Dear students,

Please take note of the following deadlines – evaluation timetable

The SIS application for the Individual Study Plan of PhD. students is still being developed, and therefore you will find some new things in this year’s evaluation. Details are given in the following methodological instructions.

Individual steps for evaluation:

- delivery of documentation of requirements met at other universities to the Study Department, entry of CU grades in SIS
- evaluation of the 2015/16 academic year in SIS
- addition of new requirements (or possibly the removal of previously listed requirements from the study plan) after consultation with supervisor, possible enrollment in subjects including state doctoral examination
- commentary on previous and currently-listed requirements (optional) and on the approach to preparing the dissertation work (required)
- pairing in SIS of enrolled requirements with completed subjects (grades must be recorded in SIS, otherwise this cannot be done), make sure to check previously-completed subjects
- pairing of publications with records listed in OBD, now it is possible to select OBD records (if already filled in) right when entering obligations of this type
- option of uploading files with publications, or posters or abstracts from conferences
- pairing internships with records kept in SIS, or importing records from the Erasmus database into SIS (new this year),
- filling out the final summary of ISP fulfillment for the 2015/2016 academic year (mandatory)
- submission of prepared source materials to the thesis supervisor (do not forget this step, otherwise your thesis supervisor cannot evaluate you!)
- commentary of the thesis advisor, possibly returned to the student to be supplemented or further specified
- the supervisor will pass on the evaluation to the Departmental Board (hereinafter DB)
- final commentary of the DB, possibly returned to the supervisor or student to be supplemented
- approval and closing of evaluation by the Departmental Board

We recommend that every update of the ISP clearly shows what specifically is planned for the 2016/17 academic year. If you have fulfilled all requirements, including the state doctoral examination, give a detailed list of the specific activity planned to prepare your dissertation work (or publication) so there is a basis for the next annual evaluation. In the event that for some reason (family or work) you temporarily cannot continue with your studies, I recommend that you request an interruption of study.

In the event of problems with the evaluation (not, for example, with access to SIS, the inability to enter the annual evaluation because of mismatched consultants, etc.), email the SIS administrator (jana.rubesova@natur.cuni.cz) and provide a detailed description of the problem, preferably accompanied by a screen shot.

Source materials for supervisor evaluations can be edited up until 26th September 2016. After this date, however, they may still be returned to be supplemented or modified if required by the supervisor or DB chair.

Thank you for your time

Prague, 31 August 2016

Doc. RNDr. Markéta Martinková, Ph.D. – Vice-Dean
RNDr. Jana Rubešová, Ph.D. – SIS Administrator
METHODOLOGICAL INSTRUCTIONS FOR EVALUATION

The following text describes in detail the individual steps of evaluation, further illustrated with images. The screen shots are merely to provide a better sense of what is graphically depicted and where. Since the application is still undergoing minor modifications, the current windows may differ slightly from the views depicted here.

1. Logging in to SIS

To log in to SIS, go to https://is.cuni.cz/studium/eng and enter your login name and CAS password. For detailed information about logging in to SIS and how to get a new valid CAS password go to: http://www.cuni.cz/UK-4442.html.

Once in SIS click on Individual Study Plan for PhD. Students. A row will be displayed showing information about your studies – see Fig. 1. Click on the icon on the left (red arrow) to display the original approved plan (PDF file with the original plan and details of additional requirements from the approved annual evaluation of the previous year). On the right side, the same icons (blue arrow in Fig. 1) will display the approved annual evaluation of the previous year (for students in the second year or higher).

Fig. 1: Basic information about studies

For greater clarity, the screen displays the headings of study plans and annual evaluations. Information is broken down into individual groups; details are displayed after clicking on the icon with the plus sign (Fig. 2).

Fig. 2: Display of study plan details
2. Loading a new annual evaluation (hereinafter AE) for 2015/16

The fastest way to load an AE is to click on the detail icon (blue arrow in Fig. 1), which will open a window for the ISP Fulfillment Annual Evaluation, at the very bottom of which will be an option for loading an AE (Fig. 3).

![Loading an annual evaluation](image)

**Students who are preparing their first evaluation** must click on the plan detail icon (red arrow in Fig. 1), where a button for the ISP Fulfillment Annual Evaluation will be displayed at the bottom of the screen under the overview of plan requirements – see Fig. 2. Clicking on this button will open the AE window, and all the way at the bottom there will be an option for loading a new AE (Fig. 3).

The AE header is similar to the one for the study plan. Details of certain parts are displayed after clicking on the icon with the plus sign. Fig. 4 shows an overview of a previous evaluation with successive changes by the supervisor and a consultant.

