

Dear supervisors and students,

first of all, I would like to ask you to read the essential information about doctoral studies, which will make it easier for you to orientate yourself in this issue. The most important can be found here: <https://www.lf2.cuni.cz/en/phd/phd-study/essential-information-about-study>

I would also like to emphasize that the doctoral student is obliged to keep personal data in the Student Information System (hereinafter „SIS“) up-to-date and valid (address, telephone, e-mail, bank details, etc.). Therefore, please complete them carefully. If you do not have an account number in the SIS, we cannot pay you a scholarship.

The Individual Study Plan for PhD Students is the module used by students in conjunction with their supervisors to prepare their individual study plans (hereinafter „ISP“). This plan is then passed on by the supervisor to the subject area board (hereinafter „SAB“). At the end of every academic year, the same application is used for an assessment and can also be used to modify the study plan according to current needs.

When creating a study plan it is necessary to maintain the sequence of the following steps:

- the student will create an ISP, and in cooperation with the supervisor will fill out the study plan and describe preparations for the doctoral thesis; general requirements specific for the given field are automatically added to the plan when it is created, it is not necessary to enter individual requirements such as publications, conferences, etc.
- the supervisor will approve the proposed ISP and pass it on to the SAB for assessment and approval.

It is essential that the student completes all data regarding his/her study (ie all sections, in particular: dissertation thesis and the procedure for the preparation of the work, the course of study and an overview of responsibilities), including the annotation of the project as an appendix.

A student who has been accepted to study in a Czech study program must complete an ISP in Czech. Therefore, it is not possible for a student and a tutor to submit an ISP completed in English.

Information on the requirements of individual SABs during the study can be found here: <https://www.lf2.cuni.cz/en/phd/phd-study/phd-programmes-at-the-second-faculty-of-medicine>

The information is continuously updated. We also draw attention to the courses that are published on the DSPB website: <http://dspb.avcr.cz/aktualni-informace.html>

If you do not find everything you need here, please contact the chair of the relevant SAB with a specific question.

Electronic submission of the ISP to the supervisor for approval must be made by the student no later than **November 15, 2022**. It is the supervisor's responsibility to submit the student's approved ISP to the SAB no later than **November 30, 2022**. Once the SAB plan is approved, the Department for Ph.D. Study will print the final version of the ISP and place it in the student's file.

After approval of the ISP by SAB the Department for Ph.D. Study officers will print out the final PDF file with the ISP and place it on the student's file.

The performance of the ISP is subject to a regular annual evaluation, which together with a proper justification is submitted by the supervisor and subsequently discussed and approved by the SAB.

The approved ISP is binding and cannot be changed by the student (even with the agreement of his/her supervisor). It is therefore not possible to "postpone" the completion of individual courses, examinations and defence in the assessment automatically to the next academic year.

In principle, the student must apply for a change of ISP in the annual evaluation for the previous period exclusively via SIS. Changes to the ISP are decided by the relevant SAB. Any change must be justified and supported by the evidence on the basis of which the student is requesting the change of ISP and must be recommended by the supervisor. Once approved by the SAB, these changes become binding.

Otherwise, failure to meet the prescribed obligations is classified as „failed to meet some parts of the Individual Study Plan without serious reasons“ and a determination will be made as to how the student will meet the outstanding obligations and a deadline given for completion.

In the event of any other problems contact SIS administrator Mgr. Marek Ploc (marek.ploc@lf3.cuni.cz). Any questions concerning SIS access should be directed to our department.

Thank you for your time,

PhDr. Marta Hrušková
Head of Department for PhD Study

GUIDELINES FOR CREATING INDIVIDUAL STUDY PLANS (ISP)

The following text describes in detail the individual steps along with SIS screenshots for illustration. As the program is continually being developed, these screenshots may be slightly different than the current version.

1. Logging in to SIS

To log in to SIS, go to <https://is.cuni.cz/studium/eng>, enter your user name, or possibly use your UKČO number (number on student ID under the photograph), and CAS password. To generate (and assess) ISPs, supervisors are assigned the role of **Supervisor** by the Second Faculty of Medicine, instructions for switching roles can be found at https://is.cuni.cz/studium/help/stev/stev_059.png.

