Dear students,

The SIS application Individual study plan for PhD students is constantly evolving and therefore there are again some changes. These changes are supposed to help you with the assessment of the study plan and make it easier for you. The following material provides you with detailed guidelines.

Steps in the assessment process:
- providing the Department of Student Affairs with information and documents for courses taken at different universities and controlling that all the courses taken and finished (especially exams) are confirmed in SIS by the teachers of Charles University
- inserting information on publications in OBD (especially scientific publications)
- inserting internships in SIS in case they are not already there – particularly those longer than 30 days as they are taken into account during the assessment of the PhD students, study programmes and of the faculty as a whole. The PhD students have to register their internship in the SIS Module Internships. After the supervisor approved the internship, the internship is inserted in completed requirements by the employees if the Department of Student Affairs.
- creating the annual assessment for the academic year 2018/2019 in SIS
- inserting new study requirements related to the preparation for the doctoral exam or for the dissertation writing, or eventually explained request to cancel some of previously planned requirements, after a consultation with a supervisor, registering courses, incl. doctoral exam
- commenting on all the study requirements and on progress with the dissertation
- matching publications with those registered in OBD. If a publication is yet not included in OBD (and this is done individually at your department), start by inserting your publication in OBD and only after that proceed to the individual plan and match it.
- possibility to insert files with publications or poster and abstracts from conferences
- matching grants with grants in other databases
- inserting teaching activities related to the dissertation of doctoral exam (esp. matching with other information in SIS)
- matching internships with records in the SIS list of internships
- writing the final assessment of the individual study plan in 2018/2019
- passing the assessment to the supervisor by September, 24, 2019 (do not forget to submit your assessment otherwise the supervisor is not able to confirm the assessment!)
  - supervisor’s comments, event. returning the assessment to the student for further details
  - supervisor passes the assessment to the subject-area board
  - final comments by the subject-area board or returning the assessment to the student for further details
  - the subject-area boards confirms the assessment
  - the guarantor confirms the assessment

Make sure that each update makes it clear what requirements are included in the study plan for the academic year 2019/2020. If some requirements are not completed, it needs to be explained. If all your requirements are finished, write in detail about your plan of work on your dissertation or publications so there is information for next year’s assessment.

In case you have any problems with the requirements (not with access to SIS), contact the SIS administrator by e-mail (jana.rubesova@natur.cuni.cz) with detailed description of the problem, accompanied by a print screen (if possible).

You can work on your materials and information until you pass it to your supervisor, i.e. September 24, 2019. After this date, you may get the assessment back in order to provide further details or adjustment of the assessment (by the supervisor or guarantor).

Kind regards

In Prague 4. 9. 2019

doc. RNDr. Pavel Chromý, Ph.D. – Vice-Dean
RNDr. Jana Rubešová, Ph.D. – SIS administrator
The following text describes the steps of the assessment process. Pictures are included to make the instructions clearer but some details in SIS can still change and therefore the system can look slightly different from the pictures here.

1. Signing in to SIS

You sign in to SIS at https://is.cuni.cz/studium using your login or your identification number (UKČO – under your photo on your student card). Detailed information about how to obtain “CAS” password (Charles University Authentication Service) are at the website of the Information Technology Centre - https://web.natur.cuni.cz/system/util/pwchange.php

In SIS, you click on Individual study plan for PhD students which brings you to the information about your studies (picture 1). After clicking on the icons, you can see the original approved plan of studies (PDF with the original plan and detail with changes after the last annual assessment). On the right, there are the same icons with the previous annual assessment (for students who are in their second or higher year of studies).

