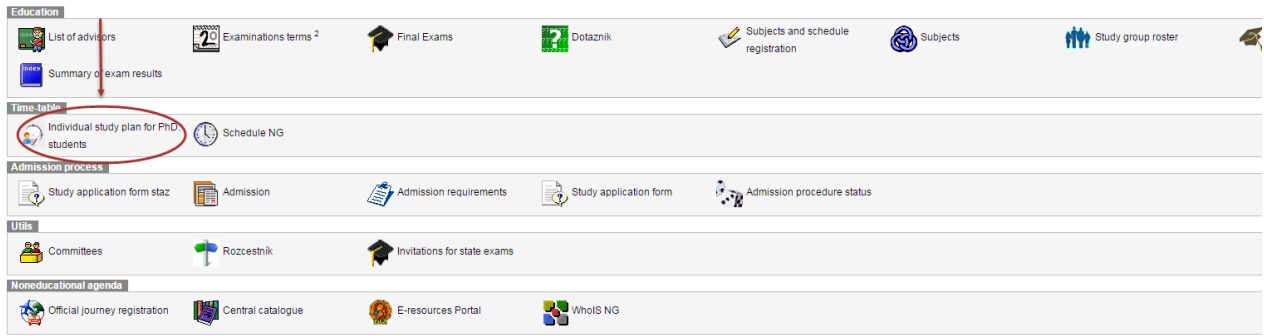
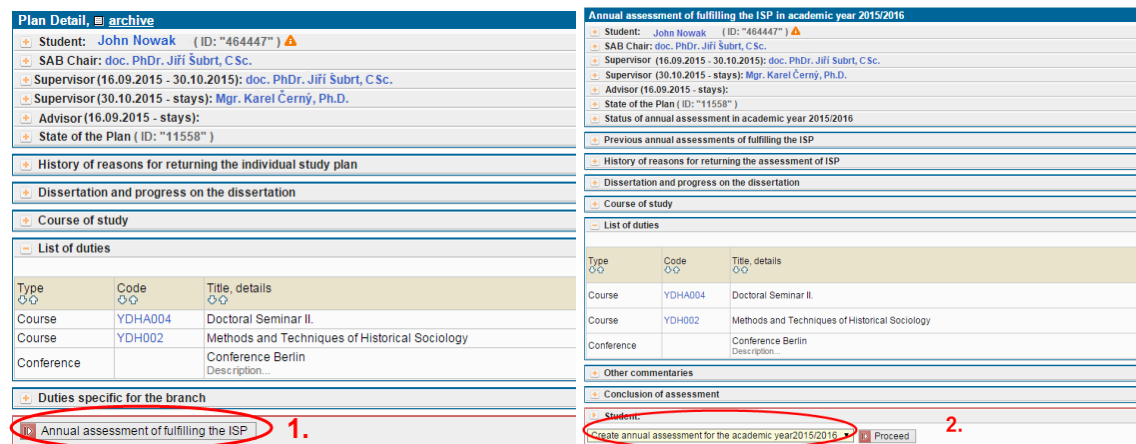


Operations related to the annual assessment in IS Study (student)

- 1) Once logged in to the Student Information System (www.is.cuni.cz/studium), click the icon “Individual study plan for PhD students”.

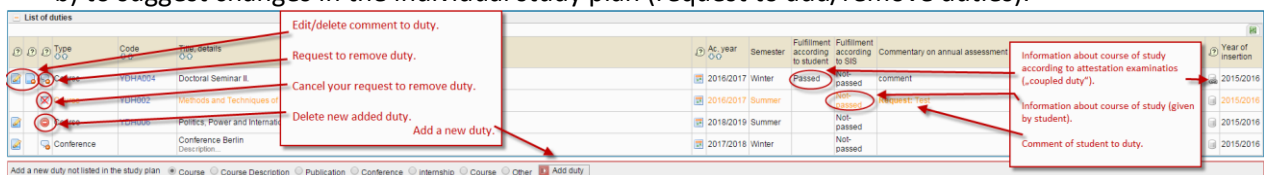


- 2) Use the link “Annual assessment of fulfilling the ISP” in the plan detail to open the detail of the annual assessment, and create the assessment form for the given academic year.



- 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).



- 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: not assessed Not-passed Passed

Course Code: Theoretical Conceptions of Historical Sociology [YDHA001]

* Academic Year: 2015/2016

Term: None Winter Summer Both

Commentary:

Max length 1300 characters, typed 10, 1290 remaining.

Mark duty as complete / incomplete.

Enter your comment (recommended in cases of 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.

Coupling the duty

Duty	Code	Academic year
<input checked="" type="radio"/>	YDHA001	Theoretical Conceptions of Historical Sociology
<input type="radio"/>	do not couple	

- 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, archive

Student: John Nowak (ID: "464447")

SAB Chair: doc. PhDr. Jiří Šubrt, C.Sc.

Supervisor (16.09.2015 - 30.10.2015): doc. PhDr. Jiří Šubrt, C.Sc.

Supervisor (30.10.2015 - stays): Mgr. Karel Černý, Ph.D.

Advisor (16.09.2015 - stays):

State of the Plan (ID: "11558")

Edit the duty

* Course Code:

* Academic Year:

Term: None Winter Summer Both

Enter Course Code or click on browse button to search for a course (there you can select a course from the list by the green arrow on the left).

Student Information System – Torch

https://metis.ruk.cuni.cz/studukp1/eng/lib/dialog_predmet.php?id=e126

Searching: Course Code

Faculty: Faculty of Humanities

Department: PhD. - Historical Sociology (24-DHS)

Name:

Code:

Code	Name	Department	Faculty
<input checked="" type="checkbox"/>	YDHA001	Theoretical Conceptions of Historical Sociology	24-DHS FHS
<input checked="" type="checkbox"/>	YDHA002	Methods and Techniques of Historical Sociology	24-DHS FHS
<input checked="" type="checkbox"/>	YDHA003	Doctoral Seminar	24-DHS FHS
<input checked="" type="checkbox"/>	YDHA004	Doctoral Seminar II.	24-DHS FHS
<input checked="" type="checkbox"/>	YDHA005	Culture and Commonness in the Perspective of History and Sociology	24-DHS FHS
<input checked="" type="checkbox"/>	YDHA006	Politics, Power and International Relations in the Perspective of History and Sociology	24-DHS FHS
<input checked="" type="checkbox"/>	YDHA007	Modernisation and Modernisation Process	24-DHS FHS
<input checked="" type="checkbox"/>	YDHA008	Foreign Language	24-DHS FHS
<input checked="" type="checkbox"/>	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.

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

- 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.



- 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")

+ SAB Chair: [doc. PhDr. Jiří Šubrt, C.Sc.](#)

+ Supervisor (16.09.2015 - 30.10.2015): [doc. PhDr. Jiří Šubrt, C.Sc.](#)

+ Supervisor (30.10.2015 - stays): [Mgr. Karel Černý, Ph.D.](#)

+ Advisor (16.09.2015 - stays):

+ 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