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# End of Semester

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## Exam Period May 27 – June 30 2019

You are expected to complete all the assessments required and have your grades on the SIS by June 30.

Make sure what date you need to submit your paper / the exam is held.

If you have decided not to complete some of your courses, inform the teacher about it as soon as possible.

Submit your paper a good time in advance before the end of the exam period to allow the teacher enough time to review it.

## Where to view your grades on the SIS

Under the SUMMARY OF EXAM RESULTS, you can check anytime whether your grades have been published already.

You find your (Czech) grade under the RES. column there.

EC - Number of ECTS

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

Your corresponding ECTS grades will be listed in your final Transcript, based on the conversion

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## Your Transcript of Records

You will get your Transcript from the FHS International Office once all your grades have been published on the SIS.

If you do not have all your grades on the SIS before your departure, we will send you your Transcript via email later.

Please check your Summary of Exam Results in the SIS and let us know once all your expected grades have been published so that we can issue your Transcript.

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## Your End of Stay Certificate to be signed

COME IN PERSON for the signature to the FHS International office at the very end of your stay. Come on a day close to your departure, depending on your travel arrangements.

Rather than the official semester dates, the exact dates of your stay/attendance at Charles University, are important for calculating your Erasmus+ grant.

If you have not got any specific form from your home university, you may download the form below.

We confirm the date of your last visit in the International Office as the end date of your stay.

The first day of the Orientation is the beginning date of your mobility.

CONFIRMATION OF STAY CU form