![Header for current AE, display of previous AE, changes by supervisor or consultant](image)

During the course of the year some students have been assigned a consultant for their thesis without Study Department staff being notified. In such cases, **it will not be possible to load** an annual evaluation (Fig. 5). Contact the DB chair. Supervisors and consultants are appointed by the Dean according to the Study and Examination Rules of Charles University based on the recommendations of the competent Departmental Board. To supplement or edit data the Study Department staff requires a statement from the DB chair.

![Mismatched consultant](image)

3. Editing source materials for evaluation and modifying the study plan

Each annual evaluation should include the following items:

- description of the procedure for preparing the dissertation work
- final summary of fulfillment of the ISP for the 2015/2016 academic year

In Fig. 6 this mandatory commentary is marked with an asterisk. The window for adding commentary is located at the very bottom of the evaluation page.
Complete the following steps that are part of preparing the materials for the annual evaluation of your ISP:

- pairing ISP requirements with completed subject in SIS
- adding another CU subject to the study plan
- adding subjects from other universities, or approved by the Czech Academy of Sciences or other organizations (designated as “Subject Description”)
- pairing of publications in the ISP with records imported from the OBD system
- **pairing an internship** in the ISP with internship records in SIS – entered into SIS or imported from an internship database (new)
- uploading files (published articles, posters or abstracts from conferences); if required by the DB
- adding other types of requirements
- submitting a request to remove a subject, or “Subject Description” (see below) from the plan
- supplementing summary commentary on individual types of requirements (see options in Fig. 6)

Work with the individual requirements varies depending on the type. If you enter a requirement into the wrong category, during the annual evaluation you will request to remove it and enter a new requirement of the correct type. For example, a course for working with laboratory animals that ends with a certificate being awarded (not a grade or examination) should not be considered a subject, but a course.

**Subject (at CU)** and “**Subject Description**” (**subject outside CU**) end with some form of evaluation of the study (grade, examination, etc.) and have their counterpart in registered subjects that are printed as a diploma supplement upon the completion of the study. Subjects at other universities are entered into SIS by the Study Department staff once the relevant documentation has been received. After the requirements have been met it is necessary to pair them with records in SIS (see below).

**Publications** are imported from OBD (faculty); during evaluation students “pair” publications listed in their ISP with records imported from OBD; they can upload a file with the text of the publication (if requested by the DB – materials are not public; they only serve the needs of the DB).

**Conferences** – it is possible to upload a file with abstracts or posters from conferences (if requested by the DB – materials are not public; they only serve the needs of the DB).

**Internships** – many changes are taking place for keeping records of internships. Internships in the ERASMUS program are imported to SIS from the university internship agenda. Beginning in spring 2016, other types of internships will be entered into SIS “Records of Internship” by Study Department staff based on materials from the department abroad. Older internships that were recorded in SIS only through changes in the student’s study status when leaving have been automatically turned into internship records that can be
Methodological instructions for filling out the ISP evaluation for the 2015/16 academic year and updating the ISP for 2016/2017 - instructions for students

Paired. The entire recordkeeping system for internships will be subject to applicable regulations, but do not forget to always make sure your internship is recorded.

Course and Other only appears in the ISP, the student indicates whether the requirement was met or not, and after the approval of the annual evaluation by the DB the requirement is considered to be met, i.e. a requirement marked as fulfilled by the student last year can no longer be edited.

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Fig. 7: Overview of requirements, view of paired subjects, request for removing a subject from the plan

The following text gives a detailed description of pairing requirements and the meaning of graphic icons in Fig. 7 (accompanied by illustrative images and further explanations) for individual requirements.

You will most frequently use the editing icon to pair subjects, publications and internships, to upload files for publications and conferences, and to add commentary to all types of study requirements.

For subject and “subject description” requirements, after clicking on the aforementioned editing icon a list of fulfilled subjects will be displayed (see Fig. 8), where you will check the subject that you want to pair with the requirement (this will already be checked if there is a fulfilled subject in SIS with the same code).

Fig. 8: Pairing subjects

Subjects entered with a code paired in past academic years can no longer be edited, as seen in Fig. 7 for subject NGEO082. The proposed annual evaluation PDF will always show the exact date of
fulfillment. Do not forget to give your Study Department advisor documentation of subjects fulfilled outside CU as soon as possible, so that you can “pair” them during evaluation. If you plan on taking the state doctoral examination during the 2016/17 academic year, then include the corresponding subject from SIS in the requirements. Subjects of the state doctoral examination have the same names as the fields of study; codes begin with MSZX followed by a designation of the section and particular serial number. You can easily find these when searching subjects by code.