The different ways to get a CAS password are described at <https://cuni.cz/UKEN-134.html>. If you have not yet been assigned a role as **Supervisor** for the Second Faculty of Medicine, or you want to know your personal ID number (UKČO), contact the SIS Coordinator.

2. Assignment of dissertation topics by the student

After logging in to SIS click on  **Students thesis**. The topic of the dissertation, which the applicant entered in the study application, will appear. Click on the detail (blue square on the left) to display the thesis data.

- **Thesis title** – is registered in the Title field (immediately check for any typos). Don't forget to also make entries in Czech. The student cannot change the topic or title of his dissertation. If the title/topic does not suit him for some reason during the study, it is necessary to submit a request to change the title/topic of the dissertation, which must be recommended by the supervisor and will be submitted to the SAB for assessment. If the application is approved, the name/topic in the SIS will be changed by the Department for PhD Study.
- **Academic year of topic announcement** – the current academic year is always filled in automatically
- **Type of assignment** – dissertation
- **Thesis language** – we recommend filling this in; A student who has been accepted to study in an English study program should write a dissertation in English. Writing a dissertation in another language is not automatic. The student must submit [an application for a dissertation in a foreign language](#), which will be assessed by the SAB. Only after its approval will the clerk enter the change of the language of work into the SIS.
- **Department** – this is always already filled in depending on the user who is logged in (if you would like to change this, contact the SIS administrator)
- **Supervisor** – filled in automatically

On the green bar there is an item **Editing** (see Fig. 1), which you can click on and fill in the title of the thesis in Czech, key words (in Czech and English) and preliminary scope of work in Czech and English (data from the application annotation can be used; briefly: 3-5 sentences are sufficient).

- **Advisor** – If a student wants to have an advisor in addition to the supervisor, he/she must ask for one. See the advisor assignment [request form](#). The request must be duly substantiated, signed by the supervisor and the proposed advisor. It will then be referred to the SAB for discussion. If the SAB advisor has not been approved, it cannot be entered into the student's ISP. The approved advisor is entered into the SIS by the Department for PhD Study.

Don't forget to save all changes into the database – the **Save** button is at the very bottom of the page.

The screenshot shows the 'Edit work' form in the SIS system. The form is divided into several sections:

- Thesis title in Czech:** Náдоры asociovaní s dlouhodobou epilepsi: elektroklínická a genetická korelace
- Thesis title in English:** Long - Term Epilepsy Associated Tumors: Electroclinical and Genetic Correlations
- Thesis language:** English
- Key words:** nízkostupňové nádory mozku, epilepsie, dětství, genetika, výsledek
- English key words:** low-grade brain tumors, epilepsy, childhood, genetics, outcome
- Preliminary scope of work:** Náдоры asociovaní s dlouhodobou epilepsi (Long-term Epilepsy Associated Tumors - LEAT) jsou pomalu rostoucí mozkové nádory nízkého stupně s vysokým výskytem farmakoresistentní epilepsie. LEAT zahrnují široké spektrum gliových a glioneuronálních typů nádorů, z nichž nejčastější jsou dysembryonální neuroepitelální tumory (DNET) a gangliogliomy (GG). Dalšími typy LEAT jsou pleomorfní xantastrocytomy, angiocentrické gliomy, papilární glioneuronální tumory, extraventriculární neurocytomy a tumory s hybridními charakteristikami (např. DNET + GG). LEAT mohou být přítomny v kombinaci s dalšími strukturálními patologickými nálezy, jako jsou fokální kortikální dysplazie, jiné typy kortikálních migračních poruch a hipokampální skleróza. Na rozdíl od jiných etiologií epilepsie (např. fokální kortikální dysplazie) nejsou elektroklínická a genetická charakteristika LEAT dosud dobře známy, i když představují celosvětově druhý nejčastější histologický nálezy v epileptochirurgii. V našem projektu plánujeme objasnit tuto otázku s důrazem na korelace mezi histologickým nálezem a intrakraniálním EEG, elektroklínickými rozdíly mezi různými typy LEAT a charakterizací genetických nálezu (na somatické a germinální úrovni) v korelaci s elektroklínickým obrazem a pooperačním výsledkem.
- References:**
 1. Giulloni M, Marucci G, Pelliccia V, et al. Epilepsy surgery of "low grade epilepsy associated neuroepithelial tumors": A retrospective nationwide Italian study. *Epilepsia*. 2017; 58(11): 1832-1841. doi:10.1111/epi.13866
 2. Radhakrishnan A, Abraham H, Vilentzen G, et al. Surgery for "Long-term epilepsy associated tumors (LEATs)": Seizure outcome and its predictors. *Clin Neurol Neurosurg*. 2016;141:98-105. doi:10.1016/j.clnu.2015.12.020
 3. Fallah A, Weil AG, Sur S, et al. Epilepsy surgery related to pediatric brain tumors: Miami Children's Hospital experience. *J Neurosurg Pediatr*. 2015;16(6):675-680. doi:10.3171/2015.4.PEDS14476
 4. Vornetti G, Marucci G, Tenešni C, et al. Relationship among clinical, pathological and bio-molecular features in low-grade epilepsy-associated neuroepithelial tumors. *J Clin Neurosci*. 2017; 44: 158-163. doi:10.1016/j.jocn.2017.08.022
 5. Huang L, You G, Jiang T, Li G, Li S, Jiang Z. Correlation between tumor-related seizures and molecular genetic profile in 103 Chinese patients with low-grade gliomas: a preliminary study. *J Neurol Sci*. 2011;302(1-2):63-67. doi:10.1016/j.jns.2010.11.024
 6. Benova B, Jacques TS. Genotype-phenotype correlations in focal malformations of cortical development: a pathway to integrated pathological diagnosis in epilepsy surgery. *Brain Pathol*. 2019;29(4):473-484. doi:10.1111/bpa.12686
- Preliminary scope of work in English:** Long-term Epilepsy Associated Tumors (LEATs) are low-grade slow-growing brain tumors with a high incidence of pharmacoresistant epilepsy. LEATs include a broad spectrum of glial and glioneuronal types of tumors, among which the most frequent are dysembryonal neuroepithelial tumors (DNET) and gangliogliomas (GG). Other types of LEATs are pleomorphic xantastrocytomas, angiocentric gliomas, papillary glioneuronal tumors, extraventricular neurocytomas and tumors with hybrid characteristics (e.g., DNET + GG). LEATs can be present in combination with other structural pathological findings, such as focal cortical dysplasias, other types of cortical migration disorders and hippocampal sclerosis. In contradistinction to other etiologies of epilepsy (e.g., focal cortical dysplasias), the electroclinical and genetic characteristics of LEATs still are not well known, even they represent the second most frequent histological finding in epilepsy surgery worldwide. In our project we plan to clarify this question, with emphasis in the correlations between histological findings and intracranial EEG, the electroclinical differences between the various types of LEATs and the characterization of genetic findings (at somatic and germline level) in correlation with electroclinical picture and post-surgical outcome.

A 'Save' button is located at the bottom of the form.

Fig. 1: Selection of student and thesis assignment

3. Creation of an ISP by the student

a) Creating an ISP

After logging in to SIS, the student clicks on the  **Individual study plan for PhD students**. If the student is not yet registered for a doctoral thesis, a red X is displayed (see the upper part of Fig. 2). After the student logs in to the thesis, the icon changes to  (bottom part of Fig. 2), but the plan can only be created after the binding assignment of the thesis (just having the thesis assigned is not enough – see above).

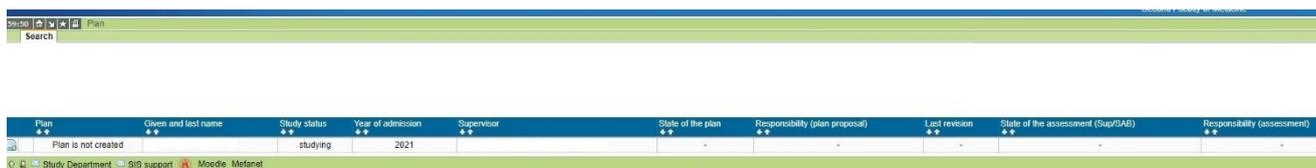


Fig. 2: Creating the study plan

After clicking on the altered icon , details of the ISP created are displayed. The header lists all basic information about the student, SAB chairperson, supervisor, advisor and current status of the plan. Details are displayed after clicking on the “plus” button of the particular line (Fig. 3).

