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 proposal 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.)
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.)