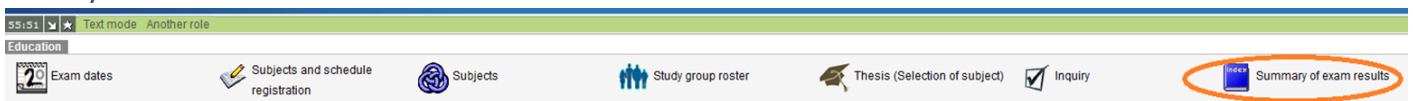


**What are the dates of the exam period at the FHS?** **May 22 – June 30, 2017.** Within these dates you are expected to complete all the assessments required and have your results / grades published in the SIS.

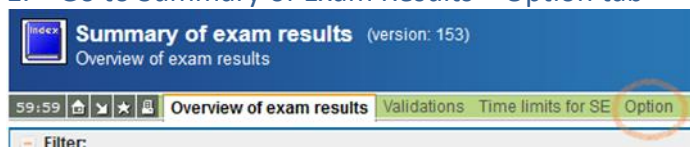
\*\*\* Make sure by what date you need to submit your paper / on what date the exam is held. The paper needs to be submitted a good time in advance before the end of the exam period so that the teacher has enough time to read and assess it. If you have decided that you will not complete some of the courses you have enrolled, inform the teacher about it as soon as possible.

**Where to view your grades (study results)?** All the results will be recorded in the SIS; go to the icon SUMMARY OF EXAM RESULTS, where you can check anytime whether your grades have been published already.

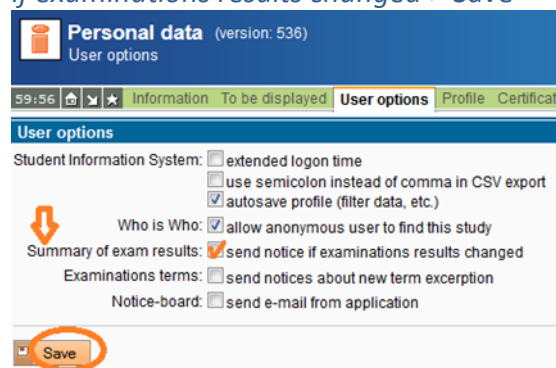


**Would you like to receive an automatic e-mail message that any of your grades has been recorded?** You may adjust the user options in your SIS profile to get this information.

1. Go to Summary of Exam Results > Option tab



2. From the menu select the option: *send notice if examinations results changed* > Save



**How to understand the results summary published in the SIS?**

You will find your result under the **Res.** column.

**Res.** (Result) = Czech Grade (1, 2, 3, 4) or Pass (C)

Type of examination	No.	Res.	Date	Examiner	Type	EC	Passed (for sem)	Passed (total)
Ex	0	-				6	Not-passed	Not-passed
Ex	0	-				6	Not-passed	Not-passed
MC	0	-				6	Not-passed	Not-passed
MC	0	-				6	Not-passed	Not-passed
MC	1	1	23.05.2017	Mgr. et Mgr. Silvie Převrátilová		4	Passed	Passed

**Conversion grading scale**

While In the SIS, you see only the Czech grade, in your official Transcript of Records, which we will print out for you, also the corresponding ECTS grade will be published there. For the conversion grading scale see below.

Czech Grade	corresponding ECTS Grade
1 - Excellent	A
2 - Very Good	B
3 - Good	D
4 - Fail	F

Questions or concerns, please do not hesitate to contact us: [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz)

C - Pass	Pass (an actual grade is not assigned, the performance is assessed only on passed/fail basis)
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### Type of Examination

Ex = Exam, a student receives a grade;

MC = another type of a graded coursework than the Exam, a student still receives a grade;

C = a Pass/Fail course, coursework is not graded.

EC = Number of ECTS credits.

**Who will enter your grades in the SIS?** Teachers are expected to write the results into the SIS directly by themselves, except for the UPCES (YBAU) courses, which are published by us (FHS International Office) once we have received the grades from our colleagues at the CERGE-EI. Your grades to be recorded just in the SIS, any other written confirmation of your result are not needed.

\*\*\* If a teacher is unable to enter the grade into the SIS, ask him/her to send us an email at [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz), containing your result as well as both the title and the code of the course.

**When are the grades published?** The results need to be published in the SIS by June 30<sup>th</sup> at the latest. While some of the teachers enter the results as soon as possible after having assessed the student's performance, the other may wait until all the students in their class have completed the course in order to enter the results for all the students at once.

\*\*\* We highly recommend that before your departure you make sure that you will have all your results expected published in the SIS by June 30<sup>th</sup> (as teachers may not be available during summer holidays in July and August). You may inform your teacher that you are an exchange international student and you need to have your results published by the end of June so that you can get your *Transcript of Records* in time (for the Czech students the Exam period will continue after the summer holidays in September).

**Where and when to get your TRANSCRIPT OF RECORDS?** Once all your grades have been published in the SIS, we will be able to provide you with the official *Transcript of Records* either in person at the FHS International Office or by email / post (in case that not all your results will be complete in the SIS before your departure).

\*\*\* Please, check your Summary of Exam Results in the SIS and let us know once all the results you are expecting have been published so that we can print your *Transcript* out. Please, specify the address where you want us to send the document.

**Where and when to have your CERTIFICATE OF ATTENDANCE signed?** Come for the signature to the International Office **in the very end of your stay**; please note that you need to come in person; we will not sign the forms e-mailed to us after your departure home! We will confirm the exact dates within which you have attended Charles University. **It will be the date of your last visit to the International Office that will be confirmed as the end day of your stay.**

If your home university has not provided you with a certificate template, you can use the one available at: [http://fhs.cuni.cz/FHSENG-343-version1-confirmation\\_of\\_study\\_period\\_f.doc](http://fhs.cuni.cz/FHSENG-343-version1-confirmation_of_study_period_f.doc) (if you are not an Erasmus student, you can adjust the form). Please, adjust the academic year, complete your name and other personal data together with the name of your home university beforehand.

\*\*\* Please note, this or a similar type of document to be signed in order to confirm the exact length of your stay/attendance at Charles University (it is important for calculating your scholarship).

Questions or concerns, please do not hesitate to contact us: [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz)