

## **eDziekanat Guide for Supervisors - Table of contents**

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## Leave applications

*Note: this is a new functionality of eDziekanat. Do report any bug or unexpected behavior to [smolec@camk.edu.pl](mailto:smolec@camk.edu.pl)*

Each academic year, your student can use up to 8 weeks (40 working days) for a leave. The leave application must be accepted by both supervisor and school coordinator (institute's administration). A short justification is needed in between October and June, when lectures are conducted. As soon as your student submits the application and the administration of your institute verifies the application is correct **you will receive an email asking you to log into eDziekanat and accept (or reject) the student's application. Follow these steps:**

1. login to eDziekanat  
<https://geoplanetschool.edziekanat24.pl>
2. In the menu on the left choose "Lista wniosków urlopowych"/"List of Leave applications" under the "Menu promotora i wykładowcy"/"Supervisor's and Lecturer's menu" tab.
3. You should see a list of leave applications submitted by your students with from-to and number of days (encircled in green below) and their statuses ("Oczekuje" - pending, "Odrzucony" - rejected, "Przyjęty" - "accepted"; encircled in red below).

List of leave application

Applications for academic year: 24/25

Ac. year: 24/25  
Application type: Wniosek urlopowy  
last name:   
First name:   
A year of study:

Data od:  Data do:  Weryfikacja: Wszystkie  
Status: Wszystkie  
Anulowanie: Bez anulowanych

- Uporządkuj wg. -> rosnąco

**Filtruj**

lp	ID	name	last name	First name	A year of study	From	to	days	weryfikacja	status	details
1	13	Wniosek urlopowy	Astronomiczny	Mikołaj	1	2024-10-14	2024-10-16	3	T	Oczekuje	
2	16	Wniosek urlopowy	Doktorant	Testowy	3	2024-11-04	2024-11-16	9	T	Odrzucony	
3	17	Wniosek urlopowy	Doktorant	Testowy	3	2025-07-01	2025-07-20	14	T	Przyjęty	

<<First <Previous 1 Next> Last >> Wybranych pozycji: 3

4. Click on the row of interest, likely the one with "oczekuje"/"pending" status to see more details on the application and to accept (or reject) it. You will see a screen like the one below. In the grey shaded area you can find an overview: how many days are available in total (40 days), how many were already used (14 days in the example below) and how many can still be used (26 days in the example). At the bottom (encircled in blue) you can find details about present application, including from-to dates, number of days and justification (if the application covers October - June period)

## Wniosek urlopowy



Powrót



Przyjmij



Odrzuć

Wydział: [Centrum Astronomiczne im. Mikołaja Kopernika Polskiej Akademii Nauk](#)

Doktorant Testowy

0000005050

Rok studiów: 3 Semestr:

stacjonarne

Grupa:

Doktoranckie

Wniosek urlopowy 24/25

Oczekuje  
Zweryfikowany przez: radoslaw.smolec dnia: 2024-10-11 21:55

Całowita ilość dni urlopu 40

Ilość dni wykorzystanych 14

Ilość do wykorzystania 26

Id 21

Data złożenia wniosku 2024-10-11 21:48

Termin od 2024-10-21

Termin do 2024-10-25

Ilość dni 5

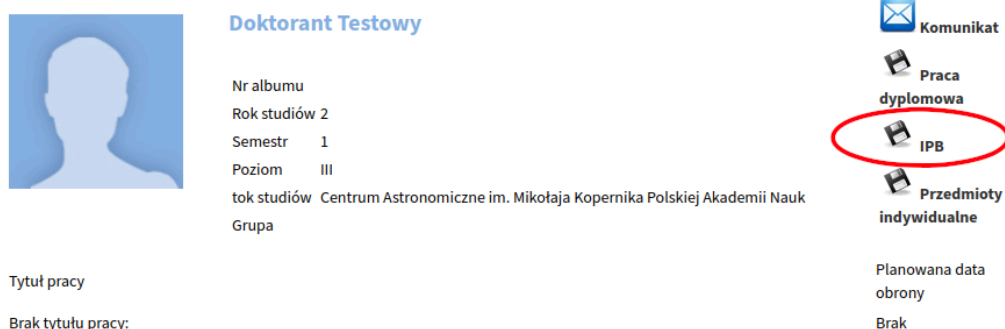
Uwagi I plan to visit my brother for his wedding.

- To accept the application click the "Przyjmij" (accept) button (encircled in green). To reject, click the "Odrzuć" (reject) button (encircled in red). In case of rejection, the system does not allow you to leave feedback. While the student will see his application was rejected, it is recommended to contact the student to give feedback.

## Mid-term evaluation in eDziekanat - instruction for supervisors

To submit your opinion on the implementation of the Individual Research Plan (IRP) of your PhD student for mid-term evaluation please:

- login to eDziekanat  
<https://geoplanetschool.edziekanat24.pl>  
(in case you forgot your credentials, ask administration of your institute to reset your password)
- In the menu on the left choose "Moi doktoranci"/"My PhD students" under the "Menu promotora i wykładowcy"/"Supervisor's and Lecturer's menu" tab (**note: do not choose "My students" - it refers to a different category. Eg., when you lecture, you will see students attending your lecture there**)
- You should see your PhD students now. Look for the one for which mid-term evaluation is in progress. Select "IPB" next to a floppy disc icon on the right - see image below:






The screenshot shows the profile of a student named "Doktorant Testowy". On the right, a menu contains several options: "Komunikat", "Praca dyplomowa", "IPB" (circled in red), and "Przedmioty indywidualne". Below the menu, the text "Planowana data obrony" is followed by "Brak".

Now, you should see a small table with the "Indywidualny Plan Badawczy - Ocena śródkresowa" row. Click on the small icon under "Dokumenty" on the right.

