Dear Supervisors,

On 1 September, your students may start the process of submitting information and materials for the annual assessment in SIS. The supervisor may access the assessment as soon as the student completes and submits the assessment (an e-mail will be sent to you announcing this), or in general, this may be done from 1 September to 6 October 2020.

The schedule for the annual assessment is as follows:

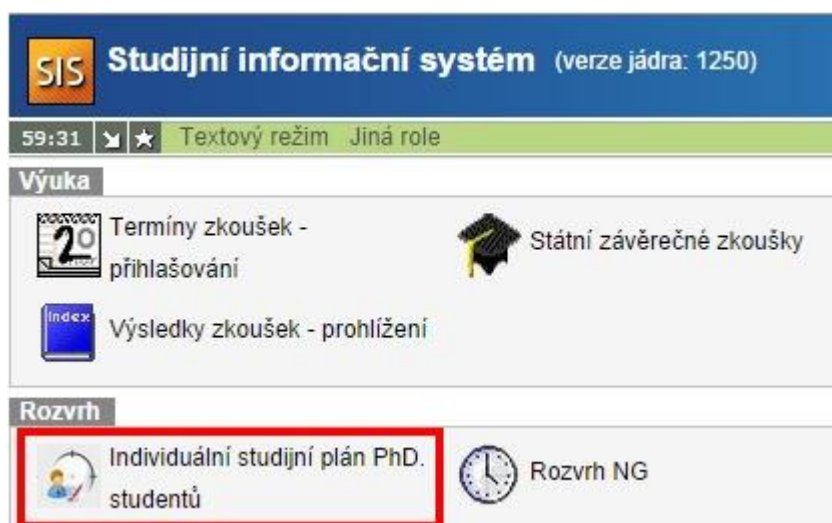| Annual assessment ISP fulfilment		
	start	end
Student	1 Sep	30 Sep
Supervisor	1 Sep	6 Oct
Subject-area board	1 Sep	25 Oct
Programme guarantor	1 Sep	31 Oct

Procedures for the annual assessment in SIS

I. Logging in to the ISP module and displaying the ISP of your PhD students

After logging in to SIS at the address http://www.is.cuni.cz/studium and setting your role to **Instructor (also for registering the results and assessment of PhD students)** from the drop-down menu,

open the module *Individual study plan for PhD students*:

After opening the module, all of the students for which you are listed as supervisor or consultant will be displayed. If needed, you can reduce the number of records with a filter, however, with certain combinations of settings, no results will be displayed.

The study record shows information about the ISP on the left side and information about the annual assessment on the right side:

You may display the electronic ISP in html or pdf format by clicking on the icons on the left-hand side.

In the electronic ISP of students, who are required during their studies to complete a defined number of research activities, the definitions of these requirements are specified according to the subject-area plan. The subject-area conditions are displayed **in the individual study plan**, not in the annual assessment:

Information about the annual assessment is displayed in the right side of the window with the record of all students. You may again display the proposal for the annual assessment in pdf (used only for printing) or by clicking on the blue icon . On each row, the person who has the right to change the annual assessment at that particular moment is displayed on the right. In the example below, it is the student in the first case and the supervisor in the second case:

Every participant in the annual assessment (i.e. the student, supervisor, chair of the subject-area board, or guarantor for old programme) is allotted a specific period for completing the annual assessment. After lapse of the period specified in the schedule, incomplete and/or not submitted annual assessments will be automatically transferred to a higher instance in the assessment process (from student to supervisor; from supervisor to subject-area board). In such a case, you will first need to *take over* the student's annual assessment (if it was not transferred) or *create* it (if the student has not created it, but it is also appropriate to assess it) and either return it to the previous instance or continue without the assessment.

II. Annual assessment: fulfilled and unfulfilled ISP items

After opening the proposal for the annual assessment, structured information about the studies and the individual study plan is displayed.

You can find the list of ISP items with an indication of whether or not they have been fulfilled in the section **Overview of Requirements**. When fulfilment was planned and whether or not they have been fulfilled is displayed for each of the items of the individual study plan. If fulfilment is recorded in SIS, *fulfilled according to SIS* is displayed.

For **fulfilled** items, a student's comments are not required. **Unfulfilled** items (according to SIS) can be declared in the annual assessment as *fulfilled according to the student*. This is a situation where the results have already been recognized but have not yet been entered in SIS. If you would like to record the results of an exam, you can do this in the module *Exam Results* (Exam results are

entered in the virtual index, not the virtual ISP:

For requirements that should have been fulfilled during the current academic year but are not fulfilled according to SIS or are not even marked by the student as fulfilled, the student must explain in a commentary what obstacles prevented the student from fulfilling this requirement. The commentary for an unfulfilled item is considered to be a request for fulfilling the item at a later period. When making the assessment, please consider the gravity of such postponements,

especially whether the postponement still meets the objectives of the study plan (e.g. language should be fulfilled in the 1st to 3rd years, thus it is not a serious problem if it was not fulfilled in the 1st year. On the other hand, the state PhD exam should be done in the 3rd year, so it is a serious problem if it is not fulfilled even in the 5th year.).