Since the annual evaluations for 2014/15 it is possible to pair publications that are entered in the OBD faculty database in a similar manner. Publications paired last year were automatically given complete citations as promised. In addition to pairing publications previously listed in ISPs, it is now possible when adding new publications to your ISP to select the corresponding record imported from OBD (see Fig. 9). If the publication has not yet been uploaded to OBD (methods at individual faculty workplaces differ) or is shown for AV ČR, the student will manually fill in the type and citation of the publication in the field that appears after selecting existing publications in Fig. 9. After uploading the publication, it is possible after clicking on the edit icon to add the particular file.

Beginning with this year’s annual evaluation it is possible to pair internships. Existing records are displayed when adding new requirements to the ISP. Internships taken from the study status records contain only basic information (date and country). Internships imported from the Erasmus database now generally list the particular foreign university (Fig. 10). It is recommended to click on the edit icon to add more detailed commentary.

If the internship was previously entered into the ISP and has not been paired, the original name of the internship will be overwritten with record codes. Note that data in the Status of Request column is not yet important.

Meaning of other graphic icons in Fig. 7:
click on the icon to the right at the end of the line with information on requirements to display information on the link to the fulfilled subject from SIS (see Fig. 7), paired publications or internships.

displayed to the right at the end of the line if a file is attached to a publication or conference. If no file is attached to these types of requirements, the icon is black and white. Attached files are not public. They can only be viewed and downloaded by thesis supervisors or DB members. If there are multiple files (see Fig. 11), the icon changes. Upload a file for a requirement after clicking on the edit icon.

delete commentary on a requirement, delete the incorrect pairing of subjects or publications

delete requirements added during the current annual evaluation evaluation

Fig. 11: Displaying files

request to remove a subject from the study plan. This always presumes prior consultation with your supervisor. After clicking on this icon, the student will provide the reason for the request – see the orange text in Fig. 7. The removal of a subject from the plan must be approved by the supervisor. In the annual evaluation PDF it appears in a different font.

cancelling a request to remove a subject from the study plan, or possibly to correct inaccuracies or typos.

displayed in a new column of the original planned fulfillment of requirements for the year if any changes are made to the planned fulfillment of requirements (see Fig. 12).

Fig. 12: Change in planned fulfillment for the year

4. Other details

You should upload publications once they have been published or at least accepted for publication and all information is known. If you plan on publishing during the coming academic year, we recommend including, as part of the text, the final commentary of the student (see below), where you summarize the activity for 2015/16 and also supplement the plan for 2016/17.
If you do not have access to the publication in OBD (they are affiliated to another organization or are not yet listed in OBD because the timeline for entering records into OBD does not yet take into account the evaluation of doctoral studies), provide the exact type of publications (generally these are articles in journals) and list the full citation in the field Specification of Requirements.

For citations use the format shown for example in Figures 9 and 11.

5. **Summary of ISP fulfillment for the 2015/2016 academic year, submission of supervisor evaluations**

Commentary on the approach to preparing the dissertation work is displayed in the corresponding part of the AE (see Fig. 13). Students enrolled for study in the 2013/14 academic year or later have the planned approach filled in, others have this field blank.

![Fig. 13: Dissertation work](image)

If you fill in the summary commentary on other types of requirements, this will be listed in the Additional Commentary section. Summary commentary given in the Evaluation Conclusion section (see Fig. 14) will subsequently be supplemented with comments from the supervisor and Departmental Board.

![Fig. 14: Summary evaluation, submission to supervisor](image)

Use the first menu option in Fig. 14 (“mark requirement as fulfilled according to student if fulfilled according to SIS”) to automatically enter “Fulfilled” where relevant (e.g. internship, publication) and where SIS no longer offers this option.

Finally, **check** everything once again, or display the proposed annual evaluation PDF designated by the icon.

To submit prepared materials to the supervisor for further assessment, the supervisor’s evaluation and subsequent approval by the DB, select the appropriate line from the menu in Fig. 14. The supervisor will be notified by email of the submission. It is possible that the supervisor will request
additional material or specifications. In that case, responsibility shifts back to the student, who will be notified by email and information regarding additional requirements of the supervisor will be displayed in the lower part of the AE window (Fig. 15). Likewise, the DB chair can return materials to the student to be supplemented. Do not delay in providing the requested material so that the DB has sufficient time to evaluate the fulfillment of your ISP.

Fig. 15: Request of the supervisor for additional materials or specification