

**CHARLES UNIVERSITY IN PRAGUE
FACULTY OF PHARMACY IN HRADEC KRÁLOVÉ**

Dean's Provision No. 2014/08

Instructions for the registration of study results in the CUNI Student Information System

Since the academic year 2014/15 at the Faculty of Pharmacy in Hradec Králové, Charles University in Prague, electronic records of Study Compliance called Electronic index (abbreviated as "E-index") have been introduced. Paper copies of the student books (the "Index") will no longer be used. This change applies to all documentation of the previous study results of all students in Bachelor's, Master's, Follow-up Master's and Doctoral degree programmes.

Regarding this above mentioned change, the following rights and obligations for examiners and students will be instituted:

I. Bachelor's, Follow-up Master's and Master's degree programmes

The examiner

- is required to verify the student's identity either by checking student's photograph in the CUNI Student Information System (SIS), or by requesting a valid student ID card or other official document confirming their identity (e.g. ID card, passport);
- is required on the day of the exam / credit, or at the latest during the next working day, to enter the result of the examination / credit into SIS. For written tests the examiner is obliged to enter the result into SIS within 3 working days after the exam / credit was earned. This also applies in the event of a failed exam (score "4"), failed attempt at earning a credit (assessment of "K") or an unexcused absence (for which "forfeited exam term" is selected)! For excused absences the existing guidelines will be applied as defined in the Rules for Organization of Studies at the Faculty of Pharmacy in Hradec Králové dated 6. 6. 2014 (* see below);
- has the right to delegate another authorized employee of the department (e.g. secretary) to enter the results into SIS; in this case the examiner is responsible for the proper entry into SIS by the designated deadline.

Note: The above also applies to supervisors of degree papers and bachelor theses, meaning that immediately after a student fulfils the conditions for obtaining credit for their degree paper or bachelor thesis the supervisor can issue instructions by e-mail to a department official who is then authorized to enter the relevant results into SIS (usually a secretary and / or other officer authorized by the Head of the Department).

The student

- is obliged upon request of the examiner to present their valid student ID card or another official document confirming their identity; if the student does not submit the document, the exam, test or other procedure will not take place.
- is responsible for checking the accuracy of the entered result of an examination / credit in SIS;

Note: Students are recommended to tick the box in SIS to automatically receive generated e-mails regarding any insertion into or change of their study results. Such a generated email contains the following information: the name and code of the subject, the name of the

obligation (credit / exam) and the outcome.

- in cases in which the result is not inserted into SIS by the next working day (for a written test within 3 working days) from the date of the relevant study obligation or in the case of an inaccurate result the student is required to alert the relevant examiner to this fact immediately by e-mail and to send a copy of the e-mail to the head of the department;
- if the result is not in SIS within 3 working days after the examination / credit (for the written test within 6 working days) even after the student has alerted the examiner, the student is required to send a notice of this fact by e-mail to the following address dekanat.studijni.oddeleni@faf.cuni.cz The name of the subject, the name of the examiner, the date the test or exam was given must be included, as well as a copy of the e-mail message sent to the examiner along with all subsequent email communications between the examiner and the student regarding this matter (i.e. the history of e-mail communications). The issue will then be handled by the head of the Study Department with the teacher and, if necessary, will be forwarded to the Vice Dean for Education for further consideration. Following this request by the student the disputed records in SIS will be disregarded.
- has the right in the event of an expired term to hand in an absence excuse letter to the examiner within 8 days after the examination/credit date. Additional procedures are specified in the existing Rules for the Organization of Study at the Faculty of Pharmacy in Hradec Králové dated 6. 6. 2014 (* see below).

II. Doctoral Study

- After passing the exam the "Exam Report" is written out in three copies with all appropriate signatures of the committee members as well as the chair of doctoral board. These documents must be delivered within 3 working days to the Department of Science of the Faculty of Pharmacy; the student's supervisor is responsible for the timely delivery.

In the Student Information System in the section "Exam results - viewing" the student has access to information regarding the fulfilment of the study requirements in individual subjects for which he or she was enrolled in the study programme. The student has the ongoing option to print out the documentation of their study results during the academic year.

This provision is valid from the date of issue.

Doc. PharmDr. Tomáš Šimůnek, Ph.D.
Dean of the Faculty

In Hradec Králové on 18. 11. 2014

* "If a student fails to attend an examination on a date on which they are registered, no classification of results is entered. This fact is recorded electronically via the Internet in the exam report. The examiner is only required to consider the credibility of a submitted excuse for the absence within 8 days after the examination." (III. The full text of the Rules for the Organization of Study at the Faculty of Pharmacy in Hradec Králové dated 6. 6. 2014)