Dear students,

We would like to point out the following deadlines – assessment timetable.

The SIS application for the Individual study plan for PhD. students is continually evolving and therefore you will find a few new things in this year’s assessment. Details are in the methodological instructions below.

Individual steps of the assessment:

- submission of documentation demonstrating fulfilment of obligations from other universities to the Study Department, ensuring the entry of Charles University transcript in SIS
- **submission of documentation of study visits that have not yet been entered in SIS** (providing the Study Department with a copy of documentation of your travel abroad – trip proposal or payment receipts, confirmation from institution providing the study visit); to determine whether your study visit has already been entered in SIS, check your Personal Data (details in the instructions)
- creation of an assessment for the 2017/18 academic year in SIS
- addition of new requirements (or request to remove requirements previously entered in the plan) following consultation with your supervisor, possible entering of subjects including state doctoral examinations
- submission of commentary on previously- and currently-entered requirements (not mandatory) and procedure of dissertation work (mandatory item)
- matching requirements entered with subjects completed in SIS (results must be entered in SIS, otherwise this cannot be done), make sure you also check previously-completed subjects
- **matching publications** with records kept in OBD; when entering requirements of this type it is possible to select records from OBD (if it has been updated and closed)
- possibility to **upload files** with publications, posters, or abstracts from conferences
- **matching grants** with kept records, when entering requirements of this type it is possible to select records from the database (innovation)
- **matching internships** with records entered in SIS, or imported into SIS from the Erasmus database
- submission of the final ISP summary for the 2017/2018 academic year (mandatory item)
- **handover of prepared materials to the supervisor no later than 25. 9. 2017** (don’t forget this step, otherwise the supervisor cannot complete your assessment!)
- **supervisor comments, with materials possibly returned to the student to be supplemented or clarified**
- **submission by the supervisor of the assessment to the subject area board**
- **final commentary from the subject area board, with the assessment possibly returned to the supervisor or student to be supplemented**
- **final approval and closing of the assessment by the subject area board**
- **final approval and closing of the assessment by the guarantor**

We recommend that every update of the ISP clearly states what the plan specifically requires for the 2018/19 academic year. If you have met all the requirements, including state doctoral examinations, list in detail the specific activities planned to prepare your dissertation work and any publications to provide a basis for further annual assessment. In the event you are temporarily unable for any reason (family or work related) to continue with your studies, it is recommended to request a suspension of studies.

**Students who are considering switching from full-time to part-time study must submit their request to do so no later than 24 September 2018.**

If you are having a problem with the assessment (but not, for example, accessing SIS), e-mail the SIS administrator (jana.rubesova@natur.cuni.cz) and provide a detailed description of the problem, ideally including screenshots.
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You can continue to make changes in assessment materials until 24 September 2018. Even after this date you may be requested by your supervisor or the subject area board to provide additional information or clarifications.

Thank you for your time, Prague, 10 September 2018

doc. RNDr. Pavel Chromý, Ph.D. – Vice-Dean
RNDr. Jana Rubešová, Ph.D. – SIS Administrator
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ASSESSMENT INSTRUCTIONS

The following text gives a detailed description of the individual steps of assessment, along with
screenshots for illustration. These are just to provide a general idea of the graphic layout. Since
minor changes are still being made to the application, the current graphic layout may differ slightly
from the screenshots provided here.

1. Logging in to SIS

Go to https://is.cuni.cz/studium and log in to SIS with your password or, if necessary, using your
UKČO (the number on your ID card under the photograph). More detailed information on obtaining
a CAS (Central Authentication Service) password for accessing SIS is provided on the website of
the Charles University Faculty of Science Information Technology Centre:

Once in SIS, select the application Individual study plan for PhD. students. A line with
information on your studies will be displayed – see Fig. 1. After clicking on the icon on the left (red
arrow), the original approved plan will be displayed (a PDF file with the original plan and
details, including additional requirements from the approved previous annual assessment). The
same icons on the right hand side (blue arrow in Fig. 1) give the previous approved annual
assessment (for students in their second year of study or above).

![Fig. 1: Basic study information](image1)

For greater clarity, headers are displayed for study plans and annual assessments. Information is
broken down into individual groups, details are displayed after clicking on the plus icon (Fig. 2).

![Fig. 2: Header with study plan details](image2)
2. Creating a new annual assessment (AA) 2017/18

The fastest way to create an AA is to click on the AA icon (blue arrow in Fig. 1), which will take you to the Annual ISP Assessment page, where the option to create a new AA (Fig. 3) is displayed at the very bottom.

Students who are submitting their first assessment must go through the study plan icon (red arrow in Fig. 1), where there will be a button for the Annual ISP Assessment at the bottom of the overview of study plan requirements – see Fig. 2. Clicking on this will take you to the AA page, at the very bottom of which is an option to create a new AA (Fig. 3).

