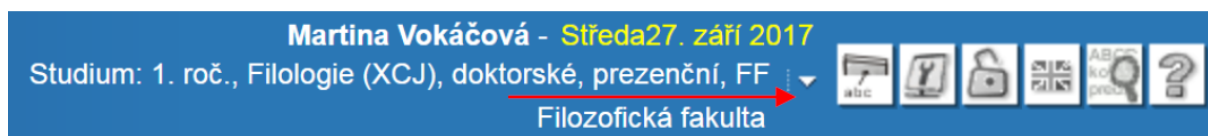


Annual assessment procedures in SIS

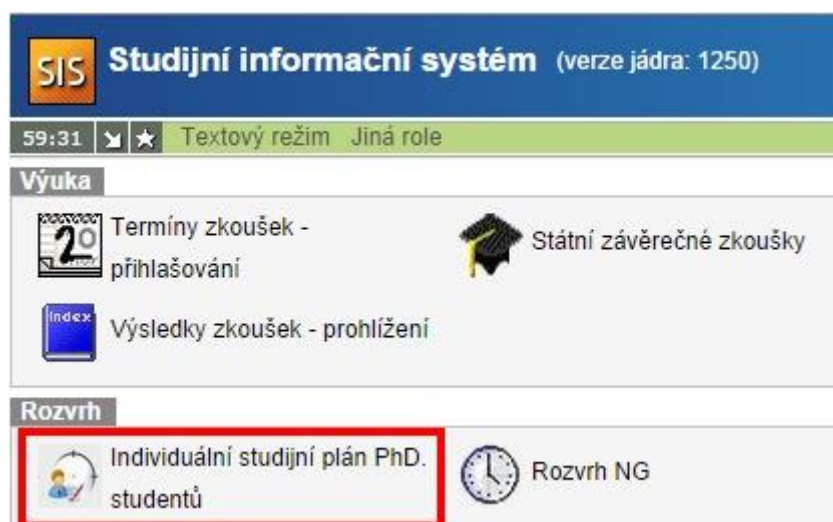
I. Creating the annual assessment	1
II. Commenting on unfulfilled entries	2
III. Professional activities	3
IV. Requests to make changes to the ISP	6
V. Entering the summary and submitting the assessment	6
Checklist or overview of what you need to do	7
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I. Creating the annual assessment

Log in to SIS at the address <http://www.is.cuni.cz/studium>. If you have more than one role, select your **current PhD studies** from the drop-down menu:



Click on the module *Individual Study Plan of PhD Students*:



Information about your studies will be displayed:



Individuální studijní plán PhD. studentů (verze: 194)

Hledání v individuálních studijních plánech

58:18

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Plán


Hledat



	Plán ★ ★	Jméno a příjmení ★ ★	Studijní stav (od) ★ ★	Rok přijetí ★ ★	Školitel ★ ★	Stav plánu ★ ★
 			studuje (09.11.2013)	2011	doc. PhDr.	schválený ISP

There are icons on the left side relating to the ISP and on the right side to the assessment. You can display the electronic ISP in PDF format by clicking on .


By clicking on the icon , you can display the ISP in html. Then in the lower part of the screen, go to the annual assessment by clicking on the following button:



 Hodnocení plnění ISP

 Referát SIS Studijní oddělení FAQ Oddělení vědy

The specific blocks could be minimized. To expand the list, click on the  icon. ISP requirements are contained in the section  **Overview of requirements.**

You can create the annual assessment in the lower part of the page by selecting Create annual assessment for acad. year 2019/2020 in the drop-down menu and clicking on “create”. (You can only create the annual assessment once for the academic year. After creating the assessment, other related activities will be displayed here.):

 Student:


Založit roční hodnocení za ak.rok 2018/2019   proved'

II. Commenting on unfulfilled entries

The entries for the individual study plan display the planned dates of fulfilment and whether they have already been fulfilled. An icon is displayed on the right side of the screen showing whether the record in the virtual plan is paired up with the record in the virtual index (mode *Summary of exam results*). Thus, it is clear whether a subject is registered for an exam. In the past, students had to register the subjects themselves. Now we do this collectively for the current academic year based on the information from the ISP. We also pair up the subjects collectively provided that the codes for the subject requirement type and the exam subject correspond. If a positive result is recorded for the exam, it is *fulfilled according to SIS*. The entry *fulfilment according to the student* is important especially when the requirement was actually fulfilled but this information has not yet been recorded by the instructor in the exams.

