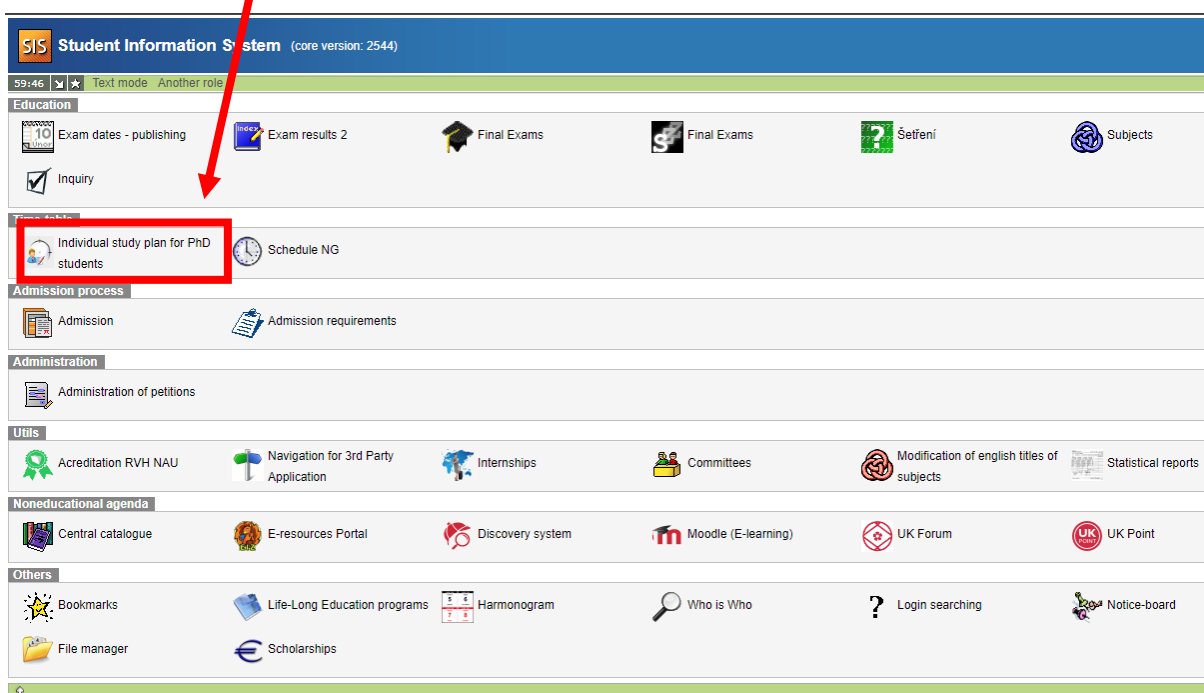


Dear PhD Supervisors at IES,

Your students are required to submit the "Assessment of fulfilling the ISP" by the end of May each academic year. This includes an evaluation from you, which should also be entered **into the SIS by the end of May**. In this document, you can find basic information on how to proceed with completing this evaluation. In case of any questions or doubts, do not hesitate to contact the Center for Doctoral Studies at [phd@fsv.cuni.cz](mailto:phd@fsv.cuni.cz). Please start the subject of the email with "ISP".

The assessment of the fulfilment of the Individual Study Plan (ISP) and the preparation of the ISP supplement for all doctoral students are conducted electronically in the SIS. To review the annual assessment of the ISPs of your students, log in to the SIS as a "Teacher"("Učitel") and click on "Individual Study Plans of PhD Students" in the "Time-table" section – as indicated in the image below:



After selecting the "Student" user type, you will see a list of your doctoral students. It is a table with the following columns:

PHD/ISP	Faculty	Field	Given and last name	Study status	Year of admission	Supervisor	State of the plan	Responsibility (plan proposal)	Last revision	Assessment status (Sup/SAB)	Responsibility (assessment)
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In the rightmost column, labelled "Responsibility (assessment)", you can see the current approval stage of the evaluation – student/supervisor/subject area board. When the responsibility is listed as "student -> supervisor", the evaluation is awaiting your action.

