

## eDziekanat Guide for PhD Students - Table of contents

- [Registration for lectures](#)
- [Completing evaluation surveys of completed lectures](#), **NEW**
- [Leave applications](#)
- [Mid-term evaluation in eDziekanat](#)
- [How to submit an annual report](#)
- How to see the electronic grade card - TBD

## Registration for lectures

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

To register for lectures, workshops and other activities in the doctoral school please:

1. Login to eDziekanat:  
<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 "Choices and registration" under the "General" tab.
3. If registration is open, you will see a screen like below. The registrations may be grouped in blocks. In the example below there are two blocks, one for the lectures, the other for interdisciplinary workshops. Start and deadline for registration are given.

**Choices and registration**

### Registration for lectures - Autumn 2024/2025

Start date **2024-09-24** Ac. year 24/25  
End date **2024-10-04**

 **details**

---

### Registration for interdisciplinary workshops

Start date **2024-09-25** Ac. year 24/25  
End date **2024-10-25**

 **details**

4. To see the list of possibilities in a given block and to register, click on details (circled in red above). In the following screen you will see a list of activities you can register for, as in example below.

### Registration for lectures - Autumn 2024/2025

selection/registration period **2024-09-24** **2024-10-04**

Students who choose

Ac. year 24/25

Selection period

Ac. year 24/25

Number to choose from **11**

Select by clicking in the CHECKBOX type field the item you are interested in

	item	limit	link
<input checked="" type="checkbox"/>	<b>IGF - Wykład interdyscyplinarny</b> Interdisciplinary lecture (in IGF PAN) - item 2, table 1, Program of the Studies <b>dr hab. Biatecki Mariusz</b> Introduction to Complex Systems	no limit	description
<input type="checkbox"/>	<b>Monographic lectures, exercises and specialization practice</b> Specialized lecture, Item 3 in Table 1 in Program of the Studies <b>prof. dr hab. Czerny Bożena</b> Accretion processes in astrophysics	10	description
<input type="checkbox"/>	<b>Monographic lectures, exercises and specialization practice</b> Specialized lecture, Item 3 in Table 1 in Program of the Studies <b>prof. dr hab. Demiański Marek</b> Introduction to cosmology	no limit	description



5. To register for a given activity simply select the checkbox on the left (as circled in red in the example above). Note the additional information available:
  - a. The information at the top of the table (circled in green above) indicates how many activities you can register for.
  - b. The third, 'limit' column, indicates whether there is a limit of available places for a given activity.
  - c. The last, 'link' column, provides a link to more detailed information about activity.
6. While the registration is open you can change your choice. Simply follow the steps 1-5 and check/uncheck the relevant checkbox.
7. If you are late and registration is closed you need to contact the administration of your institute to change the registration.

## Completing evaluation surveys of completed lectures



*At the end of the semester, evaluation surveys are launched for the completed classes taught in the GeoPlanet doctoral school. A doctoral student has the opportunity to complete the survey only for lectures for which they have registered in the system. The opportunity to fill out the survey is limited in time, and doctoral students are usually informed of the opportunity to fill out surveys by email,*

To fill out the survey:

1. Login to eDziekanat:  
<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 "Surveys" under the "General" tab  
(in Polish, choose "Ankiety" in "Ogólne" menu).
3. You will see a screen like in the example below, with a list of lectures for which you have registered and for which the survey is open. The deadline to fill out the survey is explicitly given

Surveys				
lp	name	deadline	open the survey	
1	Ankieta ewaluacyjna prof. dr hab. Demiański Marek Wykłady monograficzne, ćwiczenia oraz praktyki specjalizacyjne	2025-02-28		
2	Ankieta ewaluacyjna dr inż. Klejment Piotr Wykłady monograficzne, ćwiczenia oraz praktyki specjalizacyjne	2025-02-28		

4. Click on the item for which you want to fill out the survey and then, in the following screen, which looks like below....


Ankieta ewaluacyjna				
 Powrót				
No.	Number	Opening the survey	Status	Closing the survey
1		2025-02-15 18:07	S	

just click either on the date below the 'Opening the survey' or on the small icon.