Přehled povinností						
Typ	Kód	Název, podrobnosti	Ak. rok	Semestr	Plnění dle studenta	Plnění dle SIS
předmět	AXSPE0005	Doktorský seminář V	2013/2014	zimní	splnil 2011/2012	splnil
předmět	AXKON0004	Aktivní účast (poster, přednáška) na prestižní mezinárodní vědecké konferenci	2011/2012	letní	splnil 2011/2012	splnil

No additional action is required for items **fulfilled** according to SIS.

Unfulfilled items can be declared as **fulfilled** according to the student in the annual assessment by clicking on the icon  in the respective row of the requirement, for example:

Komentář pro roční hodnocení k: AXCJSPE08 - Kognitivní lingvistika [předmět]

* Povinnost: ☐ --- ☒ splněna

Kód předmětu: Kognitivní lingvistika [AXCJSPE08]

* Akademický rok: 2016/2017 ▼ ↕

Semestr: ☒ žádný ☐ zimní ☐ letní ☐ oba

Komentář: Zkoušku jsem splnila 15.9.2017, výsledek zatím nebyl zapsán do SIS.

If the status of certain items fulfilled in the past is *fulfilled according to SIS* but not *fulfilled according to the student*, a collective adjustment can be made by clicking on the button in the lower part of the form:

Student akce:

proved

označit povinnost za splněnou dle studenta pokud je splněna dle SIS

předat hodnocení školiteli a adrese [harm](#)

It is not necessary to comment on requirements that are to be fulfilled in the future. **For requirements that should have been fulfilled this year or in the past, you must explain in a commentary what obstacles prevented you from performing the requirement and then change the year of fulfilment to the future, i.e. 2020/21.** This commentary is a request for postponing fulfilment of the requirement until a future academic year and a traditional written request is not necessary, for example:

Komentář pro roční hodnocení k: AXCJSPE03 - Písemná práce [předmět]

* Povinnost: ☒ --- ☐ splněna

Kód předmětu: Písemná práce [AXCJSPE03]

* Akademický rok: 2017/2018 ▼ ↕

Semestr: --- zimní ☐ letní ☐ oba

Komentář: 2017/2018

Plánovanou písemnou práci z české versologie jsem letos nemohla dopsat, neboť mi byla diagnostikována metrofobie. Prosím tedy o její odklad na další akademický rok, kdy by se můj stav měl podle posudků lékařů zlepšit.

A commentary for a requirement may be deleted by clicking on the icon .

Note: If you have not fulfilled some of the requirements planned for this academic year due to the extraordinary measures taken in reaction to the COVID-19 pandemic, please add this information to the commentary for the specific requirement.

III. Professional activities


Professional activities are specific types of requirements. These activities are recorded in your ISP in the following manner: in older study plans, using the requirement with the general title *Professional Activities I, II*, etc. (1) and also the virtual requirement *Overall fulfilment of*

professional activities (2); in newer study plans, using professional requirements of a specific type (e.g. Professional Publications, Internships Abroad).

In both of the cases mentioned above, fulfilment of the professional activities should be demonstrated by adding a) specific records of publications and conferences that can be imported from the bibliographical information system OBD (thanks to which you will have them listed as an addendum to your diploma after completing your studies); b) records of grants from the Grants and Projects application; c) records of internships entered in SIS in the module *Record of Internships* and records of teaching activity recorded in SIS.

In order to import information on publications and conference papers from OBD, you must first create and process the records in OBD to a state where they are “complete”, i.e. not only in progress. The records are transferred from OBD to SIS twice a day, thus you should keep the delay in mind. If you have any questions relating to work with OBD, please contact the faculty administrator for this database, Iva Kalendovská (iva.kalendovska@ff.cuni.cz). More information on OBD can be found at <https://www.ff.cuni.cz/knihovna/bibliografie/obd/>.

Grants are offered from the records of projects maintained on a continuous basis (internal grants, GAUK, GAČR, PRVOUK, PROGRESS, etc.), which are managed by the Grant Office.

Internships are entered in the module  *Records of internships*. When entering a new internship, the institute that guarantees the branch of study is selected. You must then select the manner of financing (usually *another form of internship*), the country (or university abroad), and the term of the internship.

As pedagogical activity, you can add the following:

- a) Instruction of a course for which you are listed in SIS as the instructor,
- b) Managing or reviewing a qualification thesis.

Under the overview of the requirement is a bar to *add an additional requirement*:



A *course type* requirement is selected from the list of courses taught. This variation can be used, for example, in cases where you request a change to a language exam requirement, and you can then fill in the new preferred language.

