Esteemed supervisors and doctoral students,

we welcome those of you entering your first year of doctoral study at the CU Faculty of Science and thank the supervisors for taking on the challenging task of supervising dissertations.

The Individual Study Plan for PhD. Students is the module used by students in conjunction with their supervisors to prepare their individual study plans (hereinafter ISP). This plan is then passed on by the supervisor to the subject-area board. At the end of every academic year, the same application is used for an assessment and can also be used to modify the study plan according to current needs.

When creating a study plan it is necessary to maintain the sequence of the following steps:

a) the supervisor will enter the thesis topic in SIS and assign the work to the doctoral candidates

b) the student will create an ISP, and in cooperation with the supervisor will fill out the study plan and describe preparations for the doctoral thesis; general requirements specific for the given field are automatically added to the plan when it is created, it is not necessary to enter individual requirements such as publications, conferences, etc.

c) the supervisor will approve the proposed ISP and pass it on to the subject-area board for assessment and approval.

Note: CU subjects listed in the ISP must also be entered in SIS using the Registration of Subjects and Schedule application for the particular year and period determined by the schedule for the academic year. Teachers then enter grades via SIS. Subjects that cannot be enrolled in via SIS (for example courses in other universities), are entered in SIS by the registrar following submission of appropriate confirmation of course completion. After completing both types of subjects, students match records from SIS and ISP during the annual assessment. At the same time, it is possible to enter other subjects in SIS that are not part of ISP (e.g. physical education).

Doctoral theses must be assigned and individual study plans created and approved by supervisors (and passed on to the subject-area board) no later than by 22 October 2018 so that the subject-area board can express views regarding individual ISPs.

After approval of the ISP by subject-area board (until 15 November 2018) the Student Department officers will print out the final PDF file with the ISP and place it on the student’s file.

Any questions concerning SIS access should be directed to Michal Švojgr (michal.svojgr@natur.cuni.cz); in the event of any other problems contact RNDr. Jana Rubešová (jana.rubesova@natur.cuni.cz).

Thank you for your time,

doc. RNDr. Pavel Chromý, Ph.D. – Vice-Dean
RNDr. Jana Rubešová, Ph.D. – SIS administrator

Prague, 18 September 2018
GUIDELINES FOR CREATING INDIVIDUAL STUDY PLANS (ISP)

The following text describes in detail the individual steps along with SIS screenshots for illustration. As the program is continually being developed, these screenshots may be slightly different than the current version.

1. Logging in to SIS

To log in to SIS, go to https://is.cuni.cz/studium, enter your user name, or possibly use your UKČO number (number on student ID under the photograph), and CAS password. To generate (and assess) ISPs, supervisors are assigned the role of Teacher or Supervisor by the Faculty of Science, instructions for switching roles can be found at https://is.cuni.cz/studium/help/stev/stev_059.png. The different ways to get a CAS password are described at http://www.cuni.cz/UK-4442.html. If you have not yet been assigned a role as teacher or supervisor for the Faculty of Science, or you want to know your personal ID number (UKČO), contact the SIS Coordinator at the department of your supervisor.

2. Assignment of dissertation topics by the supervisor

After logging in to SIS click on 🗄Listing of thesis topics. Supervisors assign theses in the role of Teacher or PGS Supervisor. Then select the New Work menu and in particular fill in the following items (see Fig. 3). We recommend not providing thesis annotations, because the information listed here is publicly accessible (and searchable) on the Internet, unlike the details specified in the ISP application:

- **Topic/Title of thesis** – one change in ISPs is that in the Topic of Thesis field you now enter the title of thesis as assigned (immediately check for any typos). That means as soon as a student is assigned a thesis, you copy the current title of the thesis into the Topic of Thesis field, and this then does not change. The title of the thesis can be changed as needed during the course of study, when creating the annual assessment the current title of the thesis is always saved, while the plan retains the original title. Don’t forget to also make entries in English.

- **Academic year listed** – the current academic year is always filled in automatically

- **Type of thesis** – doctoral thesis

- **Language of thesis** – we recommend filling this in; if necessary it can be changed

- **Institute** – this is always already filled in depending on the user who is logged in (if you would like to change this, contact the SIS administrator – Dr. J. Rubešová)

- **Supervisor** – filled in automatically

- **Investigator** – after clicking on the magnifying glass you will choose a student (we recommend setting the filter to just surname, the type of study is automatically restricted based on type of thesis (Fig. 1).
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- **Consultant** – in the event that the student will work on the thesis in cooperation with another teacher or external specialist and the subject-area board agrees to this, you will add a consultant to the thesis in the same way as adding the student. All information recorded for the person is displayed by “mousing” over the thumbnail picture (see the red arrow in Fig. 2). If the desired consultant is not yet entered in SIS, contact the department employee in charge of this agenda and ask the consultant to be entered into SIS (or possibly WhoIS). The consultant will only be listed in the student’s ISP if the consultant is listed for the doctoral thesis **at the moment the ISP was created**.

![Fig. 2: Selecting a consultant](image)

Don’t forget to save all changes into the database – the **Save button** is at the very bottom of the page.

You can add or edit information by clicking on **Edit thesis information** by selecting from the menu at the bottom of the window or the 📜 icon on the right-hand side of the thesis detail display.

![Fig. 3: Creating and editing dissertations](image)
After checking the settings for Type of thesis, Academic year assigned, Supervisor and person conducting the work, click on Confirm to assign the thesis to the student (Fig. 4). The aforementioned items can no longer be changed and assignment of the thesis to the student can only be cancelled by the registrar. For further steps it is necessary for the thesis to be assigned to the student. In the thesis record the date the thesis was assigned to the student is listed in the column Assigned.