If the year of fulfilment has not yet been changed for requirements, then there is no highlighted icon for displaying the overview of fulfilment changes in the column next to name of the requirement:
There is a highlighted icon for requirements that have been postponed:

A commentary is not necessary for requirements whose fulfilment is scheduled in the ISP for future years.

III. Professional activities

Professional activities are specific types of requirements. These activities are recorded in the ISP in two ways: (1a) through the requirement *Professional Activities I, II*, etc. (newer, four-year accreditations list these activities more specifically, e.g. *Publication, Internship*) and also (1b) through the virtual requirement *Overall fulfilment of professional activities* (this item is usually not displayed for the newer, four-year accreditations) and (2) by specific records of publications and conferences that can be imported from the bibliographical information system OBD (thanks to which they will be listed as an addendum to the diploma after completion of the studies), records of grants from the Grants and Projects application, records of internships entered in SIS in the module *Record of Internships*, and records of teaching activity recorded in SIS.

Concerning (1a). Fulfilling the requirement *Professional activities, etc.* is entered in SIS by the **chair of the subject-area board**, typically in relation to the subject-area board meeting discussing the annual assessment. Thus, the requirement will typically be *unfulfilled according to SIS* but will be marked as *fulfilled according to the student* and there will be a commentary explaining how the student fulfilled the requirement. If you would like to comment on the fulfilment or non-fulfilment of this requirement, you may do so in the overall commentary for the annual assessment.

Concerning (1b). Students are required to fulfil the professional activities only until they have completed the minimum requirement set for these activities in the branch of study for the entire duration of the studies (a detailed description of this requirement can now be found in the ISP in the section *Specific requirements for your branch of study* – see above). If a student believes that they have fulfilled the overall requirement for professional activities, the student marks the requirement *Overall fulfilment of professional activities as "fulfilled according to the student"* and you have the opportunity once again to comment on this in the overall commentary. On this basis, the subject-area board then assesses whether it deems the professional activities actually fulfilled overall, and if yes, the **chair of the subject-area board** 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 Research Office that, by fulfilling the requirements *Professional Activities I, II,* etc. from previous years, the student has achieved the minimum overall requirement for these activities, and thus, no longer need to fulfil them.

Concerning (2). Connecting to the bibliographical database OBD allows you to display bibliographical information about publications/conference papers. The students may add these as separate rows in the assessment and thus request that they be added to the individual plan. This addition will be confirmed by the subject-area board. You do not need to do anything with the entries. However, if you believe that an entry should not be a part of the ISP or that it is not relevant for the student's PhD studies, you have the option of stating this in the overall commentary for the annual assessment.

Detailed bibliographical information is displayed in the description of the requirement and also in the details for pairing by clicking on the icon 🖨 on the right side. Be careful with the icons on the left side. These are used to delete and edit the record.

| | | publikace | | Sága o plášti | | 2014/2015 | letní | | splněno | nesplněno | překlad v časopise Plav | | 2014/2015 |
| | | konference | | 6th Demographic Conference of Young Demographers | | 2014/2015 | letní | | splněno | splněno | konferenční příspěvek (Female Roles in Medieval Scandinavia) | | 2014/2015 |

IV. Requests to make changes to the ISP

Students have the option of requesting a change in the ISP, which will be discussed by the subject-area board. A request could look like the following (an example of a request for removing an item that was rejected because it is in conflict with the study plan):

| | | předmět | AX0007305 | Obhajoba dizertační práce | | 2014/2015 | letní | | | nesplněno | **Žádost:** Text odůvodnění žádosti o vyjmutí povinnosti. | | 2012/2013 |

You may add a comment to a request for removing or changing a requirement in the overall commentary. This will typically involve removing an item that was optional in the ISP (it was not required in the study plan) or exchanging one of the requirements for another requirement (if, for example, it is demonstrated during preparation of the topic that the student needs to take a different exam than what was initially agreed with the supervisor when creating the ISP).

V. Overall assessment

The student also submit a summary for the annual assessment, which you can find under the item:

As supervisor, you have the option as a part of the annual assessment to return the proposal to the student to be supplemented or corrected by using the drop-down menu and button on the lower left side of the window:

An **essential part** of the assessment is to fill in the commentary and **select a letter grade** by once again using the drop-down menu and button :

In addition, we ask you to bear in mind during the assessment that fulfilment of certain requirements could be complicated or even prevented by the extraordinary measures taken in response to the COVID-19 pandemic. If the extraordinary measures have affected the fulfilment of their ISP, students have been instructed to add this fact to the commentary for the specific unfulfilled requirement.

