


FAQ – The Annual Evaluation (thereinafter „AE“)

1. I have not fulfilled all the study obligations for this academic year.

You can move the study obligations to the next academic year. Click on the editing icon  at the beginning of the line of the corresponding course. You are then allowed to change the academic year. You need to click on the option that the study obligation has not been fulfilled and add a comment with the explanation why.

2. Should I set up a new AE if I finish my studies in this academic year?

No.


3. Should I set up a new AE if my studies were suspended for a part of this academic year?

Yes.

4. I cannot match the course.

There are several reasons that can cause this problem:

- The course is not entered into SIS by the course Guarantee if you enrolled your course by electronic enrollment for courses.
- you have not deliver a copy or scan of the fulfilled obligations entered in record book of doctoral study programme the to the Department for Science of the 1st Faculty of Medicine of Charles University, if the course was not entered during the electronic registration for courses. Please contact your study registrar.
- The subject is in the wrong category of „Training“ instead of „Course“ or „Course description“. It is not possible to match „Training“.
- The code of the course is not corresponding with the course in SIS, please contact your study registrar.

If you have a subject marked as „incomplete“ according to SIS, click on the editing icon at the beginning of the line . The choice of this icon will display the options of the subjects passed, where you should tick the course and save it. If there are no courses to match, send your study registrar the copy of your credit book and she will enter this course which you will then be allowed to match.

5. What is OBD?

OBD is a system recording publications created within studies or employment at the First Faculty of Medicine of Charles University. The link to OBD is here <https://is.cuni.cz/veda>.

The main author of the publication is responsible for inserting the bibliographic references into OBD. More information can be found in the Rector's Directive No. 40/2021 as amended by Rector's Directive No. 26/2023 Registration of creative activities, projects and employees' mobility at Charles University.

6. When I enter a publication into AE it displays as „incomplete“ in the column „Fulfilment according to SIS“. Is it wrong?

Each publication created during your studies, should be affiliated to the First Faculty of Medicine of Charles University, i.e. the First Faculty of Medicine should be listed as your workplace (or one of your workplaces). The obligation to indicate the affiliation can be found in the Rector's Directive

No. 40/2021 as amended by Rector's Directive No. 26/2023 Registration of creative activities, projects and employees' mobility at Charles University.

If your publication is affiliated to the First Faculty of Medicine of Charles University, you are obliged to enter it into OBD. If you are the main author of the publication, you can enter it yourself. The link to OBD is here <https://is.cuni.cz/veda>. If you are one of the co-authors, you can ask the main author to enter the publication into OBD. Some of the departments have their own information divisions whose agenda is to enter the publications into OBD. You can either check at your department or contact [Ms. Jana Homolková](#) from Institute of Scientific Information. When the publication is entered into OBD you will be allowed to match it in the AE and it will be displayed as fulfilled in the column „Fulfilment according to SIS“.

If your publication is not affiliated to the First Faculty of Medicine of Charles University, you cannot enter it into OBD and therefore it cannot be matched in the AE and will remain as incomplete. If you wish so, you may add an extra explaining comment to the publication.

7. Dissertation and progress on the dissertation

A) Who is affected by the obligation to complete the progress on the doctoral dissertation?

All students who lack the planned progress in the preparation of the dissertation in AE year by year are obliged to complete it. The plan must indicate what specific steps you plan to take in the preparation of the dissertation in which academic year.


B) Is it necessary to fulfil the progress on the dissertation retrospectively?

Create a plan only for the following academic years, not backwards.

The plan must not exceed four years, resp. standard period of your study.

If you are already studying in an advanced year (ie more than the standard study period + 1 year), the plan must not exceed the maximum duration of your study. Schedule your study to be completed as soon as possible.

C) How should I complete the progress in the preparation of the dissertation?

- Insert the progress in the preparation of the dissertation as a separate attachment to the dissertation by clicking on the icon  in the section "Dissertation and progress on the dissertation" see manual page 4.