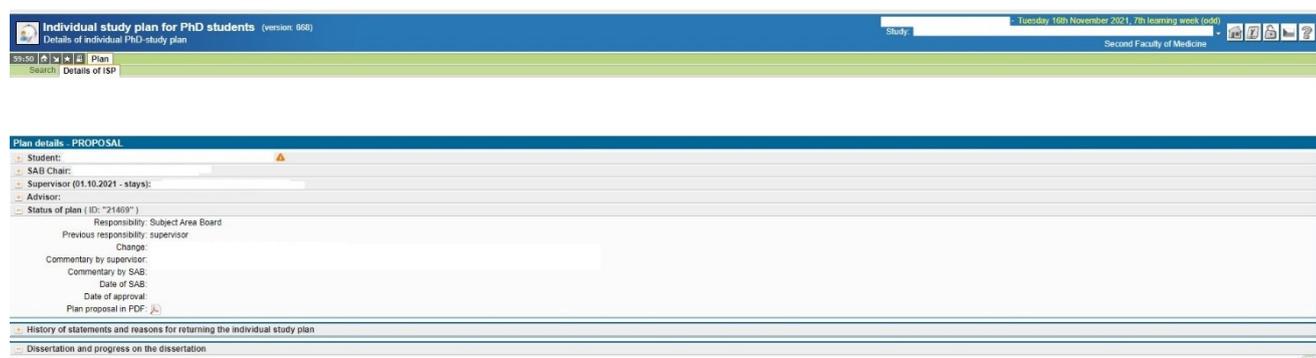


Fig. 3: Header of study plan details

b) Course of study

The ISP is created exclusively for the standard period of study, i.e. four years. It is therefore not possible to plan study obligations for a shorter period, e.g. three years, or for a longer period, e.g. five years (SIS simply cannot do this).

Here students enter their plan of study (Fig. 4). Unformatted text is entered, and for greater clarity we recommend dividing it into individual lines.

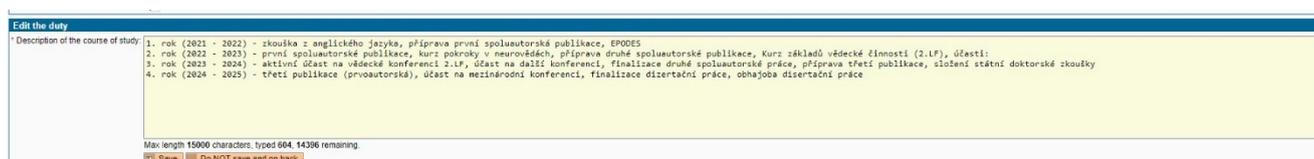


Fig. 4: Editing the text field

c) Doctoral thesis and procedure for preparing the doctoral thesis

This part of the ISP displays the assigned doctoral thesis. After clicking on the edit icon , the student will provide a brief introduction and then the planned approach of the dissertation (see Fig. 5). During the annual assessment this plan can be modified based on the results achieved. Please indicate the "actual" progression of the dissertation by year (e.g. 1st year introduction, 2nd year introduction and methodology, 3rd year methodology and results, 4th year results and discussion, etc.). If the required information does not fit, this can be included in an appendix in a docx or pdf file. This plan can be modified as part of the annual evaluation according to the results achieved.

d) General requirements specific for the given field

Each student's ISP must include the following duties: courses / subjects prescribed by the relevant OR, English exam, scientific conference of the Second Faculty of Medicine, Charles University, state doctoral examination, defense, publication activity and internship. More information about ISP requirements is available here: <https://www.lf2.cuni.cz/en/phd/phd-study/essential-information-about-study/individual-study-plan-isp>