The AA header is similar to the study plan. Details of certain things are displayed after clicking on the plus icon. Fig. 4 shows previous assessments with gradual changes made by a supervisor and consultant.

For some students, a consultant was added during the course of the year for the final work without informing the registrar. In such cases it will not be possible to create an assessment (Fig. 5).

Contact the chairman of the subject area board. According to the Regulations Governing Study at CU, supervisors and consultants are appointed by the Dean based on the recommendation of the particular subject area board; to supplement or change information, the registrar needs a statement from the chairman of the subject area board.

3. Editing assessment materials and modifying the study plan

The following items are a mandatory part of each annual assessment:
- description of procedure for preparing dissertation work
- submission of the final ISP summary for the 2017/2018 academic year

In Fig. 6 these mandatory commentary fields are marked with an asterisk. The menu is at the very bottom of the assessment.
From the following you will provide commentary for the fields that apply to the annual assessment of your ISP:

- matching ISP requirements with subjects completed in SIS
- adding another CU subject to the study plan
- adding a subject from another university or supervised by the Czech Academy of Sciences or other organisation (marked as “Description of subject”)
- matching publications in ISP with records imported from the OBD system
- matching study visits in ISP with study visit records in SIS – entered into SIS or imported from the study visit database
- upload of files (published articles, posters or abstracts from conferences); if required by the subject area board
- matching grants with kept records (innovation)
- adding other types of requirements
- submission of request to remove a subject or “Description of subject (see below) from the plan
- submission of summary commentary on individual types of requirements (see menu in Fig. 6)
- upload of pedagogical activities registered in SIS is under preparation

Work with individual requirements varies by type. In the event that you have entered a requirement into the wrong category, during the annual assessment you can request it be removed and replaced with a new, proper type of requirement. For example, a course on working with laboratory animals that ends by obtaining a certificate (not a grade or examination), is not considered a subject, but a course.

**Both Subjects (within CU) and “Description of subjects” (for subjects outside CU)**
culminate in some form of study assessment (grade, examination, etc.), while for an enrolled subject a supplement to the diploma is printed after the completion of studies. Subjects from other universities are entered into SIS by the registrar upon receipt of the relevant documentation. After the requirements are met, they must be matched with SIS records (see below).

**Publications** are imported from OBD (faculty); during the assessment students “match” publications listed in ISP with records imported from OBD, they can upload a file with the text of the publication (if required by the subject area board – materials are not public, this only serves the needs of the subject area board).

**Conferences** – it is possible to upload a file with abstracts or posters from conferences (if required by the subject area board – materials are not public, this only serves the needs of the subject area board).

**Study visits** – records of study visits are gradually being changed. Study visits through the ERASMUS program are transferred into SIS from the RUK study visit agenda. Other types
of new study visits are entered by registrars into the SIS “Study Visit Records” application based on documentation from the Foreign Department. There is a delay before the Study Department receives documentation, so a trip proposal may list only one type of activity (even though, for example, a conference may be combined with a study visit); it is thus difficult to identify the corresponding records. In the event that your study visit is not yet entered in SIS and you have the particular trip proposal or payment receipts or a contract or confirmation of the training facility, submit a copy of these documents to the Study Department or to your department secretariat, which will then forward them to the Study Department. For requirements list the institution and specify the length of stay (from – to).

Enter records of study stays even if they are shorter than 30 days.

New is a possibility to add grants, which are transferred from the central database. After their adding to ISP and matching with current record, basic data will be completed automatically, just as in the case of publications.

Course and Other only appear in ISP, the student enters whether the requirement has been met or not and after the approval of the annual assessment by the subject area board, the requirement is considered met, so a requirement marked as met by the student last year can no longer be edited.

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**Fig. 7:** Overview of requirements, display of matched subjects, request for removing a subject from the plan

The following text describes in detail the matching of requirements and the meaning of graphic icons from Fig. 7 (supplemented with illustrative images and other explanations) for individual requirements.

You will most frequently use the editing icon to match subjects, publications, study visits, upload files to publications and conferences, and add commentary to all types of study obligations.

For subject and “description of subject” requirements, after clicking on the editing icon you will see a list of completed subjects (see Fig. 8), where you will select the subject you want to match with the requirement (if a subject has been completed in SIS with the same code, it will already be marked).
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Subjects of an entered code already matched in past academic years can no longer be modified, as seen in Fig. 7 with subject NGE0082. The PDF annual assessment proposal will always display the exact date of completion. Do not forget to give your registrar documentation of subjects completed outside CU as soon as possible, so that you can “match” these in your assessment. If you plan on taking doctoral examinations in the 2017/18 academic year, make sure requirements include the corresponding subject from SIS. Subjects of state doctoral examinations have the same name as the study fields, codes begin with MSZX followed by a designation of the section and relevant serial number.

In a similar manner it is possible to match publications that are entered into the OBD faculty database. In addition to matching publications already listed in ISP, it is also possible when adding new publications to ISP to select a corresponding record imported from OBD (see Fig. 9). In the event that the publication has not yet been uploaded to OBD (done in different ways at individual faculty workplaces) or is listed, for example, under the Czech Academy of Science, the student will manually enter the type and citation of the publication into the field that appears after selecting an existing publication in Fig. 9. After entering the publication it will now be possible to click on the editing icon and attach the corresponding file.

The manner of entering publications in the past was extremely varied (there were no uniform rules and there was no access to OBD records). Information entered in different years may be displayed in different ways.

You can match study visits in the same way.

To determine whether you have already entered a study visit in SIS, check the Personal Information application (under the tab Information on Studies and Study visits – Study Visits) – see Fig. 10. In the event that your study visit is not yet entered in SIS (information from the Foreign Department is
often slow to reach the Study Department and it is not always possible to identify whether a study visit was involved), give your registrar a copy of the approved trip proposal as soon as possible.

Fig. 10: List of study visits in the Personal Information application

When adding new requirements to ISP, current records are displayed. Study visits transferred from study status records contain only basic information (dates and country). Study visits imported from the Erasmus database usually already include the particular foreign university (Fig. 11). It is advisable to provide details in the commentary after clicking on the editing icon once more.

Fig. 10: Adding an Erasmus study visit

In the event that a study visit has already been entered in ISP and is now being matched, the original name of the study visit will be overwritten by the recorded codebook number. Note that data in the Status of Request column is not yet important.

Meaning of other graphic icons in Fig. 7:

- to the right at the end of the row with information on requirements, click on this icon to display information on any links with a completed subject from SIS (see Fig. 7), matched publication or study visit.

- to the right at the end of the row, a diskette icon is displayed if a file has been saved for a publication or conference. If no file has been uploaded for these types of requirements, the icon is black and white. Attached files are not public. Only the supervisor and members of the subject area board are authorized to view and download it. If there are multiple files (see Fig. 12), the icon changes. To upload a file for a requirement, use the editing icon.

- **deleting commentary** for requirements, deleting incorrect matching of subjects or publications

- **deleting requirements** added during the current annual assessment

Fig. 12: Displaying files
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- Proposal to remove a subject from the study plan, always assuming prior agreement with the supervisor. After clicking on this icon the student writes the reason for the request – see the orange text in Fig. 7. Removal of a subject from the plan must be approved by the supervisor. In the annual assessment PDF it will then appear in a different font.

- Cancellation of request to remove a subject from the study plan, possibly correction of inaccuracies or typos.

- Displayed in a new column in the original annual plan for meeting requirements if planned requirements change (see Fig. 13).

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4. Additional details

Do not upload publications until they have been published or at least accepted for publication and all information is known. If you plan on publishing in the upcoming academic year, we recommend adding the final student commentary to the text (see below), where you summarise the activity for 2017/18 and also add to the plan for 2018/19.

If your publication is not accessible in OBD (they are affiliated to another organization or are not yet listed in OBD since the timetable for entering records into OBD does not yet take into account the assessment of doctoral studies), list the exact type of publication (usually a magazine article) and give the full citation in the Specification of Requirement field.

For citations use the format shown e.g. in Fig. 9 and 12.

5. ISP performance summary for the 2017/2018 academic year, handover of assessment to supervisor

The ISP performance summary should explicitly state whether you will meet ISP requirements (including meeting general requirements specific for the given program that are listed at the conclusion of the ISP). In the event that you will not meet ISP requirements, state the reasons why.

The commentary on the procedure for preparing dissertation work is displayed in the corresponding part of the AA (see Fig. 14). Students enrolled for study in the 2013/14 academic year and later have the planned procedure filled in, for others this field is empty.
If you add summary commentary for other types of requirements, it will be listed in the Other Commentary section. Summary commentary given in the Final Assessment section (see Fig. 15) will then be supplemented with statements of the supervisor and subject area board.

The first option for selection from the menu in Fig. 15 (“mark the requirement met for the student if completed according to SIS”) is used to automatically mark items as “Completed” when relevant (e.g. study visits, publications) and when this option is no longer offered by SIS.

And finally, **check everything** once again, and display the PDF of the proposed AA marked with the icon.

To submit the prepared documents to the supervisor for further assessment, the supervisor’s own evaluation and then approval by the subject area board, select the appropriate line in the menu in Fig. 15. The supervisor will be notified by e-mail of your submission. It is possible that he/she will request additional information or clarification. In such a case, the student will be notified by e-mail and will again be responsible for submitting the assessment. Information regarding additional requirements of the supervisor will be displayed in the lower part of the AA header (Fig. 16).

Similarly, the chairman of the subject area board may return the assessment to the student to be supplemented. Do not delay in providing the requested information so that the subject area board has sufficient time to evaluate the fulfilment of your ISP.