<table>
<thead>
<tr>
<th>Plan</th>
<th>Jméno a příjmení</th>
<th>Studijní stav</th>
<th>Obor studia</th>
<th>Ročník počátku studia</th>
<th>Ročník ukončení studia</th>
<th>Konsultant</th>
<th>Stav plánu</th>
<th>Stav volitelného plánu</th>
<th>Odpočítání měsíce</th>
<th>Přihlášen</th>
<th>Stav přihlášení</th>
<th>Odpočítání měsíce</th>
<th>Přihlášen</th>
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<tr>
<td>2266</td>
<td>Mr. Hana Adomusova</td>
<td>studuje</td>
<td>2011</td>
<td>ČVUT</td>
<td>-</td>
<td>RNDr. Zuzana Basíková, CSc.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Picture 1: Basic information about your studies

To make the information clear, there are headlines for all the study plans and annual assessments and the information is divided into different groups. Details are displayed after clicking on the plus sign (picture 2).
Guidelines for annual assessment of the individual study plan for the academic year 2018/2019 and for the updating of the plan for 2019/2020 – Guidelines for students

**Detail plánu**
- **Student:** Mgr. Kateřina Bělonožníková (ID: "526047")
- **Přednášející Okt:** doc. RNDr. Miroslav Šulc, Ph.D.
- **Školitel (29.09.2016 - setrvává):** doc. RNDr. Helena Ryšálová, CSc.
- **Konzultant (29.09.2016 - setrvává):** Ing. Karel Müller, Ph.D.
- **Stav plánu (ID: "12595")**

**Historie důvodů vrácení individuálního studijního plánu**

**Disertační práce a postup v přípravě disertační práce**

**Průběh studia**

**Přehled povinností**

<table>
<thead>
<tr>
<th>Typ</th>
<th>Kód</th>
<th>Název, podrobnosti</th>
<th>Ak. rok</th>
<th>Semestr</th>
<th>Komentář</th>
<th>Roč. vložení</th>
</tr>
</thead>
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<tr>
<td>předmět</td>
<td>MPO00001</td>
<td>Anglický jazyk</td>
<td>2016/2017</td>
<td>Letní</td>
<td></td>
<td>2016/2017</td>
</tr>
<tr>
<td>předmět</td>
<td>MCM00P75</td>
<td>Chemie biochemicky významných peptidů a proteinů</td>
<td>2017/2018</td>
<td>Zimní</td>
<td></td>
<td>2016/2017</td>
</tr>
<tr>
<td>předmět</td>
<td>MBS10P23</td>
<td>Rostliny a stres</td>
<td>2017/2018</td>
<td>Zimní</td>
<td></td>
<td>2016/2017</td>
</tr>
</tbody>
</table>

**Obecné požadavky specifické pro daný obor**

**Hodnocení písemné ISP**

**Picture 2:** Outline of a study plan
2. Creating a new annual assessment (AA) 2018/19

The fastest way to create a new AA is to click on the detail (icon in the column State of the assessment, see picture 1) – this brings you to the page of the Annual assessment of the individual study plan. The possibility to create a new AA is at the very bottom of the page (picture 3).

Students who are creating their first annual assessment must do so through the detail of the plan (icon in the column State of the assessment, see picture 1) where the button for the assessment appears at the bottom of the screen (picture 2). After clicking the button, the page of the annual assessment appears and then at the very bottom, it is possible to create a new AA (picture 3).

The outline of the annual assessment is similar to the one of the study plan. Details of different information is displayed after clicking on the plus sign. Picture 4 shows an overview of previous assessments and changes of supervisors and consultants.

3. Editing the information for evaluation and modification of the study plan

Students must complete the following in order to submit their annual assessment:
- description of their progress in dissertation
- summary of their courses and other requirements fulfilled in the academic year 2018/2019

In picture 5, these obligatory commentaries are marked by a star. They are created at the very bottom of the page.
Of the following steps, do those that are necessary for your annual assessment:
- matching requirements in the ISP with the subjects in SIS (this is done automatically if the code is the same)
- adding more subjects from Charles University in the study plan (these subjects are found in SIS)
- adding a subject from other universities or those guaranteed by the Academy of Science or by other institution (marked as the subject description)
- matching an internship in the ISP with one in SIS (inserted in SIS or imported from the internship database)
- uploading files (published articles, posters or abstracts from conferences)
- matching grants with the records
- adding other types of requirements related to the doctoral exam or dissertation
- filing in a request for elimination of a course (or a course description, see below) from the plan
- adding comments to different groups of requirements (see picture 5)

The requirements are handled differently according to their type. If you have a requirement in a wrong category, you have to request its elimination and you have to insert a new requirement in a correct category. For instance, work with laboratory animals that is awarded with a certificate (not an exam or course credits) is considered a course, not a subject.

