Dear students,

We kindly ask you to carefully read the instructions for the annual assessment of the individual study plan for the academic year 2024/2026. Please note that the completed evaluation documents must be sent to the supervisor via SIS by 11 September 2026.

Steps in the assessment process:

- check if the **results of the study requirements** (examination results in particular) were added to SIS by the lecturers of Charles University. If relevant, provide the Department of Doctoral Studies with the necessary information and documents for courses taken at different universities (copy of student record book, confirmation). The completion of these requirements will be updated in the student record book by the study officer (employees of the Department of Doctoral Studies), the completion of courses taken at Charles University will be updated by the lecturers in SIS.

- enter the information about your publications in OBD (especially scientific publications); list all your publications in OBD and in the materials **for annual ISP evaluation in SIS**, **list only those publications that are related to your doctoral studies** (dissertation research, requirements of the subject-area board)

- in case they are not already included there, enter internships into the module '**Evidence of Internships**' in SIS – particularly those that have lasted longer than 30 days. After the supervisor approves of the internship, the internship is added to the list of completed study requirements by the employes of the Department of Doctoral Studies (click here for a detailed tutorial on how to enter internships into SIS)

- create the annual assessment for the academic year 2025/2026 in SIS

- after consulting your supervisor, insert the new study requirements related to the preparation for the state doctoral exam or for the dissertation, provide a reason in writing for any potential requests to cancel previously listed requirements, check whether your ISP includes all the requirements set by the Subject-Area Board as well as the date of the state doctoral exam (see the requirements of the Subject-Area Board) add comments about your progress in completing the study requirements and specify the progress in preparing your dissertation. Provide reasoning for any potential changes from your original dissertation plan.

- **match the registered courses with the list of completed courses in SIS** – the results must be entered by a lecturer or an employee of the Department of Doctoral Studies **by 11 September 2026** at the latest (information for the students who are further in their studies: if it is not possible to register the course's result in the current academic year, it is necessary to ask an employee of the Department of Doctoral Studies to move such course from the last year to the current one – this needs to be done in a sufficient advance)

- **match publications relevant to your doctoral dissertation with those registered in OBD**. If a publication is not already included in OBD (which is done individually by your department), start by entering your publication in OBD and only then proceed to the individual plan and match it with annual evaluation of the ISP. If you encounter any problems, contact the person who is responsible for OBD at your department at the faculty. See contacts. Only records entered into the OBD are displayed on the Diploma Supplement upon graduation; therefore, we recommend that you pay close attention to this.

- It is possible to insert files with publications or posters and abstracts from conferences, the theoretical methodological chapter of your dissertation or other materials that prove your progress.

- **match records of your participation in grant projects** with records of these grants in relevant databases
- enter information about your teaching activity which was related to your preparation for the doctoral state exam or to your dissertation (esp. by matching them with information on the courses listed in SIS)
- **match information about your internships** with the records in internships module in SIS. Only internships that have been completed and properly recorded can be matched.
- **write a final assessment of the individual study plan** in actual academic year – **explicitly state whether you have met the requirements set in the ISP** (including the requirements set by the subject-area board), if relevant, also **state which specific requirements you failed to meet**
- **submit this assessment to your supervisor by 11 September 2026, at the latest**

We recommend that you discuss the assessment with your supervisor beforehand, especially any changes to the ISP. Make sure that each update lists the requirements which are included in the study plan for the academic year 2026/2027.

If **some of the requirements are not completed** (including state doctoral exam), **the reason** for this needs to be provided. If all your requirements are finished, write in detail about your plan for work on your dissertation or publications so there is information for next year's assessment.

In case you have any problems with the requirements (not with access to SIS or OBD), please contact the SIS administrator via e-mail (tomas.odchazel@natur.cuni.cz) with a detailed description of the problem, accompanied by a print screen (if possible).

You can work on your materials and add information until you pass the proposal of your ISP assessment on to your supervisor. After this point, the supervisor or guarantor may send the assessment back to you and ask you to provide further details or make necessary adjustments. Please make sure to provide the requested additional information or modifications of the assessment as soon as possible and then forward it to your supervisor again.