5. You should finally see the survey. Fill it out and remember to press the "ZAKOŃCZ" button at the very bottom of the page, after the last question, see image below. Note:

once the button is pressed, you will not be able to modify your answers.

13. Extra comments and suggestions regarding the course (eg., what you particularly liked, what needs improvement, etc.; optional)

ZAKOŃCZ 

## 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, students 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.

To apply for a leave please:

6. Login to eDziekanat:  
<https://geoplanetschool.edziekanat24.pl>  
(in case you forgot your credentials, ask the administration of your institute to reset your password).
7. In the menu on the left choose "Leave applications" under the "General" tab  
(in Polish, choose "Wnioski urlopowe" in "Ogólne" menu).
8. You will see a screen like in the example below. At the bottom, you can see a list of submitted applications (3 in the example). You can filter the list by academic year (drop-down list) and application type (only 'Leave application' available at the moment) - encircled in green. There is also a summary showing the number of days used (and unused) out of 40 available.

**List of leave application**




Applications for academic year: 24/25

Ac. year    Application type

24/25 ▾

Leave application ▾

filter






Leave days for academic year: 24/25

Total number of leave days 40

Number of days used 14




Number of days unused 26

LP	ID	NAME	FROM	TO	DAYS	STATUS	DETAILS
1	15	Leave application	2024-12-16	2024-12-31	9	Pending	
2	16	Leave application	2024-11-04	2024-11-16	9	Rejected	
3	17	Leave application	2025-07-01	2025-07-20	14	Accepted	

<<First <Previous 1 Next> Last >>Items selected: 3

9. To submit a new application click on the “New application” button in the top right. The following screen is self explanatory and allows you to enter the start and end dates for the leave and short justification (necessary only in the October-June period). Once you click the ‘Save’ button you are done.

**New item**

 Return     Save     Cancel

Leave application 24/25

Total number of leave days	40
Number of days used	14
Number of days unused	26

Leave from

Leave to

Between October and June, give a brief justification for the vacation

Justification

10. Once the application is submitted, you can modify it - just click on a relevant entry in the list of applications. This is only possible before the application is verified by the institute’s administration. As soon as the application is verified, no editing is possible. However you still have the option to cancel the application before the indicated start date of the leave.

In the list of submitted applications three statuses are possible:

- **Pending** - as long as application is not accepted by both institute’s administration and your supervisor,
- **Accepted** - for applications approved by both both institute’s administration and your supervisor,
- **Rejected** - for applications rejected either by the institute's administration or your supervisor. Note that the system does not store the reasons behind the rejection. You should contact the institute's administration or your supervisor to get the details.

## Mid-term evaluation in eDziekanat

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

To submit your mid-term evaluation report please:

1. Login to eDziekanat:  
<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 "Individual Research Plan" under the "Examinations and course credits" tab  
(in Polish, choose "Indywidualny Plan Badawczy" in "Egzaminy i zaliczenia" menu).
3. You should see a table with documents (not translated into English at the moment) - see image below. In the top row (circled in red below) you should see a pdf of your IRP already uploaded. In the middle row – encircled in green – this is a place to submit your report ("Sprawozdanie z realizacji IPB przygotowane przez studenta"). In the last row there is a place for your supervisor's report (encircled in blue; supervisors are expected to upload their reports and received/will receive instruction about that).

Wydział: CAMK  
Doktorant Testowy

IPB: Indywidualny Plan Badawczy - Ocena śródkresowa  
Okres publikacji od: 0000-00-00 do: 0000-00-00  
Data 0000-00-00

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

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

4. Once you select a pdf file with your report click on the "Wczytaj plik" ("Upload file") button. 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.
5. Once the mid-term evaluation is done by the committee you will be able to see and print the evaluation. Just choose "Individual Research Plan" under the "Examinations and course credits" tab. The table will now contain all documents with no possibility to change and an option to print the evaluation report ("Drukuj protokół" encircled in red in the image below).



IPB: Indywidualny Plan Badawczy - Ocena śródkresowa





**Drukuj Protokół >>>**

Okres publikacji

od: 0000-00-00 do: 0000-00-00

Data

0000-00-00

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" !

## How to submit an annual report

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

1. Login into 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 "General" tab (Polish: "Ogólne"/"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)



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