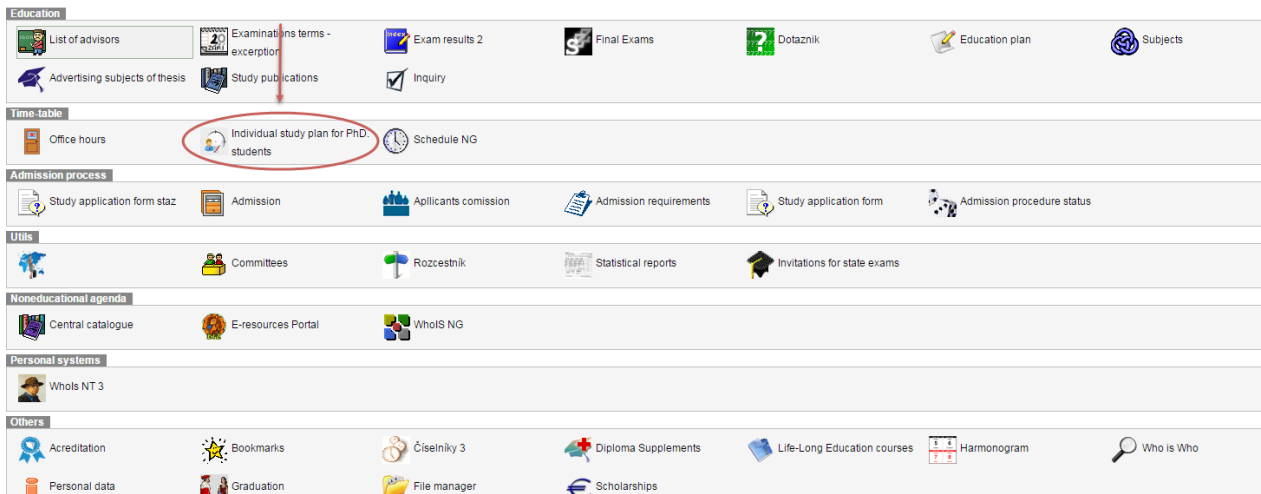**Operations related to the annual assessment of a doctoral student (PhD) in IS Study (supervisor)**

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

2) By entering appropriate data to the filter, find the specific student, students of the selected branch etc. (the offer of items for filtering can be personalized).
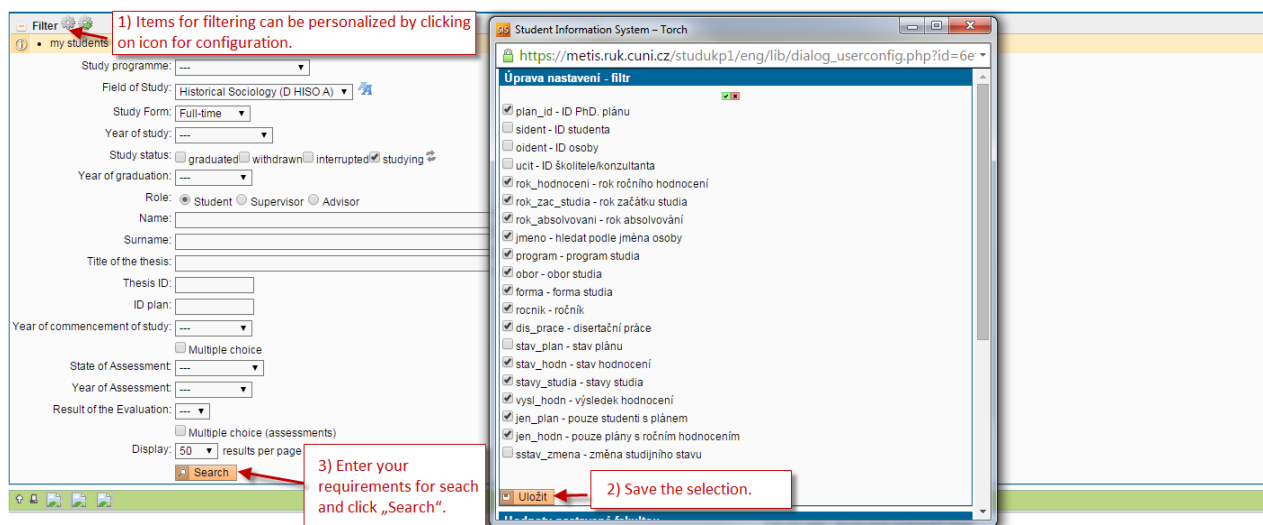
3) The list of students displays the basic information on each student and the relevant annual assessment. For the details on the annual assessment of a specific student, click the icon "Annual Assessment Details".

4) In the detailed view, you can see the current status of completion of duties, as well as the student's comments on the annual assessment proposal. The supervisor is also informed on changes of the approved individual study plan, as suggested by the student (proposals to add or remove duties). The supervisor may comment on the propsal of changes; the approval of the request is the responsibility of the Subject Area Board.
(If the faculty configuration allows it, the supervisor can also edit the information on the completion of the student's duties).

5) The supervisor adds his/her comments on the assessment proposal, and then submits the annual assessment to the Subject Area Board. (If appropriate, the supervisor may return the annual assessment to the student for completion.)

Annual assessment of fulfilling the ISP in academic year 2015/2016
- Student: John Nowak (ID: "464447") ⚠
- SAB Chair: doc. PhDr. Jiří Šubrt, CSc.
- 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):
- 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: 📄

Insert Annual Assessment

Study status	Study status since	Study status untill
studuje	16.09.2015	30.09.2016

Text of assessment

* comment......

Max length 2500 characters, typed 0, 2500 remaining.

Assessment: --- ▼

  A
  B
  C

6) Once the annual assessment is submitted to the Subject Area Board, neither the supervisor nor the student can further edit it. (Before the approval, the Subject Area Board may return the annual assessment to the student or supervisor for changes or completion; then the responsibility shifts, and the relevant items can be edited again.)

• assessment submitted to Subject Area Board

Annual assessment of fulfilling the ISP in academic year 2015/2016
- Student: John Nowak (ID: "464447") ⚠
- SAB Chair: doc. PhDr. Jiří Šubrt, CSc.
- 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):
- State of the Plan (ID: "11558")
- Status of annual assessment in academic year 2015/2016
  - Academic Year: 2015/2016
  - State: Proposal
  - Responsibility: Subject Area Board ←
  - Preceding responsibility: Supervisor
  - Change: Mgr. Karel Černý, Ph.D. 16.05.2016
- Annual Assessment Proposal in PDF form: 📄
- Previous annual assessments of fulfilling the ISP