Thank you for your time,

In Prague on 31 August 2026

doc. RNDr. Pavel Chromý, Ph.D. – Vice-Dean
Bc. Tomáš Odcházel, – SIS administrator

Mandatory deadlines for submitting ISP evaluations to the supervisor are governed by the schedule: https://natur.cuni.cz/en/students/doctoral-study/individual-study-plan/calendar

GUIDELINES FOR THE ASSESSMENT

The following text describes the steps of the assessment process and includes pictures to make the instructions clearer. However, some SIS is still undergoing minor changes at this point, and the system can therefore look slightly different compared to the pictures provided in here.

1. Logging in to SIS

You log in to SIS (https://is.cuni.cz/studium/eng/index.php?sso) via CAS.

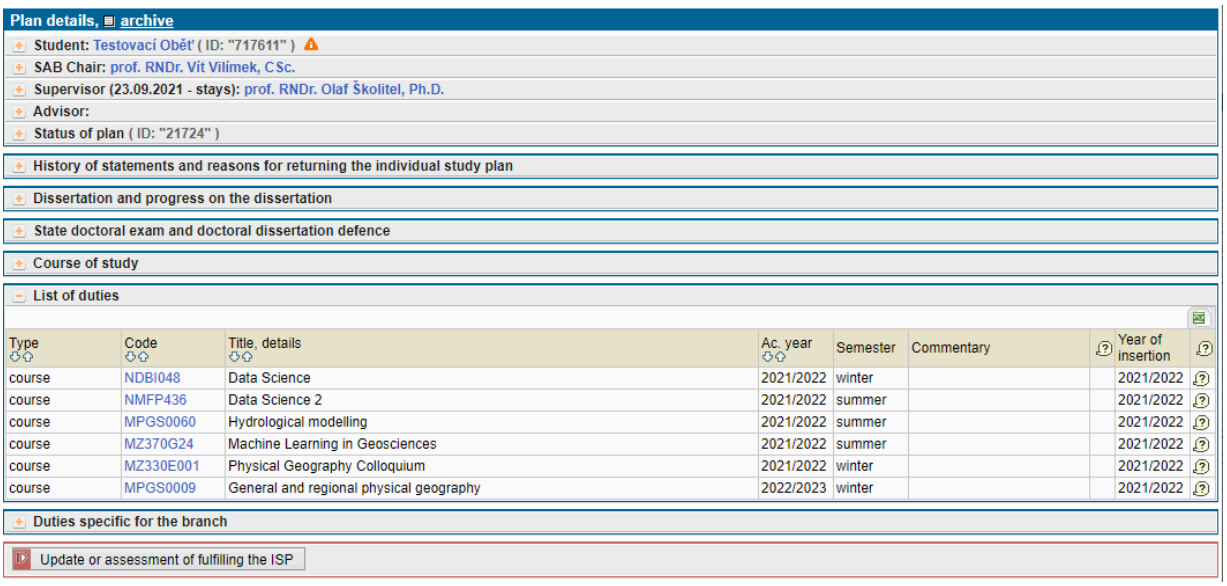
In SIS, click on **Individual study plan for PhD students** which opens up the information about your studies (picture 1). When you click on the icons on the left side, you can see the original approved plan of studies (PDF with the original plan and a detail which includes changes made after the last year's annual assessment). On the right side, you can find the same icons concerning the previous annual assessment (for students who are

	Faculty	Plan	Given and last name	Study status	Year of admission	Study branch	Supervisor	Advisor	State of the plan	Responsibility (plan proposal)	Last revision	Assessment status (Sup/SAB)	Responsibility (assessment)
	PIF	16648	Josef Manual	studying	2018	D-FYCH	Mgr. Pepa Utikal, Ph.D.		approved ISP	-	31.01.2019 12:53 prof. RNDr. Tomáš Oběl, Ph.D.	approved - assessment of fulfilling the ISP - 2020/2021 (A/A)	-

ture 1: Basic information about your studies

in the second or higher year of their studies).

To make the information clearer, there are headings for all the study plans and annual assessments and the information is divided into different subgroups. To display detailed information about each of the subgroups, click on the plus sign (picture 2) which then expands the heading.



Plan details, archive

Student: Testovací Oběť (ID: "717611")

SAB Chair: prof. RNDr. Vít Vilímek, CSc.

