.D.	29.08.2022	test

\* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

Assessment: **B**

Final scholarship amount after reduction (%):

Scholarship reduction proposal justification:

**In the event of a grade of B, you can submit a proposal to reduce the scholarship. However, this is not required. If you do not want to do this, just save the assessment without entering this information.**

SAB meeting date (if not today): [dd.mm.yyyy]

## 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:

Proposals for the change of the scholarship sum					
Type	Who	When	Proposal justification	Scholarship increase	Scholarship reduction
supervisor				.	
Subject Area Board	.	.			
*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 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.

Assessment:	B
Final scholarship amount after reduction (%):	<input type="text"/>
Scholarship reduction proposal justification <sup>?</sup> :	<div style="background-color: #ffffcc; height: 100px;"></div>
SAB meeting date (if not today):	<input type="text"/> [dd.mm.yyyy]
<u>Settings for additional assessment in case of grade B. Leave month and year unfilled when additional assessment is not intended.</u>	
Period:	2022/2023 March
Temporary instructions for additional assessment of fulfilling the ISP <sup>?</sup> :	<div style="background-color: #ffffcc; padding: 5px;"><p><b>When entering a grade of B, you now have the option to set an extraordinary assessment as a part of the annual assessment by selecting the month offered in the "Month of extraordinary assessment:" field and saving it. If you do not want to set an extraordinary assessment for a student with a grade of B, leave the month and year blank.</b></p></div>
Permanent instructions for additional assessment of fulfilling the ISP <sup>?</sup> :	<div style="background-color: #ffffcc; height: 100px;"></div>
<input type="button" value="Save"/> <input type="button" value="Save and approve"/>	



## 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. 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:
  - 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. 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 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.

## VII. Saving and approving assessments

Assessment conclusion

Type	Assessed	Who	When	Text of assessment	
conclusion of assessment	student		29.08.2022	t	-
conclusion of assessment	supervisor		29.08.2022	t	A

\* Text of assessment:

Max length 2500 characters, typed 0, 2500 remaining.

Assessment:

Scholarship increase (CZK):

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

SAB meeting date (if not today):  [dd.mm.yyyy]

**You can save the completed assessment by selecting the "Save" button. The assessment is saved but not yet definitively approved, so you can still go back and edit it.**

**The second option is to confirm your assessment by selecting the "Save and approve" button. This option is displayed when you are both the chair of the SAB and the guarantor of the study programme.**

