

## **The annual evaluation of the students in September:**

Students will prepare a report of their activities two pages max., which they will send to their supervisors for consultation and confirmation. Students will then use this report as the basis for presenting their reports during an online meeting of joint boards and supervisors. This meeting takes place usually in September. It will also serve as a basis for the evaluation in the Prague SISystem, it would be uploaded into it. This evaluation has to be completed by the students to the end of September.

Here is the link concerning the annual evaluation in SIS:

<https://www.ff.cuni.cz/home/students/phd-students/individual-study-plan-annual-assessment/>

## **Excerpts from the CZ website:**

### **Annual assessment – assessment of fulfilling the Individual Study Plan**

- Fulfilment of the Individual Study Plan is subject to regular, usually annual assessments – AA. As a part of the AA, students evaluate their study results for the past academic year.
- The annual assessment of students is created and completed [in SIS](#) according to the respective academic calendar (usually 1 to 30 September). During this period, students have the opportunity to add their comments to the assessment (we recommend specifying the individual professional activities in the written commentary under the subject Professional Activities).

### **Extraordinary assessment (EA)**

- If for any reason, especially due to interrupted studies, the assessment does not take place in September, it will take place at the earliest possible date after the obstacles preventing the assessment have been removed, so that the respective student is always assessed at least once in each year of their studies, with the exception of a situation where the next assessment is to take place earlier than three months according to the Academic Calendar.
- A PhD student may also undergo an extraordinary assessment if it was proposed during the annual assessment in September.
- The EA takes place [in SIS](#) in accordance with the respective academic calendar (usually 1 to 31 March) in the same manner as the annual assessment.

### **Additional steps relating to the annual assessment**

- After the student submits their AA, the supervisor submits their commentary and the subject-area board discusses and approves the assessment.
- At the end of the assessment, it is stated that the student:
  - has fulfilled the Individual Study Plan,
  - without serious reasons, does not fulfil certain parts of the Individual Study Plan,

- does not fulfil the obligations of the Individual Study Plan; in such a case, the student did not fulfil the requirements set out in the Code of Study and Examination of Charles University and their studies will be terminated.

The results of the ISP assessment are made available to students in SIS in the module Individual Study Plan of PhD Students.