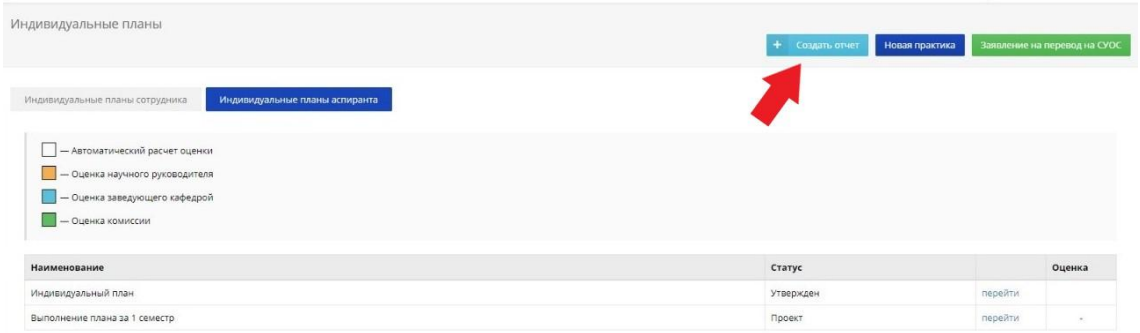
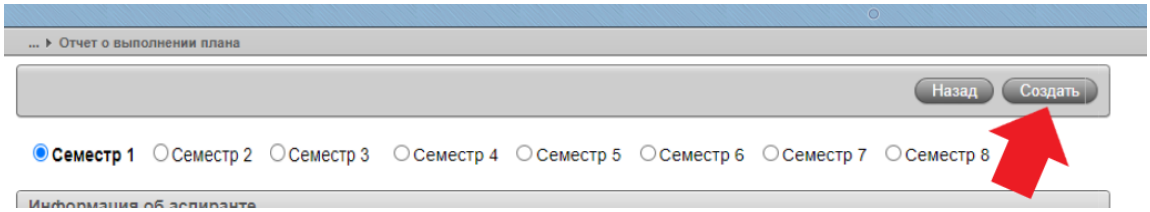
Instructions for creating reports

Dear postgraduate students! You have to create reports in each semester for the successful passing of the faculty (winter), inter-faculty (summer) session and subsequent dissertation. Those inputs should reflect data on scientific and research activities. Don't forget to fill out the necessary information about your scientific work in ISU.

1) In the personal account of the ISU, select the section "Education and Science" (Образование и наука) -> "Individual Plans" (Индивидуальные планы) -> "Individual Plans of postgraduate student" (Индивидуальные планы аспиранта). Click "Create report" (Создать отчет):