During the assessment, you should also take into account last year's annual assessment, which you can now easily find in SIS in the section *Previous annual assessment for fulfilling the ISP*. A big advantage of the electronic assessment in SIS is that it allows you to follow the overall progress of a student's studies and thus to evaluate, for example, whether a student has not fulfilled a certain requirement for the first time or repeatedly:

In this context, we would like to gradually move in the direction of a more nuanced grading of the annual assessment at the Faculty of Arts than what the Code of Study and Examination currently offers. While a student can be officially evaluated by only A/B/C, in practice, a more accurate differentiation would be needed with respect to the grade of "B", which now covers an overly wide range of cases. We would, therefore, be happy when giving the grade B if you could be more specific **in your commentary** on this assessment and **would state whether it concerns a pure B, a B+, or a B-**. This differentiation should follow the criteria below:

A. The grade A means that **the student fulfils all exams and demonstrates regular work on the dissertation, or perhaps has not fulfilled a requirement, but has fulfilled another requirement in its place**. If the student does not fulfil a requirement and does not replace it with another requirement, an A may be given to the student only if there is a serious reason for not fulfilling the requirement (e.g. health).

B. When giving the grade B, three levels should be distinguished in the commentary:

   B+ **The student has postponed one requirement for the first time** (whether it be an exam or work on the dissertation) to another academic year, but this does not pose any problem to progress with respect to studies;
   B   **The student postpones more than one requirement or postpones one requirement repeatedly**, which is a warning signal for successful progress with respect to studies;
   B- **The student repeatedly postpones more than one requirement.** The grade of B- should only be given once. If significant improvement does not occur in the following year, the student receive a C.

C. A student is given the grade C either **when fundamentally not fulfilling several requirements at one time** (typically the student does not communicate with the supervisor and has not fulfilled most of the requirements) or **when repeatedly not fulfilling several requirements** (typically when significant improvement has not occurred after receiving the grade of B-).

The same as last year, a student may be nominated for an extraordinary scholarship. If the faculty has the respective financial resources, it is possible to generate a list of students for paying out the extraordinary scholarship. In accordance with the valid regulations, a scholarship may be granted only to students with an annual assessment grade of A. At the discretion of the Faculty, a scholarship could also be granted to a student with an assessment of B+, or part-time students. We are aware that the grading scale may not always reflect all of the differences relating to fulfilment of the study requirements. For this reason, we have introduced a tag that can be used to nominate a student for a scholarship in the event that extraordinary scholarships are paid out. In the commentary for the student's assessment, write **#extraordinaryscholarship**. Do not change the tag in any way, as students with this designation will be automatically generated after the annual assessment, and this list of students will eventually be used for paying out extraordinary scholarships.
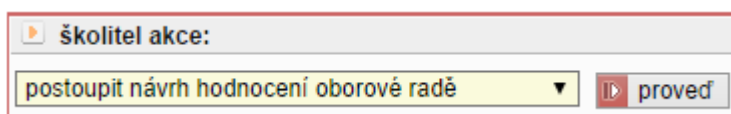
A new feature this year is the possibility of **proposing an extraordinary assessment** for a student during the following spring semester. The extraordinary assessment should be used to check a student's progress in their studies and should be proposed, for example, when controlling interrupted or in some way problematic studies. If you would like to use extraordinary assessment, then enter the tag **#EAS** in the commentary for the assessment.

After the annual assessment, a list of students nominated for an extraordinary assessment will be generated at the beginning of 2021 and then sent to the chairs of the subject-area boards. Nominating a student for an extraordinary assessment does not require that the assessment be carried out, but just makes the extraordinary assessment possible. In addition, students whose interruption of studies ended on 30 September 2020 and who have not been assessed will be included on the list.

The supervisor and chair of the subject-area board must make the assessment from their role in SIS using their personal password.

VI. Completing the assessment

The assessment is completed and submitted to the subject-area board by selecting the third option from the drop-down menu on the lower left side of the window:

You should complete the assessment in this manner for all of your students.

Checklist or overview of what you need to do

1. I checked the fulfilment of requirements for the student ☐

2. I recorded all fulfilled exams in SIS (module *Exam results*) ☐

3. I proposed the assessment grade of A, B, or C ☐

4. I filled in the commentary, including any proposal for an extraordinary scholarship and differentiated the grade of B (B+/B/B-) ☐

6. I submitted the annual assessment to the subject-area board ☐