Supervisor (23.09.2021 - stays): prof. RNDr. Olaf Školitel, Ph.D.

Advisor:

Status of plan (ID: "21724")

History of statements and reasons for returning the individual study plan

Dissertation and progress on the dissertation

State doctoral exam and doctoral dissertation defence

Course of study

List of duties

Type	Code	Title, details	Ac. year	Semester	Commentary	Year of insertion
course	NDBI048	Data Science	2021/2022	winter		2021/2022
course	NMFP436	Data Science 2	2021/2022	summer		2021/2022
course	MPGS0060	Hydrological modelling	2021/2022	summer		2021/2022
course	MZ370G24	Machine Learning in Geosciences	2021/2022	summer		2021/2022
course	MZ330E001	Physical Geography Colloquium	2021/2022	winter		2021/2022
course	MPGS0009	General and regional physical geography	2022/2023	winter		2021/2022

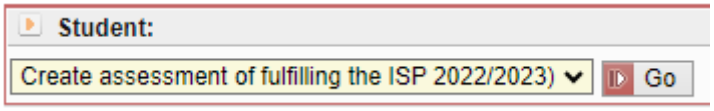
Duties specific for the branch

Update or assessment of fulfilling the ISP

Picture 2: Expanded heading of a study plan (with details included)

2. Creating a new Annual assessment (AA)

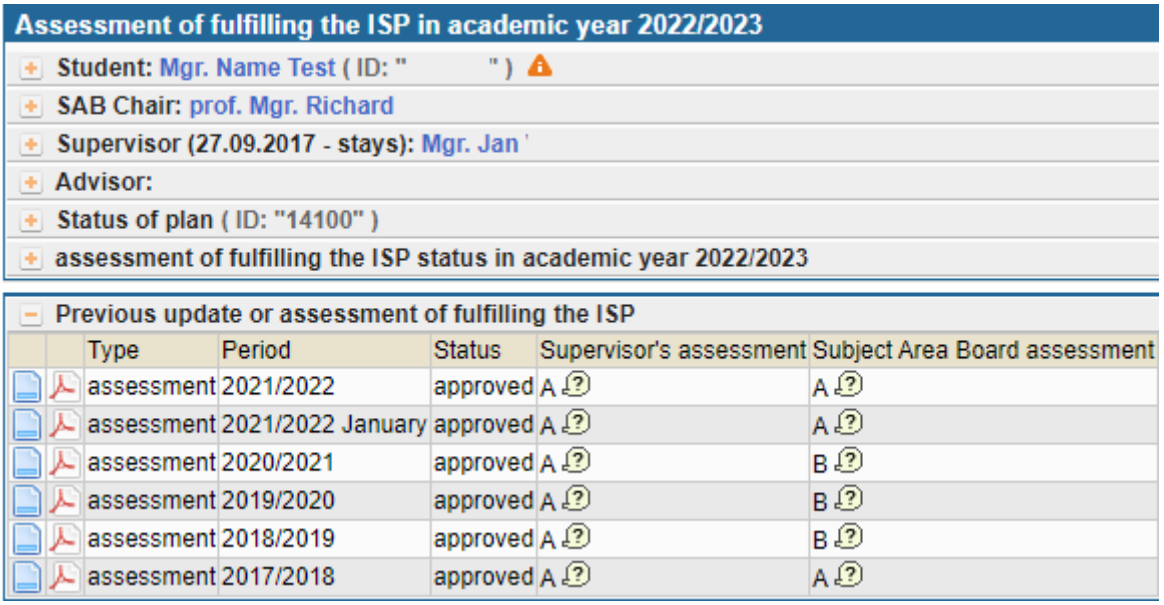
The fastest way to create a new AA is to click on the detail (icon in the column *State of the assessmen*t, see picture 1) – this brings you to the page of the Annual assessment of the individual study plan. The option to create a new AA is at the very bottom of the page (picture 3).



Picture 3: Creating a new annual assessment

Students who are creating their first annual assessment must do so through the "Detail of the plan" (icon in the column State of the assessment, see picture 1) where the button for the assessment appears at the bottom of the screen (picture 2). After clicking on the button, the page of the annual assessment appears. There, at the bottom of the page, it is possible to create a new AA (see picture 3).

