Operations related to the annual assessment in IS Study (student)

1) Once logged in to the Student Information System (<u>www.is.cuni.cz/studium</u>), click the icon "Individual study plan for PhD students".

Education							
List of advisors	20 Examinations terms ²	Final Exams	Dotaznik	Subjects and schedule registration	Subjects	Study group roster	2
Summary or exam results							
Time-table							
Individual study plan for PhD students	Schedule NG						
Admission process							
Study application form staz	Admission	Admission requirements	Study application form	Admission procedure status			
Utils							
Committees	nozcestník	Invitations for state exams					
Noneducational agenda							
Official journey registration	Central catalogue	E-resources Portal	WhoIS NG				

2) Use the link "Annual assessment of fulfilling the ISP" in the plan detail to open the detail of the annual assessment, and create the assessment form for the given academic year.

Plan Detail. ■ archive		Annual asses	Annual assessment of fulfilling the ISP in academic year 2015/2016					
Student: John Nowak (ID: "464447")		• Student:	Student: John Nowak (ID: "464447") ▲					
		 SAB Chair 						
🕒 SAB Chai	: doc. PhDr. Jiri	Subrt, CSc.	 Supervisor 	r (16.09.2015 - 3	0.10.2015): doc. PhDr. Jiří Subrt, CSc.			
• Supervisor	(16.09.2015 - 30	.10.2015): doc. PhDr. Jiří Šubrt, C Sc.	 Supervisor 	r (30.10.2015 - s	tays): Mgr. Karel Cerný, Ph.D.			
• Supervisor	(30.10.2015 - sta	avs): Mar. Karel Černý, Ph.D.	Advisor (1	Advisor (16.09.2015 - stays):				
	00.2045	-)-	State of the	State of the Plan (ID: "11558")				
Advisor(1	0.09.2015 - stays	8);	 Status of a 	Status of annual assessment in academic year 2015/2016				
State of the Plan (ID: "11558")		Previous a	Previous annual assessments of fulfilling the ISP					
History of reasons for returning the individual study plan		History of	History of reasons for returning the assessment of ISP					
Dissertation and progress on the dissertation		👲 Dissertatio	on and progress	on the dissertation				
Course of study		- List of duti	- List of duties					
List of dut	 List of duties 		Ture	0.4	THE 444.00			
			00	000	00			
Type 상승	Code O O	Title, details	Course	YDHA004	Doctoral Seminar II.			
Course	YDHA004	Doctoral Seminar II.	Course	YDH002	Methods and Techniques of Historical Sociology			
Course	YDH002	Methods and Techniques of Historical Sociology	Conference		Conference Berlin			
Conference	Conference Berlin			Description				
Description		💽 Other com	Other commentaries					
Duties specific for the branch		Conclusion	Conclusion of assessment					
		Student:	• Student.					
Annual assessment of fulfilling the ISP 1.		Create annual	Create annual assessment for the academic year2015/2016					
			No Hocks					

- 3) The following operations are possible in the annual assessment:
- a) to mark duties that are enrolled in as complete / incomplete, and add verbal comments;
- b) to suggest changes in the individual study plan (request to add/remove duties).

,			• •				•	
_ List of duties	Edit/delete comment to duty.							88
D D Type Code Tipe details	Request to remove duty.		D Ac. year	Semester to #	ifilment Fulfilment cording according student to SIS	Commentary on annual assessment	Information about course of study	(2) Year of insertion
VDHA004 Doctoral Seminar II.	Cancel your request to remove duty.		2016/2017	Winter Par	ssed passed	comment	("coupled duty").	2015/2016
VDH002 Methods and Techniques of			2016/2017	Summer	(Not- passed)	Request: Test	Information about course of study (given	2015/2016
Politics, Power and Internatio	Delete new added duty. Add a new duty		2018/2019	Summer	Not- passed		by student).	2015/2016
Conference Conference Berlin Description	Aud u new uddy.		2017/2018	Winter	Not- passed		Comment of student to duty.	2015/2016
Add a new duty not listed in the study plan	on O Publication O Conference O internship O Course	Other D Add duty					L	

4) The form to enter a comment related to the completion of duties:

Commentary for annual assessment to: YDHA001 -	Theoretical Conceptions of Historical Sociology [Course]	
* Duty: Onot assessed Not-passed F Course Code: Theoretical Conceptions of Historical Soc	Passed Mark duty as complete / incomplete.	
* Academic Year: 2015/2016 V		
Term: ONone OWinter OSummer O	Both Enter your comment (recommended in cases of	
Commentary: comment	incomplete duty in the given year).	
	"Coupling of duties" - student has option to couple an enrolled duty with an enrolled course from course list. An publication can be coupled by the same procedure.	
Max length 1300 characters, typed 10, 1	segretmaining.	
Coupling the duty		
Code Cod	le	Academic year
YDHA001 The	oretical Conceptions of Historical Sociology	2015/2016
 do not couple 		
T Save		

5) To add a duty (such as a course), select it from the list of courses offered by the faculty. To confirm your selection, click "Save". Other kinds of duties are selected in a similar way; instead of a specific course, the student will fill out the relevant text boxes.

Plan Detail,	Student In	formation System – Torch		• • × •)					
Student: John Nowak (ID: "464447") ▲ SAB Chair: doc PhDr. Jiří Šubt C Sc		A https://metis.ruk.cuni.cz/studukp1/eng/lib/dialog_predmet.php?id=e126							
	Searching:Course Code								
• Supervisor (30.10.2015 - stays): Mgr. Karel Černý, Ph.D.	Faculty:	Faculty of Humanities	• \$						
Advisor (16.09.2015 - stays):	Department	Department PhD Historical Sociology (24-DHS)							
State of the Plan (ID: "11558")	Name:								
Edit the duty	Code:								
* Course Code:		E Search							
* Academic Year: 🔜 🕴 🗸				Foculty					
Term: None Winter Summer Both		Theoretical Conceptions of Historical Sociology	24-DHS	FHS					
Save Do NOT save and go back	YDHA002	2 Methods and Techniques of Historical Sociology	24-DHS	FHS					
	YDHA00	3 Doctoral Seminar	24-DHS	FHS					
Enter Course Code er eliek en	YDHA004	4 Doctoral Seminar II.	24-DHS	FHS					
browse button to search for a	YDHA00	Culture and Commonness in the Perspective of History and Sociology	24-DHS	FHS					
course (there you can select a	YDHA006	Politics, Power and International Relations in the Perspective of History and Sociology	24-DHS	FHS					
course from the list by the green	YDHA007	Modernisation and Modernisation Process	24-DHS	FHS					
arrow on the left).	YDHA008	B Foreign Language	24-DHS	FHS					
	YDH001	Theoretical Conceptions of Historical Sociology	24-DHS	FHS 🔻					

6) In the comments, the student can express his/her view on each type of duties. The necessary step, before the annual assessment proposal is submitted to the supervisor, is to add the "insert conclusion of assessment"; other comments are obligatory or voluntary based on the regulations of each faculty.

	Publication O
mark the duty as fulfilled according to student if it is fulfilled according to SIS forward the assessment to supervisor * insert conclusion of assessment	
insert commentary for duties of type: Course insert commentary for duties of type: Conference	
* insert commentary for duties of type: progress on the doctoral dissertation	Proceed
-0	

7) Once the proposal of the assessment is submitted to the supervisor, the student cannot further edit the annual assessment. If the supervisor returns the annual assessment to the student for changes or completion, the responsibility goes back to the student, and the relevant items can be edited again.

e assessment forwarded to the supervisor supervisor notified by an e-mail
Annual assessment of fulfilling the ISP in academic year 2015/2016
💽 Student: Morad Vaisibiame (ID: "464447") 🛆
Image: SAB Chair: doc. PhDr. Jiří Šubrt, C Sc.
Supervisor (16.09.2015 - 30.10.2015): doc. PhDr. Jiří Šubrt, CSc.
💿 Supervisor (30.10.2015 - stays): Mgr. Karel Černý, Ph.D.
Advisor (16.09.2015 - stays):
Image: State of the Plan (ID: "11558")
Status of annual assessment in academic year 2015/2016
Academic Year: 2015/2016
State: Proposal
Responsibility: Supervisor
Preceding responsibility: Student
Change: 16.05.2016
Annual Assessment Proposal in PDF form: 🔎

Previous annual assessments of fulfilling the ISP