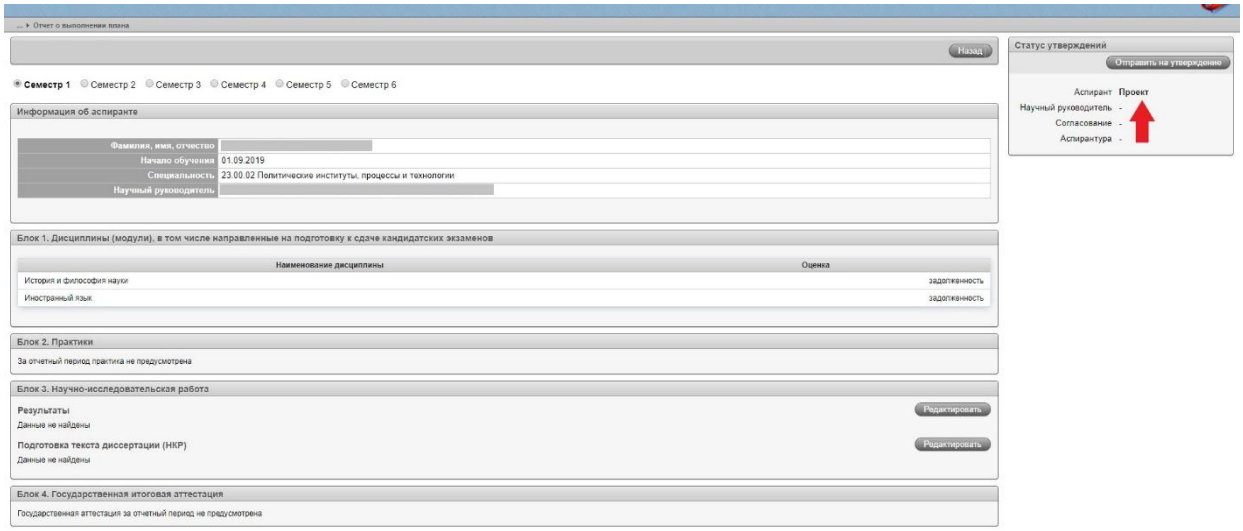


2) Choose semester (Семестр № …) -> "Create" (Создать):



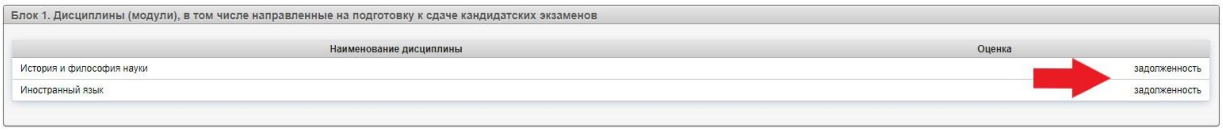
3) You got the report in draft form.

While report are in draft form, you can edit it.