**Subject (within Charles University) and subject description (outside Charles University)** are concluded with some control of the progress – exam, course credits, etc. They are matched in the subjects registered and they are included in a diploma supplement. Subjects from different universities are inserted by the Department of Student Affairs after all the relevant documents are provided. After completing these subjects, these need to be matched with the records in SIS (see below).

**Publications** are imported from OBD (faculty). If a publication is not in the OBD of the faculty yes, we recommend inserting it there first (if the publication is affiliated to a faculty’s department). To import a record to SIS, it needs to have the status as Saved. The students match their ISP records with those imported from OBD, they can upload files with publications (if the board requires them, they are not public). From this year, it is also possible to import contributions to peer-reviewed conference proceedings.

**Conferences** – it is possible to upload files with abstracts or posters from conferences (if the board requires them, they are not public).

**Internships** – according to the Code of Study and Examination of Charles University, the internships are an obligatory part of the ISP. The evidence of the internships has been changing and these changes have been introduced also to the ISP. The ERASMUS internships are imported from the agenda of the Rectorate. New internships of different types are inserted by the study register according to documents from the international office. But the documents usually arrive with rather a long delay – it is therefore possible that the information will not be yet complete. Please, check and complete the information about your internship in SIS, especially internships longer than 30 days as these are taken into account when evaluating PhD students, study programmes as well as the faculty as a whole.

The internships are in the application Internships. Internships need to be approved by supervisors (they are informed how to do so). Only after that, an internship can be confirmed and made available for matching in the ISP.

**Grants** are also imported from the central database. After matching with an existing record, the information is completed automatically (the same way as with publications).
New type of requirement is the **Pedagogical activity** (before it was usually included in the category Others). The matching is done with SIS records about subjects and bachelor theses (both supervising and reviewing). The ISP shall include only pedagogical activity related to the doctoral exam or dissertation.

**Course** and **Others** are only in the ISP. Students check if they have completed these requirements or not and after the approval of the subject-area board, a requirement is considered completed (and cannot be edited in the ISP). The ISP shall include only activities related to the doctoral exam or dissertation.

The following text provides a detailed description of matching of the requirements and of the graphic icons in picture 6 for each requirement.

Mostly, you will use this icon: ![Editing Icon](image). In the following text, it is called *editing icon*. It is used for matching subjects, publications, internships, uploading files (publications and conference proceedings), adding comments for all types of requirements.

All the **subjects** completed are, if they have the same code, matched automatically after an AA is created. The subjects outside Charles University need to be matched by clicking on ![Editing Icon](image) which opens a list of subjects to choose from.

The subjects registered with codes and matched in the previous years cannot be edited any more (as seen in picture 6, subject NGEO082). The PDF of the annual assessment provide the exact day when the subjects was completed. Do not forget to provide your study officer at the Department of Student Affairs with all the documents necessary for your subjects outside Charles University. Otherwise, it is not possible to match them to the ISP.

If you have not done so before, you have to add the doctoral exam to your ISP, including the year you are planning to pass the exam. The subjects of the state doctoral exam have the same name as the field of study, the codes start with **MSZX**, followed by the section codes and an ordinal number. You can find them easily by searching the codes.

In similar way, it is possible to **match the publications** that are included in the faculty OBD database (the publications need to be affiliated to the Faculty of Science, Charles University).
When matching publications already included in the ISP, it is possible to add directly a record from OBD (picture 7). If a publication is not yet in OBD (there are different procedures at different departments) or it is listed for example at the Academy of Science, the student needs to complete the type of publication and citation manually in both fields (they are hidden in picture seven because an existing publication was chosen). After inserting a publication, it is possible to click on the editing icon and upload a file.