The outline of the annual assessment is similar to the one of the study plan. The details of each subsection become displayed after expanding the heading by clicking on the plus sign (see picture 2). Picture 4 shows an overview of previous assessments and changes of supervisors and consultants.



Type	Period	Status	Supervisor's assessment	Subject Area Board assessment
assessment	2021/2022	approved	A	A
assessment	2021/2022 January	approved	A	A
assessment	2020/2021	approved	A	B
assessment	2019/2020	approved	A	B
assessment	2018/2019	approved	A	B
assessment	2017/2018	approved	A	A

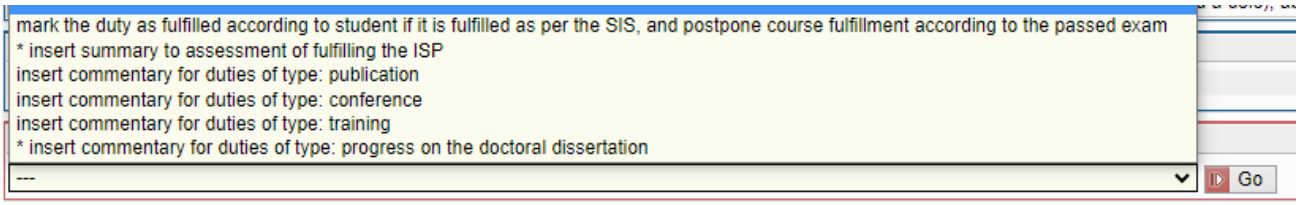
Picture 4: Outline of the current annual assessment with previous AA displayed, also including changes of supervisors and consultants

3. Editing the information for evaluation and modification of the study plan

Students must complete the following in order to submit their annual assessment:

- **description of the progress in their dissertation work**
- **summary of the ISP requirements they completed in the academic year**

In picture 5, the comments that are obligatory are marked by a star. The option to enter these comments is located in the evaluation section at the very bottom of the page.



Picture 5: Possibility of comments

Out of the following steps, do those that are necessary for your annual assessment:

- match requirements in the ISP with the completed courses in SIS (this is done automatically if the codeis the same)
- add more courses from Charles University in the study plan (these courses are found in SIS)
- add a course from other universities or those guaranteed by the Academy of Science or by other institution (marked as "course description")
- match publications in ISP with the record imported from the OBD system
- match an internship in the ISP with its record in SIS (inserted in SIS or imported from the internship database)
- upload relevant files (published articles, posters or abstracts from conferences)
- match grants with the records
- add other types of requirements related to the doctoral exam or preparations for the dissertation
- fill in a request for a removal of a course (or a "course description", see below) from the plan
- add comments to the different groups of requirements (see picture 5)

The requirements are handled differently according to their type. If you have a requirement in a wrong category, you have to request its elimination and you have to insert a new requirement in the correct category. For instance, work with laboratory animals that is awarded with a certificate (not an exam or course credits) is considered a special training, not a course.

Course (within Charles University) and **course description (outside of Charles University)** are concluded with some kind of a progress check, such as an exam, course credits, etc. They are matched in the registered courses category, and they are included in a diploma supplement. Courses from different universities are inserted by the Department of Student Affairs after all the relevant documents are provided. After completing these courses, these need to be matched with the records in SIS (see below).

Publications are imported from OBD of the Faculty of Science (not from a training workplace outside of faculty). If a publication is not yet listed in the OBD of the faculty, we recommend inserting it there first (if the publication is affiliated to a faculty's department). In order to import a record to SIS, its status needs to be marked as *Saved*. The students then match their ISP records with those imported from OBD. They can upload files with publications if the board requires it (these materials will not be available to the public and can only be accessed by the board).

Conferences – it is possible to upload files with abstracts or posters from conferences if the board requires it (these materials are not made public).

