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 years (Academic years from 2021/2022 till 2025/2026). This form will enable the PhD specialist board to evaluate current year, but they will also view the whole progress of a student.

Some of you are NOT IN THE FIRST YEAR OF STUDY but it would help to the specialist board if you could fill your previous activities as well (we hope you have your previous reports saved so it would be easy to "copy and paste" them to the new form). If you do not have them, ask the ladies from the Department of Students' Affairs and they will send you copies of your reports (but note that in most cases, they do not have them as Word documents but as scanned PDF files). The forms do not allow you to select previous academic years. If you have activities/publications from previous years of your doctoral study, please, fill the records from previous years within the academic year 2021/2022. The original date of activity will be recognizable from the details of the activity (internship, conference, publication).

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 a mouse on that cell, the comment will become visible as on the picture.
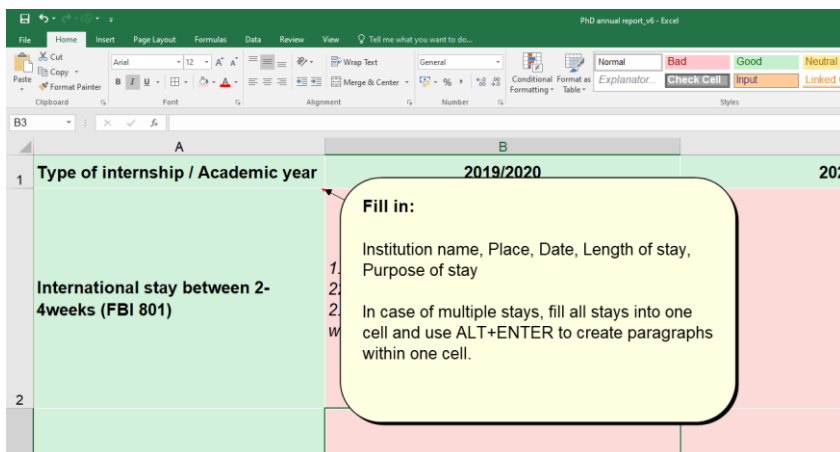
3. *Validation data lists* – some cells have attached lists from which you must select one option. The list is indicated by an arrow in the down-left corner of a cell and it will unroll when you click on

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 yellow tabs, supervisors – 1 blue tab, PhD specialist board – 1 grey tab, Study dpt. – 1 white tab

5. *Colour coding of cells* within sheets indicates who is supposed to fill them: students – yellow, study dpt. – blue, supervisor – white, PhD specialist board red. 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*: 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
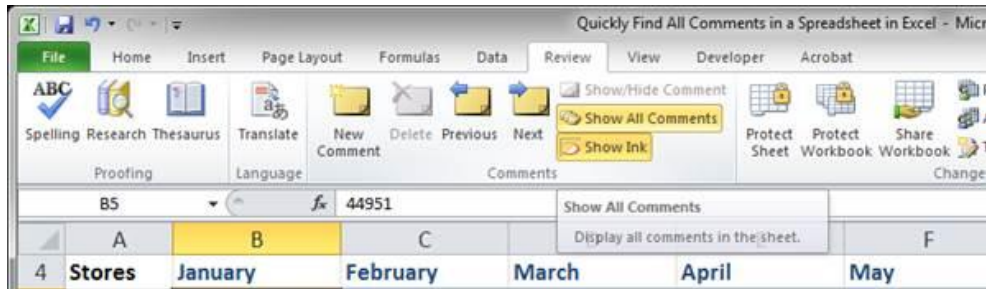
b) if the spreadsheet is too big for your screen – see this tutorial
   https://exceloffthegrid.com/auto-resize-excel-spreadsheet/