As the procedure to insert publications used to be very diverse (no clear guidelines and no connection to OBD), records from previous years can look differently.

The **internships** are matched in the same way. All internships (study and research stays) in SIS are displayed in the application **Internships**, or also in the application **Personal Data** (tab Information about studies and internships – Fellowships) – see picture 8. If your internship is not yet in SIS, you have to add it in the application **Internships** and make sure your supervisor approves it (the supervisors have their guidelines how to do so). After that, the Department of Student Affairs can include your internship in your studies, it is then displayed as “accepted by the Department of Student Affairs”.

When adding new requirement to the ISP, you can see all the existing records (accepted by the Department of Student Affairs). Internships imported from the Erasmus database already include information about the university abroad (picture 9). Other internships usually include only basic information (period and state). Fill in the details in the comments for such internship (click on the editing icon).
If an internship was already included in the ISP but is matched only now, the original name of the internship gets rewritten with the new information.

From this year, it is possible to include information about your **pedagogical activity**. Picture 10 shows available types. We recommend including details in the commentary when editing the record. If the activity is not registered in SIS, it is possible to use a text field. The ISP shall include only pedagogical activity related to the state doctoral exam or dissertation.

![Picture 10](image)

Matching pedagogical activity

Other icons in picture 6:
- On the right in the row with a study requirement, you can click on it to see information about matching with a record in SIS (picture 7).
- It is displayed when there is a file uploaded for a record of a conference or a publication. If there is no file uploaded, the icon is black and white. The files attached are not public, they are visible only to supervisors and members of the subject-area board. If there are more files (picture 11), the icon changes. You can upload a file by clicking on the editing icon.
- **Deleting a commentary** to a requirement or deleting an erroneous match.
- **Deleting a requirement** added to an annual assessment.

![Picture 11](image)

Files view

- Request for **elimination of a subject** in the study plan is supposed to be filed after a consultation with a supervisor. After clicking on this icon, students need to explain their request.
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(see the orange text in picture 7). Elimination of a subject must be approved by a supervisor. In the PDF file of the assessment, such subject is written in a different font.

Cancellation of a request for elimination of a subject from the study plan or correction of the information or typos.

Is displayed in a new column in case the period planned for a certain requirement has changed.

5. Further details

Publications should be inserted only when they are already published or accepted for print and you know all the details. If you are planning a publication for the next year, we recommend including it in the summary of the AA (see below) where you comment on all the activities in the academic year 2018/2019. At the same time, you should include it in the plan for the academic year 2019/2020.

If you do not have publications in OBD (they are affiliated to a different institution or they are not yet included in OBD due to a different timeline), specify the type of publication (usually a journal paper) and write the full citation in the field Specification of the requirement.

For citation, you can use the format in pictures 7 and 11.

6. Conclusion of the assessment for the academic year 2018/2019, forwarding to the supervisor

In the conclusion of the assessment, you shall explicitly state if you are fulfilling the ISP (including general requirements specific for your study programme that are stated at the end of the ISP). In case you have requirements not fulfilled, state the reason for this.

Picture 12: Dissertation

If you write commentaries for different types of requirements, these will be displayed as Other commentaries. The conclusion (summary) is at the end of the assessment (picture 13). It is later on supplemented by a supervisor’s commentary and by a commentary of the subject-area board.
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Do not forget to check everything, you can also view the PDF of the AA (icon 📄).

Forwarding the assessment to your supervisor for evaluation and later approval of the subject-area board is done by choosing the relevant option in picture 13. Supervisors get an automatic e-mail about this and they can return the assessment to the students for further details (students also get an automatic e-mail if this happens). In such cases, supervisor’s requirements are clearly stated at the bottom of the AA (picture 14). In similar way, the AA can be returned to the student also by the chair of the subject-area board. Please do not wait too long with corrections as the subject-area board needs enough time to evaluate your progress.

Picture 13: Conclusion of the assessment (summary, forwarding to a supervisor

Picture 14: Supervisor’s requirement for further information