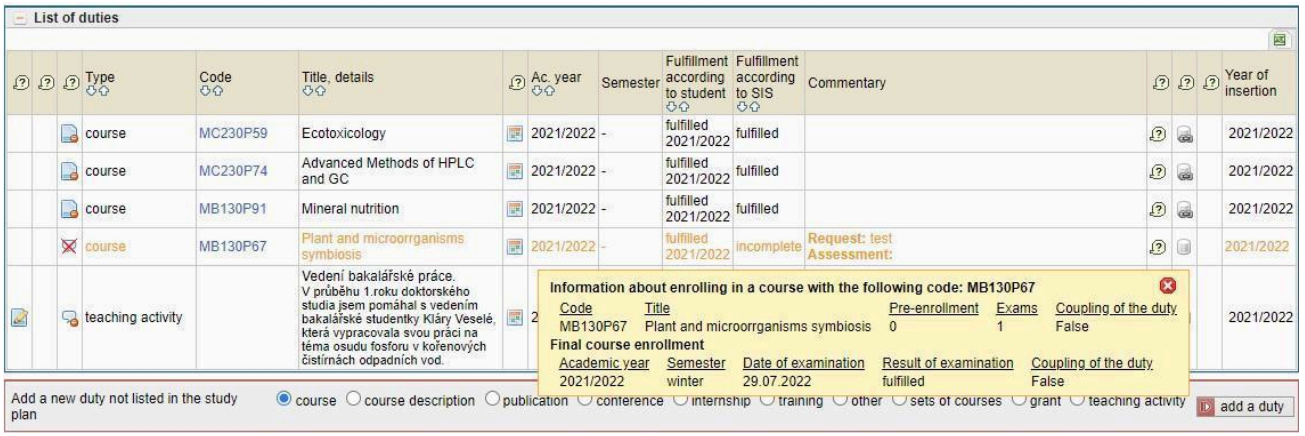
Internships – according to the Code of Study and Examination of Charles University, internships are an obligatory part of the ISP. The rules regarding required evidence of the internships have been undergoing a change and these changes have been introduced to the ISP as well. The ERASMUS internships are imported to SIS from the agenda of internships at the Charles University Rectorate. New internships of a different type are taken from the 'Evidence of Internships' module in SIS, to which it is necessary to enter the internship manually (see tutorial here). Please, check and complete the information about your internships in SIS – particularly the internships lasting longer than 30 days as these are taken into account when evaluating doctoral students, study programs, as well as the faculties of Charles University.

The internship can be entered in SIS via the *Evidence of Internships* module. After that, the internships need to be approved by supervisors (they are informed on how to do so). Only thereafter can the internship be confirmed by the study department, which makes it available for matching in the ISP.

Grants are also imported from the central database. After matching with an existing record, the information is filled in automatically (the same way as with publications).

Pedagogical activity (which used to be usually included in the *Other* category): The matching is done with SIS records about courses and bachelor theses (both supervising and reviewing). The ISP shall include only pedagogical activity related to the preparation for the doctoral state exam or dissertation.

Course and **Others** can only be found in the ISP. Students write if they have completed these requirements or not and after the annual approval of the subject-area board, a requirement is considered to completed (and therefore the requirements listed as "completed" in the previous academic year cannot be further edited in the ISP). The ISP shall only include activities which are related to the doctoral exam or dissertation.



Picture 6: Overview of different requirements, matching with subjects and request for elimination of a subject from a study plan

The following text provides a detailed description of matching the requirements and of the graphic icons in picture 6 for each requirement.

You will mostly use this icon: In the following text, it is called *editing icon*. It is used for matching courses, publications, internships, uploading files (publications and conference proceedings) and adding comments for all types of study requirements.