By clicking on the blue icon resembling a sheet of paper with the description "Detail of proposed assessment" in the second column from the right titled "Assessment status (Sup/SAB)", you can open the Assessment of the Individual Study Plan (ISP) itself.



After opening the assessment, at the bottom of the page, you have the option to choose from several actions in the "Action" section. You can either approve the ISP evaluation proposed by the student – which includes inserting a comment and your evaluation using the scale explained below – or return the evaluation to the student for revision along with comments on the required adjustments. After the final review of the evaluation and ISP adjustments, when you no longer have any objections, please select the action approving the assessment and update of the ISP by the supervisor– you can do so at the bottom of the page.

Besides providing a written evaluation, choose a "grade" you propose. As supervisors, you give students one of the following three evaluations:

A - fulfilled the Individual Study Plan without any (major) objections;

B - did not fulfil some parts of the ISP;

C - did not fulfil the ISP/serious failure to fulfil the ISP.

The conditions for giving each evaluation are outlined below – most of the requirements are based on the publication activity. In the case of fifth-year and higher students who have already completed the State Doctoral Examination and have not interrupted their studies, the "B – did not fulfil some parts of the ISP" evaluation usually has no direct impact on the student. For first to fourth-year students and those who have interrupted their studies, the evaluation may affect their scholarship and other financial and non-financial awards. If you propose an evaluation of C, and the Doctoral Council/Subject Area Board approves it, it leads to the initiation of the student's exclusion from the study program.

All students have publication activities in their ISP. Publication activity is defined as follows:

- Output of at least IES WP quality (submission is not sufficient; publication on the IES website or acceptance by the editor is necessary). If it is not an IES WP, consult the possibility of recognizing such a publication with the CDS and possibly the Doctoral Council/Subject Area Board.
- Publication in an impact factor journal, where the issue of the journal with the article has actually been released, or the student must provide a confirming email clearly stating that the paper has been accepted for publication without any further conditions.

Only original articles in Scopus or impact factor journals and IES Working Papers are counted as a necessary condition for fulfilling the ISP. Publication activity is a necessary condition for completing the ISP and can only be waived for truly serious reasons (study interruption, serious long-term illness). Workload in the commercial sector, teaching at IES, stays abroad, etc., are not reasons for a year-round waiver of publication activity. Students who cannot dedicate enough time to their studies and research in the given year can suspend their studies.

At the end of the first year, it is necessary to have at least one published (not just submitted) IES WP. By the end of the third year, the student must have at least one already published IES WP submitted to a Scopus journal if they do not yet have a Scopus publication. If one of these

conditions is not met, the student cannot be evaluated better than "B - did not fulfil some parts of the ISP."

If the student does not have at least one IES WP by the end of the second year or does not pass the State Doctoral Examination by the end of the fourth year and does not suspend their studies, a better evaluation than "C – significant failure to fulfil the ISP" cannot be given. This leads to the initiation of exclusion from the study program.

After giving the evaluation (grade + written summary), forward the assessment to the responsibility of the Subject Area Board/Doctoral Council, where it will be checked by the relevant CDS member. If everything is in order, he/she enters the comment "Approved by CDS" and the process is complete. All of this should be done **by the end of May**. There is no need for you or the students to print and sign the forms. Everything is done electronically in SIS. Printing and archiving of final approved assessments and ISP updates from SIS is the responsibility of the study department.

We also want to remind you that if the ISP assessment and update is not filled out correctly and completely, we will have to return it to the student for revision. After addressing the comments, the student will send you their annual ISP assessment for reapproval. The entire approval process may then have several iterations. If you or your student are unsure, you can always contact CDS members at any time during the ISP assessment completion. This can help avoid the need to repeat the cycle of passing evaluations in SIS: student -> supervisor -> CDS -> student -> supervisor -> CDS.

If you have any questions, you can contact us at [phd@fsv.cuni.cz](mailto:phd@fsv.cuni.cz). Please start the subject of the email with "ISP".

Thank you in advance for your cooperation in preparing and checking the annual assessment.

Best regards,

Center for Doctoral Studies  
[phd@fsv.cuni.cz](mailto:phd@fsv.cuni.cz)