Wydział: Centrum Astronomiczne im. Mikołaja Kopernika Polskiej Akademii Nauk				
Doktorant Testowy				
00000005050				
Rok studiów: 2 Semestr: 1				
Grupa:				
			stacjonarne	
			Doktoranckie	
Typ	Nazwa	Publikacja od	Publikacja do	Dokumenty
IPB	Indywidualny Plan Badawczy - Ocena śródkresowa	0000-00-00	0000-00-00	

- You should see a table with documents. In the top row you should see the Individual Research Plan of your PhD student already uploaded. In the middle row you should see a report on the implementation of IRP prepared by your student (provided they uploaded it already). In the last row ("Sprawozdanie promotora") you should submit your report. Select a pdf file on your disc and click the "Wczytaj plik" ("Upload file") button, see image below. You may delete your report and upload a new one before the deadline set by the administration of your institute. Once the document is verified by the administration (after the deadline), no modification of the uploaded file will be possible.

Wydruki		
Indywidualny Plan Badawczy		Wczytany plik: SO_IRP.pdf 
Sprawozdania z realizacji IPB przygotowane przez studenta		Wczytany plik: IPB_student_report.pdf 
Sprawozdanie promotora		<input type="button" value="Browse..."/> No file selected. <input type="button" value="Wczytaj plik"/>

Aby wczytać plik(i) należy wybrać plik(i) i kliknąć na przycisk "Wczytaj plik" !

*Note for supervisors (main and assistant or joint supervisors) jointly supervising a student: one report is expected, if possible signed by both/all supervisors. You may also prepare two/more reports and merge them into a single pdf. Any of the supervisors should be able to upload the report in the system.*

- Once the mid-term evaluation is done by the committee you will be able to see and print the evaluation report. Just follow the steps 1-3. At the top of the page that will now be displayed, you should see a "Protokół" ("Report") button - see below. Click to download the evaluation report.

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Wydział: Centrum Astronomiczne im. Mikołaja Kopernika Polskiej Akademii Nauk

**Doktorant Testowy**  
0000005050

Rok studiów: 2 Semestr: 1

Grupa:

**stacjonarne**  
**Doktoranckie**

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**Dokumenty**

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Dane:

Typ *IPB Indywidualny Plan Badawczy - Ocena śródkresowa*

Typ oceny *Zal*

Data [RRRR-MM-DD] 0000-00-00





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Publikacja od [RRRR-MM-DD] 0000-00-00

Publikacja do [RRRR-MM-DD] 0000-00-00

Uwaga

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Wydruki		
Indywidualny Plan Badawczy		Wczytany plik: SO_IRP.pdf 
Sprawozdania z realizacji IPB przygotowane przez studenta		Wczytany plik: IPB_student_report.pdf 
Sprawozdanie promotora		Wczytany plik: IPB_supervisor_opinion.pdf 

Aby wczytać plik(i) należy wybrać plik(i) i kliknąć na przycisk "Wczytaj plik" !

## Uploading annual opinion about your PhD Student

*Note: English names of menus and options are from official eDziekanat translation (click on the UK flag in the top left) - these may be different if you use Google website translation service.*

1. Login to your eDziekanat account  
<https://geoplanetschool.edziekanat24.pl>  
(in case you forgot your credentials, ask the administration of your institute to reset your password).
2. In the menu on the left choose "My institute" under the "Supervisor's and Lecturer's menu" tab (Polish: "Menu promotora i wykładowcy"/"Mój instytut")
3. Click "Send file" near the floppy disc icon on the right (Polish: "Wyślij plik"), see image below, circled in red (you may also see all previous files that you have uploaded - click on "Files" (circled in green below)

**Make sure you click next to your institute!**

The screenshot shows the eDziekanat interface with a dark blue header labeled "Dziekanat". Below the header, there are three institute entries, each with a blue header and a list of options on the right. The first entry is "Centrum Astronomiczne im. Mikołaja Kopernika Polskiej Akademii Nauk". To its right, there is a "Pomoc" button with a red lifebuoy icon, a "Send file" button with a floppy disc icon circled in red, an "announcement" button with an envelope icon, and a "Files" button with a stack of papers icon circled in green. Below this entry is a red text prompt: "Make sure to send files to your institute!". The second entry is "Centrum Badań Kosmicznych Polskiej Akademii Nauk" with "Send file", "announcement", and "Files" options. The third entry is "Centrum Fizyki Teoretycznej Polskiej Akademii Nauk" with "Send file" and "announcement" options.

4. Fill the form:
  - a. In the "File type" drop-down list select "Annual report of the supervisor"
  - b. You may leave "Name displayed , if different from the loaded file" empty
  - c. In the "Short description (max 150 characters)" field **please write "Annual report for NAME - X year" with name of your student** and X = 1st, 2nd, 3rd,.... indicating year of education of your Student
  - d. Browse your disc and select a **pdf** file with your report to load
5. Click "Load file" and you are done

## How to see students registered for lectures

**Note:** Lectures delivered in different semesters are grouped in different *registrations*, which are titled like: “*Registration for lectures - Autumn 2024/2025*”. The lecturer only has access to the lectures to which they are assigned. **The system allows only one lecturer to be assigned to a lecture.** Therefore, when a lecture is given by more than one person, a lecture coordinator should be appointed, who will have access to the system and be able to fill in the e-protocol (grades). The school’s coordinators and some administrative staff members also have access to the system and have the rights to edit the lecture report/protocol.

**To see the list of students registered for your lecture:** login to your eDziekanat account. Choose “Students registered for lectures” from the “Supervisor’s and Lecturer’s menu” on the left. You will see all registrations with all your lectures. Click on the “details” on the right, next to the lecture you are interested in, to see the table with students registered for your lecture and their email addresses.