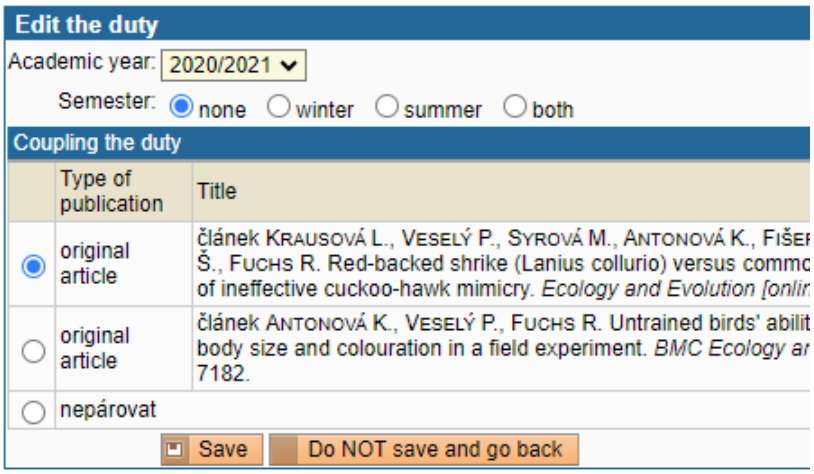
If the completed **courses** have the same code as courses in your ISP, they are matched automatically after an AA is created. The courses taken outside of Charles University (known as "course description") need to be matched by clicking on which opens a list of courses, from which you can then choose which one you want to match with which study requirement.

The courses registered with codes and matched in the previous years cannot be edited any more (see picture 6, subject NGEO082). The PDF of the annual assessment shows the exact day when the courses were completed. Do not forget to provide your study officer at the Department of Student

Affairs with all the documents necessary for the courses taken outside of Charles University so you can match them to the relevant requirements in your evaluation.

It is also possible to match the publications that are included in the faculty's OBD database in a similar manner (the publications need to be affiliated to the Faculty of Science of the Charles University).

When matching publications already included in the ISP, it is possible to directly add a record from OBD (picture 7). If a publication is not yet in OBD (there are different procedures at different departments) or if it is listed, for instance, at the Academy of Science, the student needs to complete the type of publication and citation manually in both fields, which, in the example in picture 7, became hidden after choosing an existing publication. After inserting a publication, it is possible to click on the editing icon and upload a file.



Picture 7: Inserting a new publication and matching it with OBD

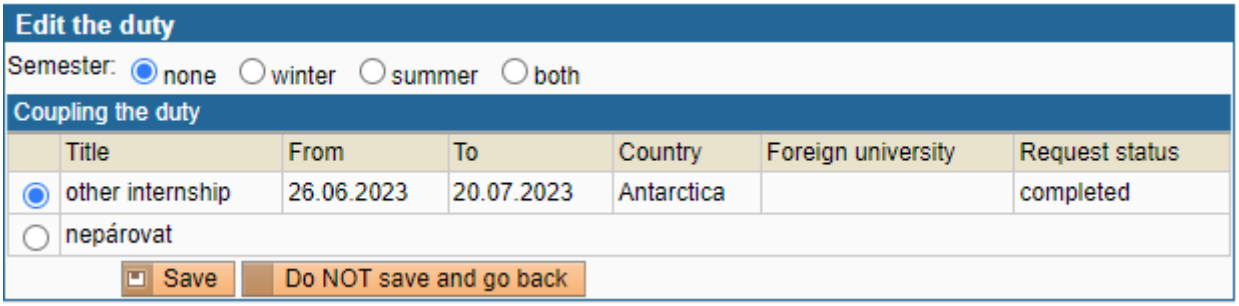
As the procedure to insert publications used to be very diverse (there were no clear guidelines and no access to OBD), records from previous years can look different.

The **internships** are matched in the same way. All internships (study and research stays) in SIS are displayed in the module *Internships* as well as in the module *Personal Data* (tab Information about studies and internships – Fellowships) – see picture 8. If your internship is not yet in SIS, you have to add it in the module *Internships* and make sure your supervisor approves it (the supervisors have guidelines on how to do so). After that, the Department of Student Affairs can include your internship in your studies, so it can be listed as "accepted by the Department of Student Affairs". A proposal of an internship send-off is not sufficient! When entering the internship into SIS, you only need to fill in the information in the required sections. "Institute" means department. You don't need to fill in the "motivational letter" and "internship priority" sections.

