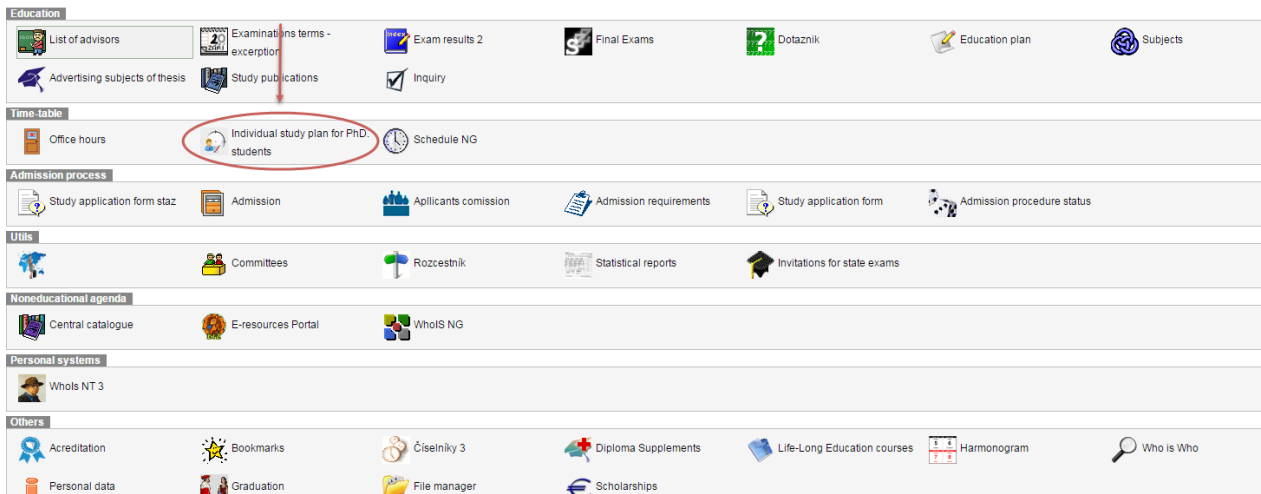
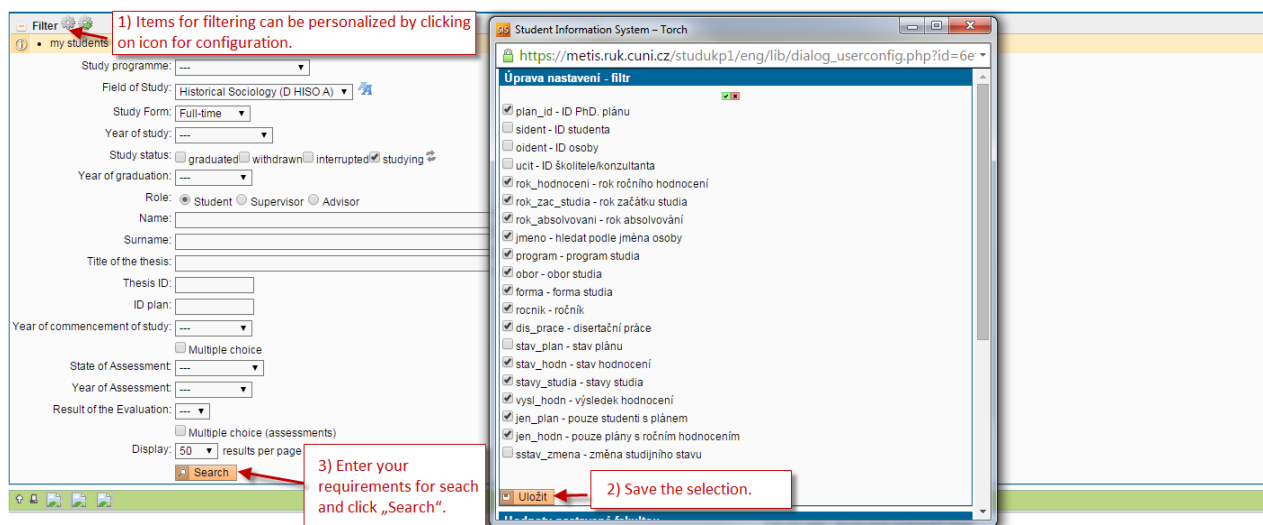


Operations related to the annual assessment of a doctoral student (PhD) in IS Study (supervisor)

- 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).

The screenshot displays a detailed view of an annual assessment proposal for the academic year 2015/2016. The interface includes several sections:

- Status of annual assessment in academic year 2015/2016:** Shows the state as 'Proposal', responsibility as 'Supervisor', and the preceding responsibility as 'Student'. The change date is 16.05.2016.
- History of reasons for returning the assessment of ISP:** A table with columns for Type, Title, details, and Year of insertion. It lists 'doctoral dissertation' and 'progress on the doctoral dissertation'.
- Course of study:** A table with columns for Type, Assessed, Who, When, and Text of assessment. It shows an 'Annual Assessment' by a 'Student' on 16.05.2016.
- List of duties:** A table with columns for Type, Code, Title, details, Ac. year, Semester, Fulfillment according to student, Fulfillment according to SIS, and Year of insertion. It lists various courses like 'Doctoral Seminar II', 'Methods and Techniques of Historical Sociology', and 'Politics, Power and International Relations in the Perspective of History and International Relations'.
- Other commentaries:** A section for additional notes.
- Conclusion of assessment:** A table with columns for Type, Assessed, Who, When, and Text of assessment. It shows an 'Annual Assessment' by a 'Student' on 16.05.2016.

Red callout boxes provide the following explanations:

- Dissertation details:** Points to the 'Title, details' column in the 'History of reasons for returning the assessment of ISP' table.
- Information about course of study according to examinations („coupled duty“):** Points to the 'Text of assessment' column in the 'Course of study' table.
- Student's comment to current status of completion of duty:** Points to the 'commentary on annual assessment' column in the 'List of duties' table.
- Information about student's request to remove duty from individual study plan:** Points to the 'Text of assessment' column in the 'List of duties' table.
- Conclusion of assessment:** Points to the 'Text of assessment' column in the 'Conclusion of assessment' table.

- 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.)

The screenshot shows the 'Conclusion of assessment' section of the software interface. It features a table with columns for Type, Assessed, Who, When, and Text of assessment. Below the table is a dropdown menu with three options:

- insert conclusion of assessment
- send the assessment back to the student for correction or amendment
- submit assessment proposal to Subject Area Board

Red callout boxes provide the following instructions:

- 1) Insert conclusion of assessment*.
- 2) Once the assessment is submitted to a Subject Area Board, it cannot be edited by supervisor.

A 'Proceed' button is visible at the bottom right of the dropdown menu.

Annual assessment of fulfilling the ISP in academic year 2015/2016

+ 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")

- 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 since Study status until
 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, 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: 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