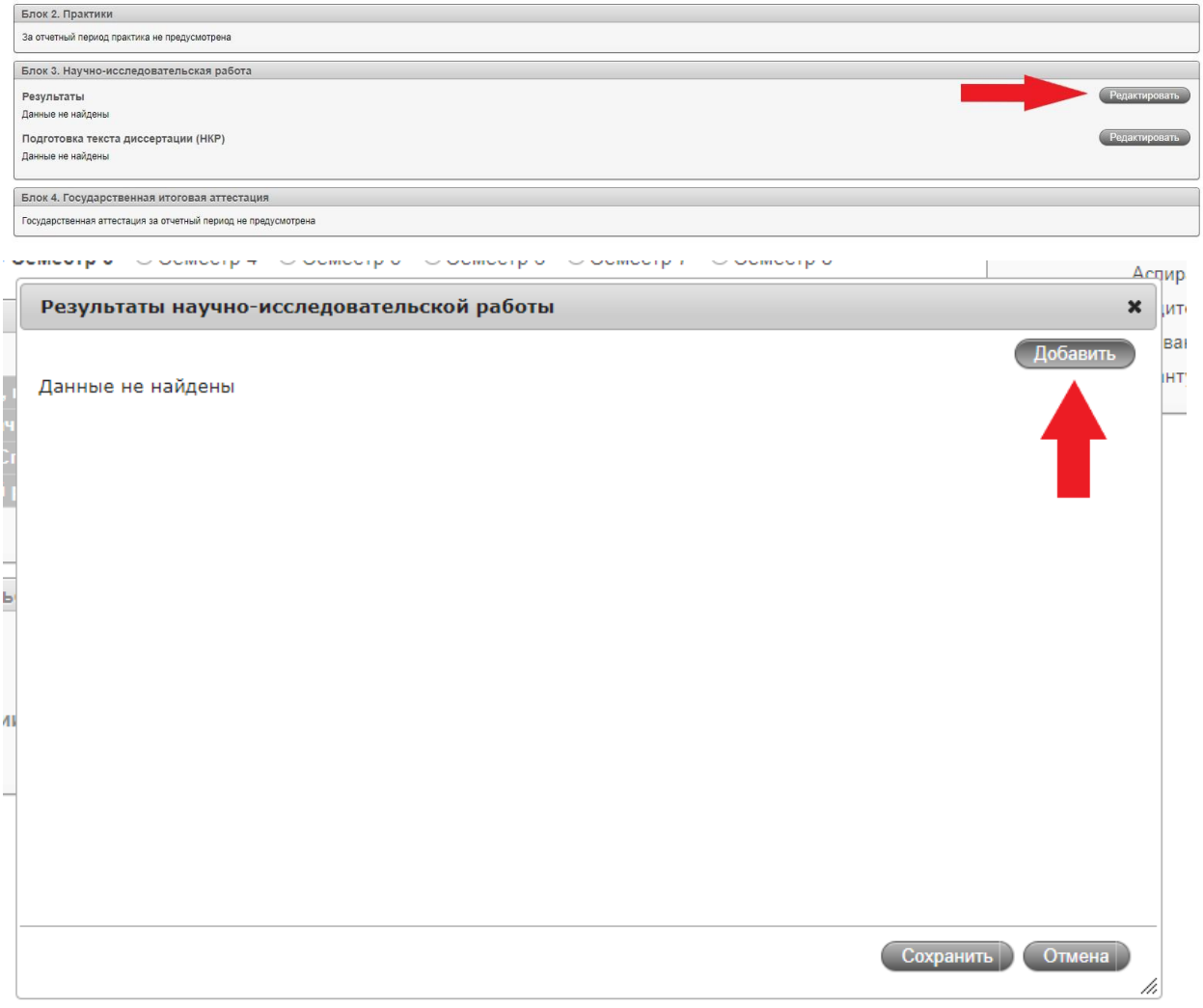


Now moving on to the creating report directly :

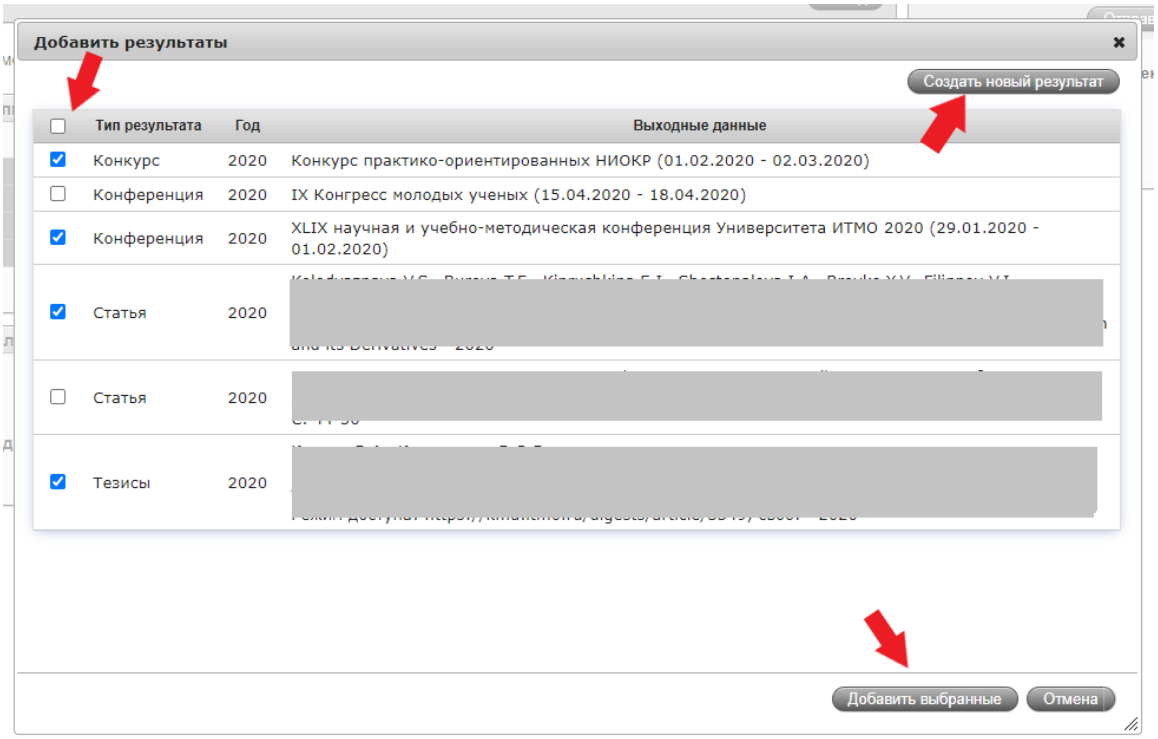
4) While you fill out the report you can face with problem: «Academic backlog" (Задолженность по дисциплинам). This has happened because you have to send a report for approval, for being admitted to the session, and only then to take exams. Don't be afraid: it's only the features of the system, and it will not affect your grade.