Picture 8: Overview of the internships in the application *Personal Data*

When adding new requirements to the ISP, you can see all the existing records (accepted by the Department of Student Affairs). Internships imported from the Erasmus database already include information about the specific university abroad (picture 9). Other internships usually include only

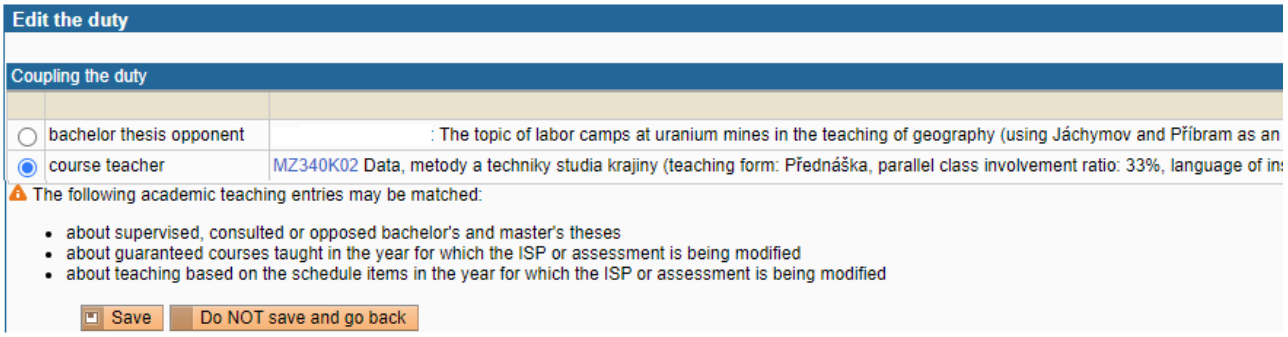
basic information (period and state). For these kinds of internships, fill in the details by clicking on the editing icon.



Picture 9: Matching internships with records in SIS

If an internship was already entered into the ISP but it only now got matched, the original name of the internship will be automatically rewritten with the new information.

It is possible to include information about your **pedagogical activity**. Picture 10 shows different available types. We recommend including details in the commentary when editing the record. If the activity is not registered in SIS, it is possible to use a text field. The ISP shall include only pedagogical activity related to the state doctoral exam or dissertation.



Picture 10: Matching pedagogical activity

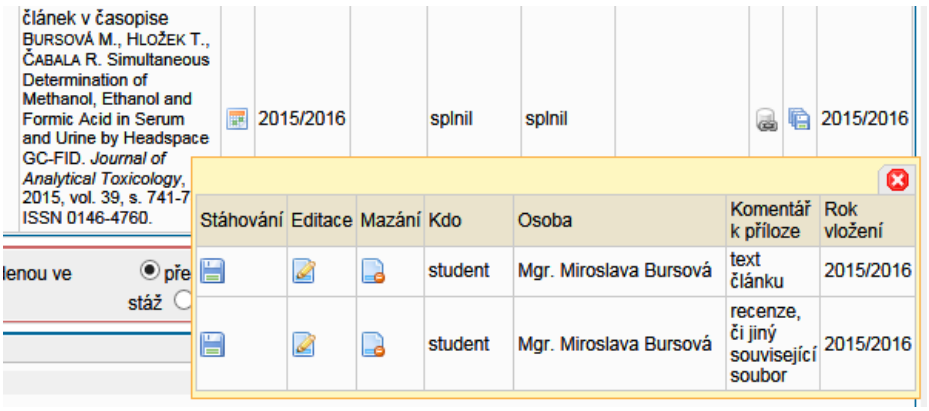
Other icons in picture 6:

On the right side of the "study requirement" row, you can click on this icon to see information about matching with a record in SIS (picture 7).

It is displayed on the right side of the row when there is a file uploaded for a record of a conference or a publication. If there is no file uploaded, the icon is black and white. The files attached are not public, they are only visible to the supervisors and members of the subject-area board. If there are more files (picture 11), the icon changes. You can upload a file by clicking on the editing icon.

Deleting a comment to a requirement or deleting an erroneous match.

Deleting a requirement added to an annual assessment.



Picture 11: Files view

Request for **elimination of a course** in the study plan is supposed to be filed after a consultation with a supervisor. After clicking on this icon, students need to justify their request (see the orange text in picture 7). Elimination of a course must be approved by a supervisor. Such subject is then written in a different font in the PDF file of the annual assessment.

Cancellation of a request for elimination of a subject from the study plan or corrections of information or typos.

Is displayed in a new column of original planned year of completion in case the period originally planned for completing the requirement has changed.

