Electronic Individual Study Plan of PhD students – Annual Assessment of ISP Instructions

1. Login in SIS (Student Information System)

At https://is.cuni.cz/studium you access the SIS with your login or with UKČO (number below your photo on the student card). Detailed information how to get a new password, CAS (Central Autentication Servis) for accessing the SIS is available at https://ldapuser.cuni.cz/language/switch?lang=en

In case of need the officers at the Department of Science and Research will help you:

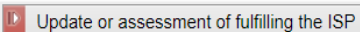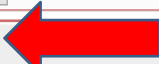*Barbora Stachová (tel. 377 593 467), Daniela Vyzrálová (tel. 377 593 466) or the SIS administrator Lenka Křikavová (tel. 377 593 417).*

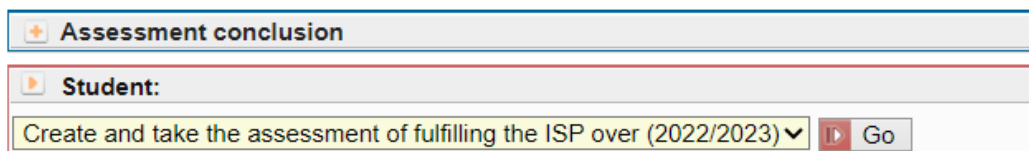IMPORTANT - you need to choose the role of STUDENT (not Teacher or Supervisor).

2. Creation of the Annual Assessment

In the SIS choose the icon **Individual Study Plan** of PhD students in the section concerning the information about your studies. If the plan exists already, there are the icons for showing or editing and for a preview and printing in pdf. On the right side you will find similar icons related to the annual assessment which will appear at the moment when the assessment is already created.

Click on the icon on the left side and the study plan will appear. At the bottom of the page click on **"Update or assessment of fulfilling the ISP"**.

Then you choose the year of the assessment - **the current year (2022/2023)** and click on "Go". The completed courses will be automatically coupled and marked as fulfilled (there is no need to make any further action).
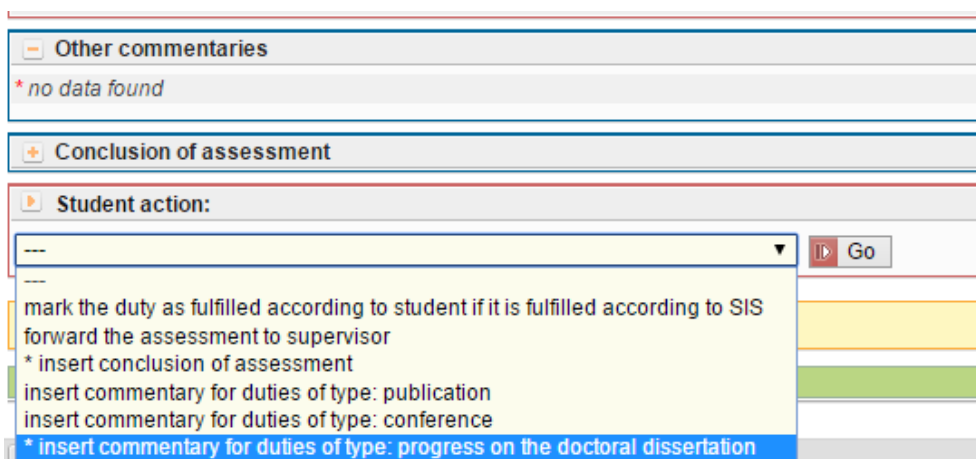

3. Editing of the assessment and modification of the study plan

After creation of the annual assessment you may choose to:

• **comment on the progress on the dissertation (obligatory)**

• **couple the duties of the ISP with the completed courses (recommended – proves the fulfilment of the course)**

• add a new course in the study plan

• add other types of duties in the study plan – e.g. conference, publication

• insert commentary on the selected duties – **mainly the ones that are not fulfilled; they should be transferred into the following year**

• apply for removal of a duty from the plan

• **insert the conclusion of assessment of the fulfillment of ISP for the academic year 2022/2023 (obligatory)**

Progress on the Doctoral Dissertation

At the lower part of the screen in the section **Student action** choose the option **"insert commentary for duties of type: progress on the doctoral dissertation"**

A window for inserting text will appear. You summarize briefly the progress on your dissertation and add it to the annual assessment by clicking on "Save".

Coupling the duties of the ISP with the completed courses and with the records in OBD (recommended – clearly proves fulfillment of the course)

Click on "+" beside the option **List of duties**

A list of your courses, publications or planed conferences will appear. By clicking on the icon [icon] for the fulfilled duties you will be able to add a comment on the fulfillment of this duty. Using the same icon you can couple your publications with the data recorded in OBD, which is offered automatically. You will choose the option "fulfilled". Check whether it was coupled with the right course and click on "Save".

If there is a course planned for the assessed year, which you have not fulfilled, it is recommended to transfer its fulfillment into the following year and to give a reason of this transfer in the commentary. This can be done also by the icon ✎. The window for commentary on the course will open.

You choose "Duty - unfulfilled" and the academic year when you would like to fulfill the duty. Give the reason of the non-fulfillment in the commentary.

Please note that if you have duties planned for the assessed year which are not fulfilled or transferred, the Supervisor and the Chair of the Subject-Area Board are notified automatically by the SIS and then it is not recommended to grade the student by A. It is therefore advisable to put the reason of why the duty has not been fulfilled.

Don't forget to submit documents concerning the completion of the courses to your study officer, so that they can be coupled during the annual assessment with the courses (ideally before you create the annual assessment).

When coupling **publications** (it is possible only if the publications are recorded and "accepted" in the OBD. The name of the publication will show **automatically** in the name of the duty, according to the norm, e.g.:

článek v časopisu
Dvořák P., Lysák D., Vokurka S., Michalová K., Šárová I., Jonášová A., Hrubá M., Rykovská A., Šubrt I. The translocation t(2;11)(p21;q23) without MLL gene rearrangement-a possible marker of good prognosis in myelodysplastic syndrome patients. *Hematological Oncology*, 2014, vol. 32, s. 82-86. ISSN 0278-0232.

It is advisable to add whether it is a journal with IF.

Conclusion of assessment of the fulfillment of ISP for the academic year 2022/2023
This step is necessary for the submission of the plan to the Supervisor. Choose the appropriate option as showed below and summarize the course of your studies like in the case of the dissertation progress.

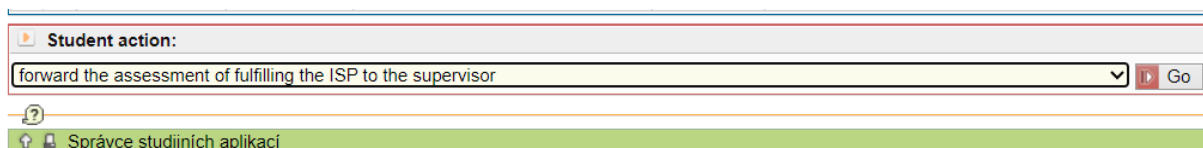## 4. Submission of the annual assessment to the Supervisor

Check once more the annual assessment of the plan before submitting it to the Supervisor. You may also display it in pdf by using the icon . The submission is done in the section **Student action** (as showed below).

The Supervisor is notified about the submission by email. It is possible that he/she requires further specification or additional information. In this case the responsibility will be transferred back to the student who is also informed by email. The information about further requirements of the Supervisor will appear in the lower part of the heading of the annual assessment. Similarly, the Chair of the Subject-Area Board may also return the annual assessment to the student for further specification and modification. After completing these requirements the student must submit it once again to the Supervisor.