5) Then you need to add all results, that you have in the personal account of the ISU (Личный кабинет в ИСУ) in section "Results and achievements" (Результаты и достижения) ("Edit" (Редактировать) -> "Add" (Добавить)):

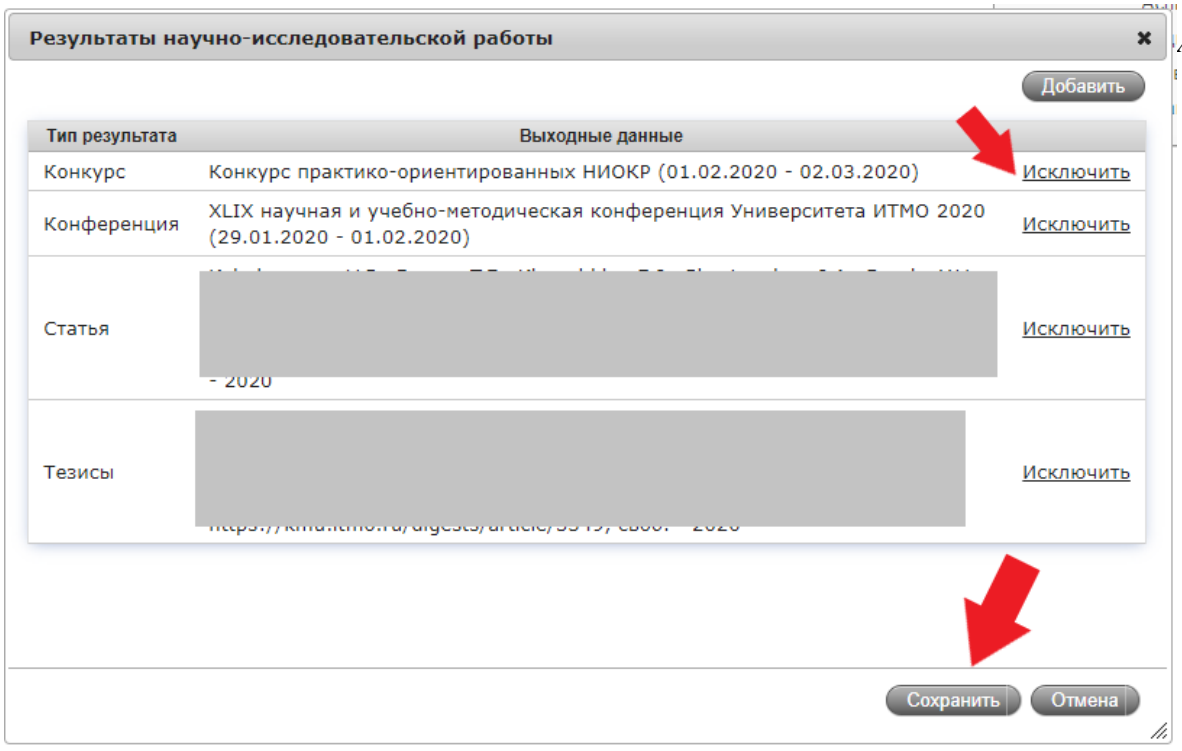


6) Mark necessary results, click “Add chosen” (Добавить выбранные):



We highly recommended to use “Create new result” (Создать новый результат), that allow to add a new result directly to report, only in case, when you couldn’t add result in section “Results and achievements” (Результаты и достижения).

