

## Exam period dates at the FHS

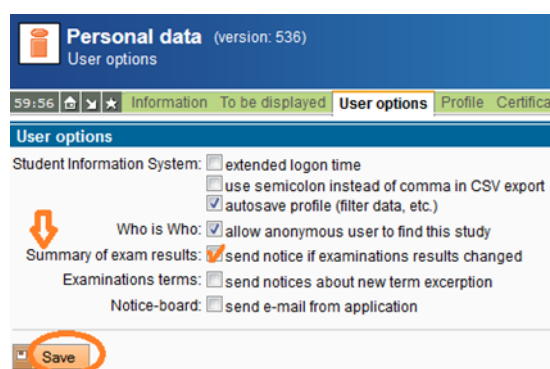
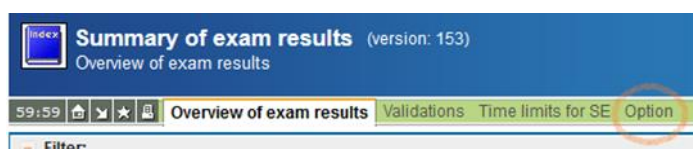
**May 28 – June 30, 2018**, within these dates, you are expected to complete all the assessments required and have your grades recorded in the SIS.

**Make sure** what date you need to submit your paper / the exam is held. The paper needs to be submitted a good time in advance before the end of the exam period to allow the teacher enough time to review it. If you have decided not to complete some of the courses you have enrolled, inform the teacher about it as soon as possible.

## Where to view your grades in the SIS?

In your profile, under the **SUMMARY OF EXAM RESULTS**, you can check anytime whether your grades have been published already there.

You may adjust the user options there to receive an automatic e-mail message that any of your grades have been recorded.



## How to understand the results summary in the SIS?

You will find your grade under the *Res.* Column.

**Res.** (Result) = either Czech Grade (1, 2, 3, 4) or Pass (C); **EC** = Number of ECTS credits.

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

While in the SIS, you see only the Czech grade, in your official Transcript of Records, you also get corresponding ECTS grades based on the **conversion grading scale below**:

Czech Grade	corresponding ECTS Grade
<b>1 - Excellent</b>	<b>A</b>
<b>2 - Very Good</b>	<b>B</b>
<b>3 - Good</b>	<b>D</b>
<b>4 - Fail</b>	<b>F</b>
<b>C - Pass</b>	<b>Pass</b> (no grade is assigned, the performance is assessed only on a pass/fail basis)

## Who will enter your grades in the SIS?

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Your grades to be recorded just in the SIS, no other confirmation of your result is needed. Teachers are expected to put the results into the SIS themselves, except for the UPCES (YBAU) courses. These are published by FHS International Office once we have received the grades from our CERGE-EI colleagues.

**If a teacher cannot enter** the grade into the SIS, ask him/her to send us an email at [international@fhs.cuni.cz](mailto:international@fhs.cuni.cz), confirming your result as well as the title and the code of the course.

## When are the grades published?

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The results need to be published **in the SIS by June 30<sup>th</sup>**. 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 requirements to enter the results for all the students at once.

**Before your departure**, make sure that you will have all your results expected published in the SIS by June 30 so that we can issue your Transcript of Records in July at the latest and you can submit it at your home university in time.

## Where and when to get your TRANSCRIPT OF RECORDS?

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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 later (in case your results will be incomplete in the SIS before your departure).

**After 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 issue your Transcript.

## Where and when to have your CERTIFICATE OF ATTENDANCE signed?

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Come for the signature to the International Office **at the very end of your stay**; please note that you need to come in person. We will confirm the first day of Orientation as the beginning date and **the date of your last visit to the International Office as the end date of your stay**.

If your home university has not provided you with any specific form, you can use the form available at:

[fhs.cuni.cz/FHSENG-343-version1-confirmation\\_of\\_study\\_period.doc](https://fhs.cuni.cz/FHSENG-343-version1-confirmation_of_study_period.doc)

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