A *publication, conference type* requirement is good to add after you have entered the detailed information in the OBD bibliographic system. Data on the saved records (i.e. not incomplete) are transferred to SIS from OBD twice a day, so you should keep the delay in mind.

A *publication, conference, grant type* requirement can be created so that, when editing a new requirement, you select a specific record from the list of available items. There is no need to fill in the name and description.

Editace povinnosti

* Název publikace:

Upřesnění povinnosti:

Maximální délka 2500 znaků, zadáno 0, zbývá 2500.

Akademický rok:

Semestr: ☒ žádný ☐ zimní ☐ letní ☐ oba

Párování povinnosti

	Typ publikace	Název
<input type="radio"/>	článek v časopise	STOPKOVÁ R., STOPKA P., JANOTOVÁ K., JEDELSKÝ P. Species-speci
<input type="radio"/>	článek v časopise	RUSU A., KRACKOW S., JEDELSKÝ P., STOPKA P., KOENIG B. A qualita
<input type="radio"/>	článek v časopise	DANISOVÁ K., JANOTOVÁ K., JEDELSKÝ P., STOPKA P. Urinary lipoca
<input type="radio"/>	článek v časopise	DOLEČKOVÁ K., KASNY M., MIKES L., CARTWRIGHT J., JEDELSKÝ P., So
<input type="radio"/>	článek v časopise	HONYIS D., RENAK D., FEČKOVÁ J., JEDELSKÝ P., NESEBÁROVÁ J., Dob
<input type="radio"/>	článek v časopise	DRASTIČOVÁ Z., BOUROVÁ L., HEJNOVÁ L., JEDELSKÝ P., SVOBODA P.,
<input type="radio"/>	článek v časopise	ARNOŠTOVÁ P., JEDELSKÝ P., TOMÁŠ S., ŽURMANOVÁ J. Electrophore
<input type="radio"/>	článek v časopise	HAGEMEYER P., BEGALL S., JANOTOVÁ K., TODRANK J., HETH G., JEDE
<input checked="" type="radio"/>	článek v časopise	JEDELSKÝ P., DOLEŽAL P., RADA P., PYRIH J., ŠMID O., HRDÝ I., ŠEDIV

Records linked to already existing requirements are marked with an “x”. After selecting an item from the list, the field for editing the name and description of the requirement disappears:

Editace povinnosti

Akademický rok:

Semestr: ☒ žádný ☐ zimní ☐ letní ☐ oba

Párování povinnosti

	Typ publikace	Název
<input checked="" type="radio"/>	článek v časopise	STOPKOVÁ R., STOPKA P., JANOTOVÁ K., JEDELSKÝ P. ISSN 0098-0331.
<input type="radio"/>	článek v časopise	RUSU A., KRACKOW S., JEDELSKÝ P., STOPKA P., Ko

You should fill in the *academic year*. Mark the *semester* as “none”.

For ease of orientation, a display of updates is added to SIS in the ISP module that informs you when you have available items for pairing up conference, publication, grant, and internship type requirements.

Hledat
Detail
Hodnocení plnění ISP



Máte minimálně jednu položku typu konferenční příspěvek, která se přenesla z OBD a zatím není napárována na povinnost v individuálním studijním plánu.

Concerning (1). In the case of the requirement *Professional activities I, II*, etc., your task after clicking on the icon is to indicate whether the requirement is, in your opinion, fulfilled or unfulfilled. If it is not fulfilled, you explain in the commentary the reasons for not fulfilling it. If it is fulfilled, you indicate in the commentary how it was fulfilled, either by referring to a

publication/conference/internship/grant according to point (2) or by a description for activities of another type (e.g. organization of a conference).