4. Further details

Publications should only be inserted when they are already published or accepted for print and you know all the relevant information. If you are planning a publication for the next year, we recommend including it in the student's final summary of the AA (see below) where you comment on all the activities in the academic year 2023/2024 and at the same time, add in the plan for the year 2023/2024.

If you do not yet have publications available in OBD (either they are affiliated to a different institution or they are not yet included in OBD due to a different timeline), specify the type of publication (usually a journal paper) and enter the full citation in the field "Specification of the requirement".

For citations, you can use the format in pictures 7 and 11.

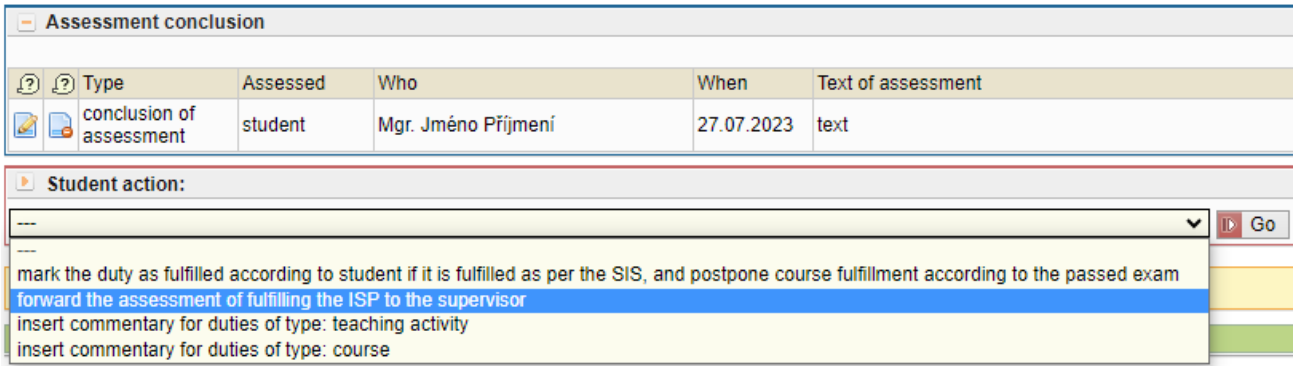
5. Conclusion of the fulfilment of ISP for the academic year, forwarding the assessment to the supervisor

In the conclusion of the assessment, you shall explicitly state if you **are fulfilling** the ISP (including general requirements specific for your study programme that are stated at the end of the ISP). In case you have requirements not fulfilled, state the reason for this.

Picture 12: Dissertation

Comments of progress in preparing your dissertation will be displayed in the corresponding part of the AA (see picture 12). Students admitted from the academic year 2013/14 onward have the planned progress filled in, for others, this field is blank.

If you write comments for different types of requirements, they will be displayed in the section Other comments. The summary is listed in the section *Conclusion of Assessment* (picture 13). This will be later supplemented by a supervisor's commentary and by a commentary of the subject-area board.



Picture 13: Conclusion of the assessment (summary, forwarding to a supervisor

Use the first choice from the list in the picture 13 ("mark the duty as fulfilled according to student if it is fulfilled as per SIS") to automatically add the text "fulfilled" in places where it is relevant and where SIS no longer offers this option.

Do not forget to **check** everything at the end. You can also view the PDF of the AA (icon).

In order to forward the assessment to your supervisor for evaluation and later approval of the subject- area board, choose the relevant option in picture 13. Supervisors receive an automatic e-mail about this update. After this, it is possible for them to return the assessment to the students and request further details and adjustments. In such cases, it becomes the student's responsibility again. They will be informed about this via e-mail and the information about the additional requirements of the supervisor will be displayed in the bottom part of the AA heading (picture 14). The chair of the subject-area board can also return the assessment to the student in a similar manner. Please do not wait too long with the corrections as the subject-area board needs sufficient time to evaluate your progress in completing the ISP.

Previous update or assessment of fulfilling the ISP

	Type	Period	Status	Supervisor's assessment	Subject Area Board assessment
	assessment	2021/2022	approved	A	A

History of reasons for returning responsibility

When	To	From	Name	Reason/statement
27.07.2023 13:53	to the student	supervisor	RNDr.supervisor	text

Picture 14: Supervisor's requirement for further information