**Guidelines how to fill the Annual report**

The Annual report is a file, which will accompany each student during his whole PhD study. The forms are currently designed for 5 consecutive Academic years. This form will enable the PhD specialist board to evaluate current year, but they will also view the whole progress of a student, which was not possible with previous Word version of the report.

Guidelines:

1. **Important!** – when you copy/paste text from other materials, always paste it only in the "Keep Text Only" mode. Otherwise, you will overwrite format of the cells. (When you copy text, use upper tabs Home – Paste – Keep Text Only)

2. *Comments* – the guidelines how to fill particular cells are hidden in cells with red triangle in the top-right corner of the cell. When you point with mouse on that cell, the comment will become visible as on the picture.
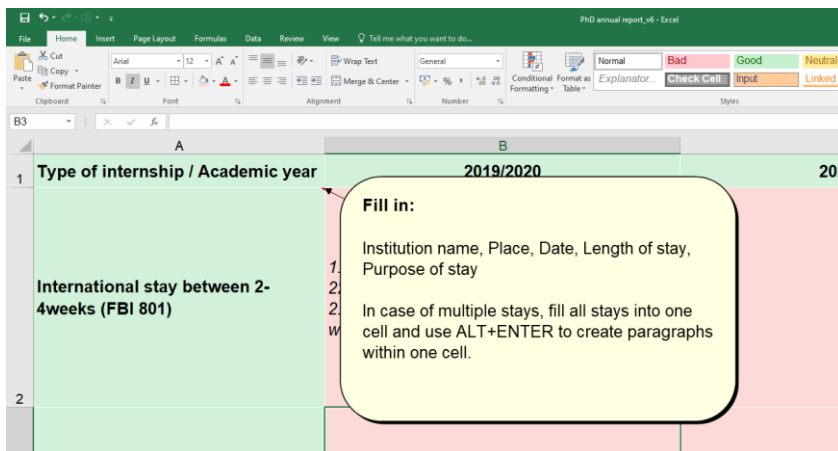
3. *Validation data lists* – some cells have attached lists from which you must select one option. The list is indicated by an arrow in the down-left corner of a cell and it will unroll when you click on the arrow as can be seen on the pictures. Note: there might be problems to view drop-down lists in older versions of Excel on Mac computers. If possible, do not fill the file on Mac. If you have no other option, have an updated version of Excel and you may try press „Option + Down Arrow keys" to open drop-down lists that do not have an Apply or Go button, and then use the Down Arrow, Up Arrow and Enter keys to select an item in the drop-down. You are not allowed to write text yourself, you have to choose it from the list.

4. *Tabs of sheets* have different colour according to who is supposed to fill them: students – 7 red tabs, supervisors – 1 green tab, PhD specialist board – 1 yellow tab

5. *Colour coding of cells* within sheets indicates who is supposed to fill them: students – pink, study dpt. – blue, supervisor – dark green, PhD specialist board yellow. Grey cells are filled automatically and cannot be edited.

6. *Study Plan - Aims of PhD. thesis* should follow those stated in your Study Plan. In the case the aims changed during your study, explain why.

7. *Internships*: In case of multiple stays within one year, fill all stays into one cell and use ALT+ENTER to create paragraphs within one cell.

8. *Conferences*: Each conference should be in a separate row.

9. *Publications*: Fill only publications which will be included into PhD thesis. Each publication should be in a separate row. If you wish to report your other scientific publications, do it in the Student's report sheet, column „Other scientific activities"

10. *Courses*: Fill names of courses, which have been prescribed to you by a PhD study board as obligatory courses at the admission day. If you are not sure, leave it empty and Department of Students' Affairs will fill it.

11. *Pedagogical activities*: Fill only current year, do not fill activities from previous years. In case of multiple activities within one year, fill all of them into one cell and use ALT+ENTER to create paragraphs within one cell.

12. *Student's report*: Fill your report only for the current year.

Troubleshooting:

a) if you don't see all comments – see this tutorial
https://www.teachexcel.com/excel-tutorial/quickly-find-all-comments-in-a-spreadsheet-in-excel_1223.html
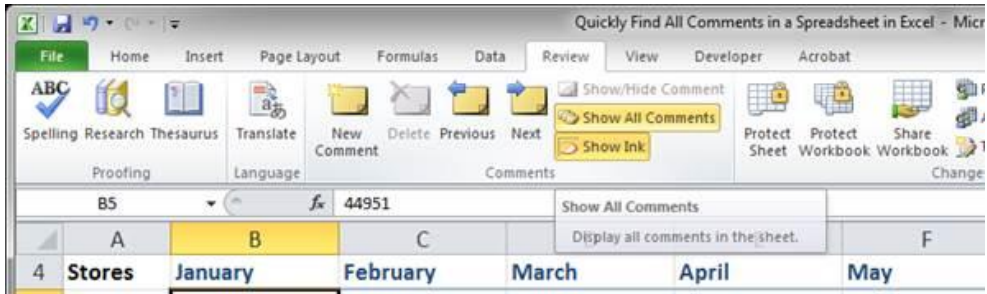
b) if the spreadsheet is too big for your screen – see this tutorial
https://exceloffthegrid.com/auto-resize-excel-spreadsheet/