Insert publications in the „Summary of Duties“ (just formulate in general: co-author's publication, first author's publication, review article). You can find the requirements of individual SABs here: <https://www.lf2.cuni.cz/en/phd/phd-study/phd-programmes-at-the-second-faculty-of-medicine>

We remind you that every outgoing doctoral student is obliged to register his /her stay in the SIS (internship registration module) before departure, and after return to notify the Department of Foreign Affairs (Ing. Byrne or Ing. Basařová) about the end of the stay. If the doctoral student does not do so, he/she will not be able to „match“ the internship within the evaluation, which he/ she will complete at the end of the academic year.

The screenshot shows a detailed study plan form with the following sections:

- Dissertation and progress on the dissertation:** Includes a table with columns for Type, Title details, Commentary, and Year of insertion. It details a doctoral dissertation on Long-Term Epilepsy Associated Tumors (LEATs) and progress on the doctoral dissertation with specific methods and timelines.
- Course of study:** A table listing the course of study with columns for Title details, Commentary, and Year of insertion. It lists four years of study with specific activities like attending scientific work at the Czech Academy of Science and participating in conferences.
- List of duties:** A table with columns for Type, Code, Title details, AC_year, Semester, Commentary, and Year of insertion. It lists various courses such as English language, Scientific Conference, Basics of scientific methodology, Selected issues of endocrinology and metabolism, Novelties in biomedical research, State doctoral examination, and Doctoral thesis.
- Duties specific for the branch:** A section with requirements during the study, another course from the DSPB offer, and other courses recognized by the SAB.

Fig. 5: Details and structure of the study plan

e) Requirements concluding with a final examination or grade – subjects

These requirements conclude with an examination (including state doctoral examinations) or grade (e.g. acquiring certification); they have their counterparts in subjects entered in SIS in the Student program and once completed can be “matched” during the annual assessment.

- **Course (within CU)** - a subject already appearing in CU SIS which has been assigned a code; codes of English language, state doctoral examination and doctoral thesis begin with the letters D40000...

- **Course (without CU)** – a special subject or similar requirement that is not in the CU SIS course list (e.g. subjects taught outside CU, special courses ending in certification). After submitting confirmation of course completion to the Department of PhD Study the particular course will be assigned a code. Please enter additional details about the course to the field “specification of requirements” (Fig. 6): *exact name of the subject, name of subject in English, code of subject (if one exists), language of instruction, university, faculty and guarantor, instructor or examiner for the subject (if known), semester of instruction (if known), and manner of examination (grade/test).*

Fig. 6: Filling in requirements for Description of Subject

A subject can be added by either directly entering the code or using the magnifying glass button (Fig. 7) and searching the CU database by faculty, department or part of name and code; confirm your selection by clicking on the green arrow (Fig. 8). Then select the planned academic year the given requirement will be met.

Fig. 7: Adding a subject

CU subjects listed in the ISP must also be entered in SIS using the **Registration of Subjects and Schedule** application for the given year. At the same time, students can use this application to register other subjects that are not part of the ISP or which are mandatory for the registration of ISP subjects (subjects that students have generally met during their undergraduate studies at the faculty and which will be recognized upon submitting a request to the Department for PhD Study). After completing subjects that are part of the ISP, records are “matched” during the annual assessment.