Fig. 4: Binding assignment of thesis

3. Creation of an ISP by the student

a) Creating an ISP

After logging in to SIS, the student clicks on the Individual study plan for PhD. students. If the student is not yet registered for a doctoral thesis, a red X is displayed (see the upper part of Fig. 5). After the student logs in to the thesis, the icon changes to (bottom part of Fig. 5), but the plan can only be created after the binding assignment of the thesis (just having the thesis assigned is not enough – see above).

Fig. 5: Creating the study plan

After clicking on the altered icon ( ), details of the ISP created are displayed. The header lists all basic information about the student, subject-area board chairperson, supervisor, consultant and current status of the plan. Details are displayed after clicking on the “plus” button of the particular line (Fig. 6). If the supervisor or consultant is designated “external” in the Tajemník program, (i.e. the corresponding field is checked), instead of the department assigned at the faculty, one line of the plan PDF lists the Workplace, Street, Postal Code and City from the Tajemník program. We recommend checking and adding this data. Once it is added in the Tajemník program, it is automatically updated in the study plan.
b) **Course of study**
Here students enter their plan of study (Fig. 7). Unformatted text is entered, and for greater clarity we recommend dividing it into individual lines.

c) **Doctoral thesis and procedure for preparing the doctoral thesis**
This part of the ISP displays the assigned doctoral thesis. After clicking on the edit icon, the student will provide a brief introduction and then the planned approach of the dissertation (see Fig. 8). During the annual assessment this plan can be modified based on the results achieved.

d) **General requirements specific for the given field**
The database of subject-area board requirements for all incoming students is updated as needed. The text is automatically added to all study plans of the given field (see Fig. 8). Since all requirements that must be met by the student are listed automatically, it is not necessary in advance to enter any type of requirement other than subjects. Publications, conferences, internships etc. are added by the student once completed when he/she prepares the annual assessment.
Guidelines for generating ISP in the 2018/19 academic year instructions for students and supervisors

Fig. 8: Details and structure of the study plan

e) **Requirements concluding with a final examination or grade – subjects**
These requirements conclude with an examination (including state doctoral examinations), grade (e.g. acquiring certification), colloquium etc.; they have their counterparts in subjects entered in SIS in the Student program and once completed can be “matched” during the annual assessment.

- **Subject** – a subject already appearing in CU SIS which has been assigned a code; codes of state doctoral examinations begin with the letters MSZX and names are identical with the field studied.

- **Description of subject** – a special subject or similar requirement that is not in the CU SIS course list (e.g. subjects taught outside CU, special courses ending in certification). After submitting confirmation of course completion to the Department of Student Affairs the particular course will be assigned a code. Please enter additional details about the course to the field “specification of requirements” (Fig. 9): **exact name of the subject, name of subject in English, code of subject (if one exists), language of instruction, university, faculty and guarantor, instructor or examiner for the subject (if known), semester of instruction (if known), and manner of examination (grade/test).**

Fig. 9: Filling in requirements for Description of Subject
A subject can be added by either directly entering the code or using the magnifying glass button (Fig. 10) and searching the CU database by faculty, department or part of name and code; confirm your selection by clicking on the green arrow (Fig. 11). Then select the planned academic year the given requirement will be met.

Fig. 10: Adding a subject

CU subjects listed in the ISP must also be entered in SIS using the Registration of Subjects and Schedule application for the given year. At the same time, students can use this application to register other subjects that are not part of the ISP (e.g. physical education) or which are mandatory for the registration of ISP subjects – prerequisites or co-requisites of subjects that students have generally met during their undergraduate studies at the faculty and which will be recognized upon submitting a request to the Department of Student Affairs. After completing subjects that are part of the ISP, records are “matched” during the annual assessment.

Fig. 11: Selecting a subject from the CU database
Guidelines for generating ISP in the 2018/19 academic year

Instructions for students and supervisors

f) Sending the plan to the supervisor

All parts of the plan can be edited or deleted using the icon on the left-hand side of the table (Fig. 8). Once the plan has been created, the proposed ISP plan must be sent to the supervisor. Go to the scroll-down menu at the bottom of the screen and select Send plan to supervisor, then click Execute (Fig. 12).

Fig. 12: Sending the plan to the supervisor

The supervisor will automatically be notified by e-mail that the plan of his/her doctoral student is ready for review. It is possible that the supervisor may ask the student to make some modifications or additions. In such a case, the student will be notified by e-mail, will make the required changes, and send the plan back to the supervisor.

Approval of the ISP by the supervisor

The supervisor will be notified by e-mail of the ISP prepared by the given doctoral candidate. Information on logging in to SIS is given in section 1. In the role of Teacher or PGS Supervisor, it is necessary to select the Individual Study Plan of PhD. Students. The filter will display the students of the particular supervisor. To search more quickly we recommend setting the Year commencing study to the current academic year, i.e. 2017/18, otherwise all students of the given supervisor will be displayed (Fig. 13). Students just starting to create their ISP will see in the Plan Status column that this is a proposal. Clicking on the icon in the particular row will open the ISP proposal of the student.

Fig. 13: List of students
Using the scroll-down menu at the bottom of the screen the supervisor can select *evaluate proposed ISP* (Fig. 14) and in the text field add commentary that will then be displayed in the Plan Status header (see Fig. 6). If it is necessary to return the proposal to the student to be revised or supplemented, the supervisor will select *return plan to student* and in the text window give instructions for the student. This text is then displayed in the next header (History of reasons for returning the individual study plan – Fig. 6). The last step is always submission of the plan to the subject-area board for evaluation (*sending the plan to the subject-area board*).

![Supervisor options](image)

Fig. 14: Supervisor options

For clarity, the “Responsibility (proposal of plan)” column in the list of students always lists current information regarding the responsibilities of the given person (student – supervisor – subject-area board).