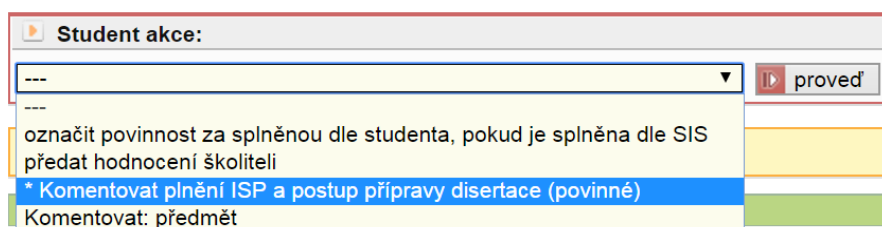
Concerning (2). You are required to fulfil the professional activities only until you have completed the minimum requirement set for these activities in your branch of study for the entire duration of your studies (a detailed description of this requirement can be found in the study plan of your branch of study available on the web page plany.ff.cuni.cz and also in the ISP in the section *Specific requirements for your branch of study*). If you believe that you have fulfilled the overall requirement for professional activities, mark the requirement *Overall fulfilment of professional activities as fulfilled according to the student*. On this basis, the subject-area board assesses whether it deems the professional activities actually fulfilled overall, and if yes, the chair of the SB marks *Overall fulfilment of professional activities* as fulfilled. We note that *Overall fulfilment of professional activities* is a purely virtual entry in your ISP that does not call for any additional requirements; this is just a technical means for clearly indicating to the subject-area board and the PhD and Academic Qualifications Office that, by fulfilling the requirements Professional Activities I, II, etc. from previous years, you have achieved the minimum overall requirement for these activities, and thus, no longer need to fulfil them. Newer study plans usually do not contain this virtual subject.


IV. Requests to make changes to the ISP

If you would like to request a change relating to exchanging one requirement for another in your ISP, after agreeing with your supervisor, click on the icon  *Request deletion of a requirement from your plan* and then explain in the text of the request why you would like to delete the requirement and what other requirement you would like to replace it with. The subject-area board will then assess your request at its meeting, and if the request is approved, the requirement will be deleted from your plan. If it involves exchanging one requirement for another (e.g. changing languages), you can add a new subject by clicking on *Add a new requirement not included in the study plan*. An item that was incorrectly added can be deleted by clicking on the icon .

V. Entering the summary and submitting the assessment

A necessary requirement is entering the summary for the annual assessment and for progress made towards preparing your dissertation. You can do this by clicking on the dropdown menu and the button to the right in the lower part of the page:



Student akce:	
---	 proved

označit povinnost za splněnou dle studenta, pokud je splněna dle SIS	
předat hodnocení školiteli	
* Komentovat plnění ISP a postup přípravy disertace (povinné)	
Komentovat: předmět	

We highly recommend that you make your comments as detailed as possible – this commentary can be used as a basis for your supervisor and the subject-area board to propose an extraordinary stipend.

After filling in all of the commentaries, you must send the assessment to your supervisor by also clicking on the dropdown menu and the button to the right:

Student akce:

předat hodnocení školiteli

proved

If there are any unfulfilled requirements in the plan that should already be fulfilled, you will be requested to supplement the commentary and move the academic year to the future.

After sending the assessment to your supervisor, you will no longer be able to access the assessment, but if it needs to be corrected or amended, your supervisor can return the assessment to you.

The assessment procedure and results will be displayed on the first page.

Stav plánu ♦♦	Odpovědnost (návrh plánu) ♦♦	Poslední úprava ♦♦	Stav hodnocení (Š/OR) ♦♦	Odpovědnost (roční hodnocení) ♦♦
schválený ISP	-	05.09.2014 00:00	-	-

Stav plánu ♦♦	Odpovědnost (návrh plánu) ♦♦	Poslední úprava ♦♦	Stav hodnocení (Š/OR) ♦♦	Odpovědnost (roční hodnocení) ♦♦
schválený ISP	-	25.08.2014 00:00	návrh RH - 2013 (-/-) 	student ⇒ školitel

Checklist or overview of what you need to do

- 1. I submitted the annual assessment AY 2019/2020 between 1. 9. and 30. 9. 2020** ☐
- 2. I commented on any unfulfilled items ☐
- 3. I added all relevant professional activities ☐
- 4. I requested any changes to the ISP ☐
- 5. I entered the summary for fulfilling the ISP and progress made on the dissertation** ☐
- 6. I submitted the assessment to my supervisor** ☐

Helpful hints

If you are not sure what to do for some of the requirements, choose the relevant situation below:		
Fulfilled according to SIS	Fulfilled according to the student	No action is required.
Not fulfilled according to SIS	Fulfilled according to the student	In the commentary for the requirement, provide details, e.g. the results for fulfilling the requirement have not yet been recorded in SIS.
Not fulfilled according to SIS	Not fulfilled according to the student	<p>If the requirement is planned for a future academic year, no action is required.</p> <p>If this requirement should have already been fulfilled, provide in the commentary for this requirement the reasons for not fulfilling it and move the fulfilment year to the future.</p>
Fulfilled according to SIS	Not fulfilled according to the student	You can correct these items collectively by clicking on <i>Mark requirement as fulfilled according to the student provided it is fulfilled according to SIS</i> and the button to the right in the lower part of the form.