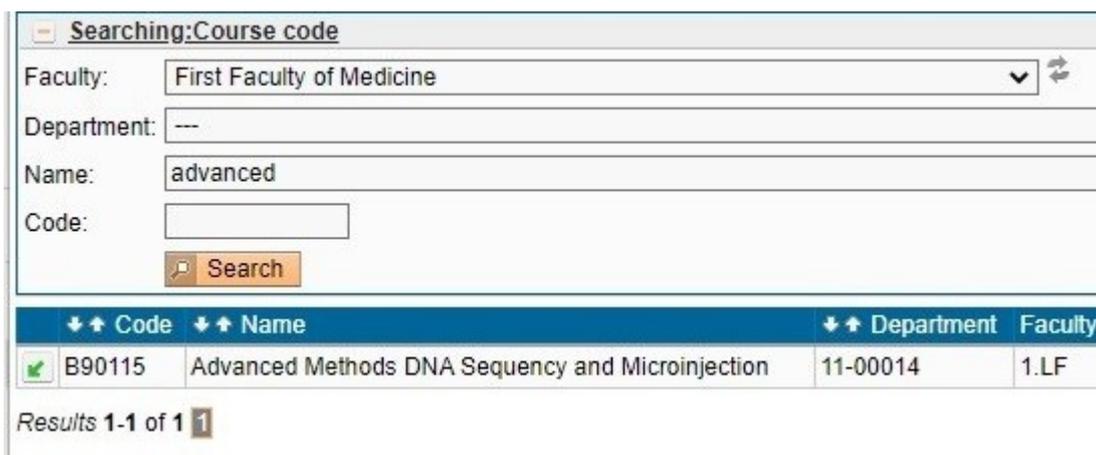


Fig. 8: Selecting a subject from the CU database

f) Sending the plan to the supervisor

All parts of the plan can be edited or deleted using the icon on the left-hand side of the table (Fig. 8). Once the plan has been created, the proposed ISP plan must be sent to the supervisor. Go to the scroll-down menu at the bottom of the screen and select *Send plan to supervisor*, then click *Execute* (Fig. 9).



Fig. 9: Sending the plan to the supervisor

The supervisor will automatically be notified by e-mail that the plan of his/her doctoral student is ready for review. It is possible that the supervisor may ask the student to make some modifications or additions. In such a case, the student will be notified by e-mail, will make the required changes, and send the plan back to the supervisor.

Approval of the ISP by the supervisor

The supervisor will be notified by e-mail of the ISP prepared by the given doctoral candidate. Information on logging in to SIS is given in section 1. In the role of **Teacher** or **PGS Supervisor**, it is necessary to select the **Individual Study Plan of PhD. Students**. The filter will display the students of the particular supervisor. To search more quickly we recommend setting the *Year commencing study* to the current academic year, i.e. 2022/2023 depart, otherwise all students of the given supervisor will be displayed (Fig. 10). Students just starting to create their ISP will see in the *Plan Status* column that this is a proposal. Clicking on the icon in the particular row will open the ISP proposal of the student.

Plan	Given and last name	Study status	Year of admission	Supervisor	State of the plan	Responsibility (plan proposal)	Last revision	State of the assessment (Sup/SAB)	Responsibility (assessment)
	21555	studying	2021		ISP proposal	student = supervisor	19.11.2021 09:33	-	-
	21576	studying	2021		ISP proposal	student = supervisor	29.10.2021 18:28	-	-
	21174	studying	2021		ISP proposal	student = supervisor	19.11.2021 18:27	-	-

Fig. 10: List of students

Using the scroll-down menu at the bottom of the screen the supervisor can select *evaluate proposed ISP* (Fig. 14) and in the text field add commentary that will then be displayed in the Plan Status header (see Fig. 3). If it is necessary to return the proposal to the student to be revised or supplemented, the supervisor will select *return plan to student* and in the text window give instructions for the student. This text is then displayed in the next header (History of reasons for returning the individual study plan - Fig. 3). The last step is always submission of the plan to the SAB for evaluation (*sending the plan to the subject area board*).

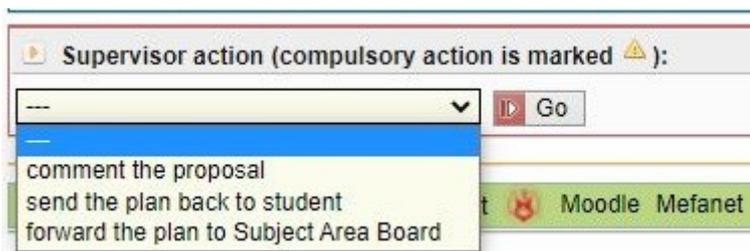


Fig. 11: Supervisor options

For clarity, the „**Responsibility (proposal of plan)**“ column in the list of students always lists current information regarding the responsibilities of the given person (student - supervisor - subject area board).