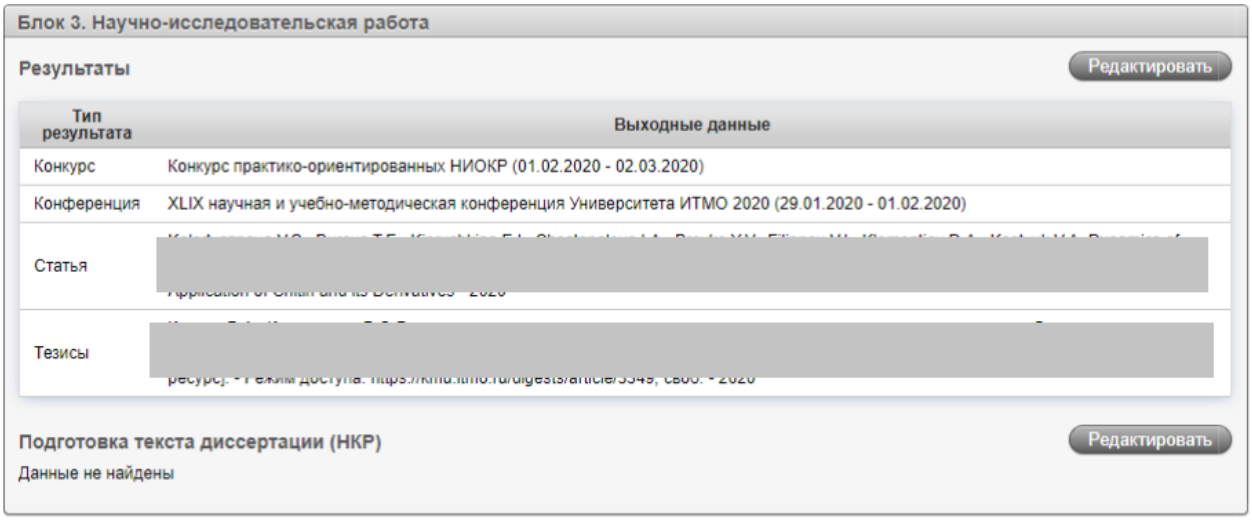
7) Click “Save” (Сохранить).



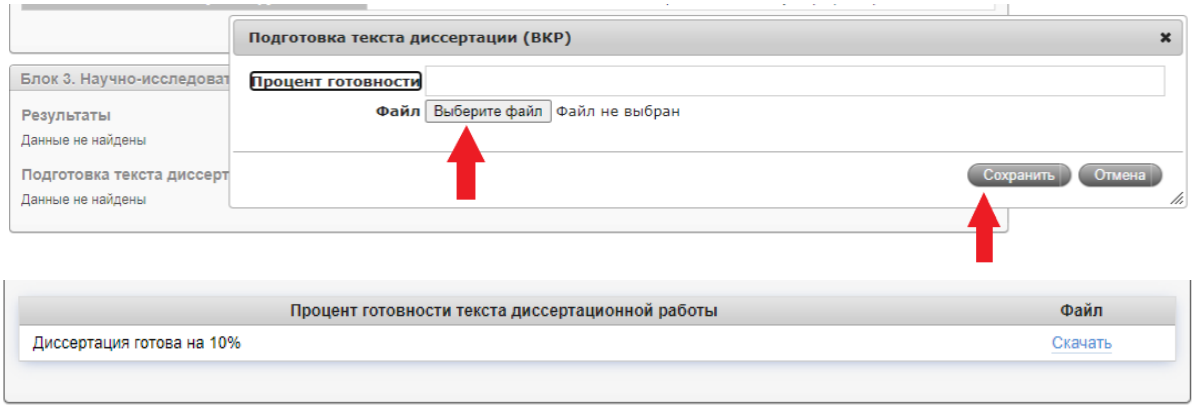
After

adding results you will be able to remove some of them if you need.

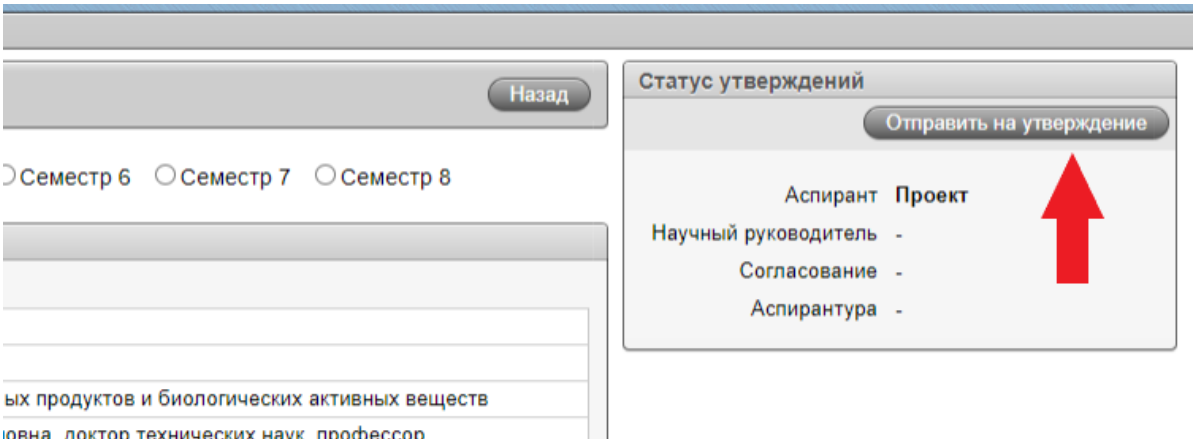
8) All results are displayed in block:



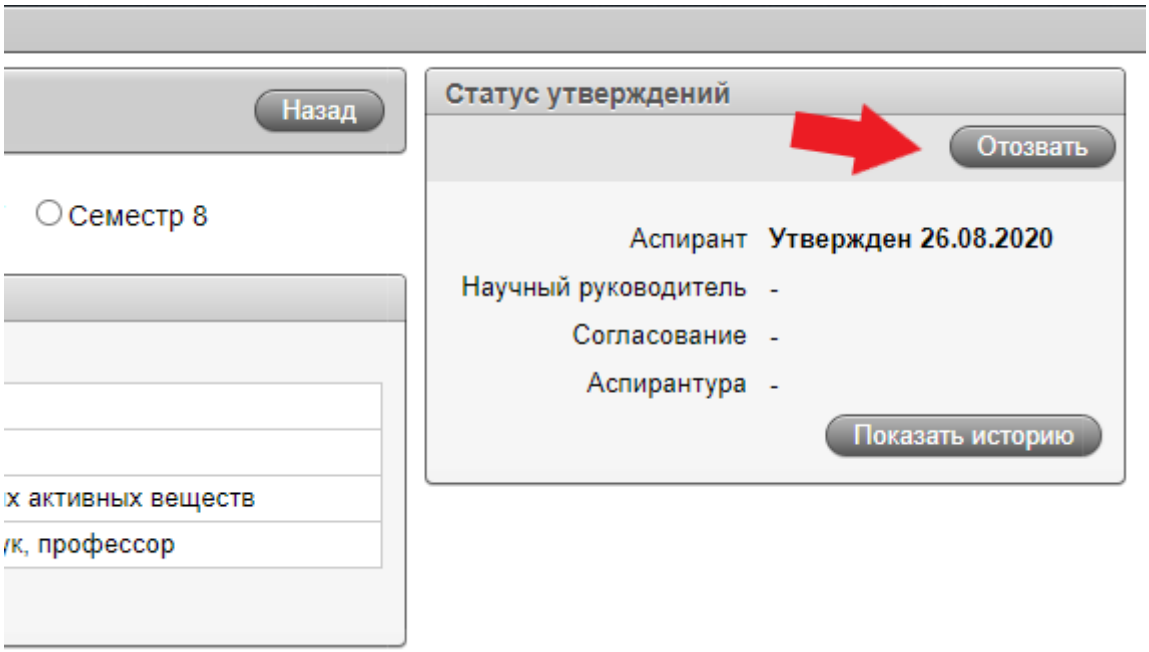
9) Then you need to download the file, that contains text of thesis, indicating the percentage of preparedness “File” -> “Save” (Выбрать файл -> Сохранить):



10) Report is ready! Now you need to send your report for approval to your supervisor (Отправить на утверждение):



“Approving” (Согласование) in Status of approved reports (Статусе утверждений) is carried out by dean of your faculty. Next confirmation (Аспирантура) is carried out by Department of International Postgraduate Studies



11) If you notice an error or want to add/correct/delete any information from the report, you can “Withdraw” (Отозвать) your report. Pay attention! You can do it only before approving the report by your supervisor.

When you confirmed your report at all stages, but you need to correct information, you may request the assistance of the Department of International Postgraduate Studies for withdrawing, then the faculty and supervisor. **Don’t forget to approve your report at all stages again!!!**