

Charles University
Faculty of Pharmacy in Hradec Kralove

Dean's Directive No. 3/2023

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

This Directive establishes the rights and obligations of examiners, supervisors of diploma, bachelor's and dissertation theses and students of bachelor's, master's, subsequent master's and doctoral studies in connection with the electronic record of the fulfillment of study obligations, the so-called electronic index.

Article 1

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

1. The examiner is required to
 - a. 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);
 - b. enter the result of the exam/credit test into SIS on the day of the exam/credit test, or during the next working day at the latest. For written exam/credit test the examiner is obliged to enter the result into SIS within 3 working days after the exam/credit test took place. The same applies to failed exam (assessment "4"), failed credit test (assessment "K") or an unexcused absence ("missed exam term" is selected).
2. The examiner may delegate another authorized employee of the department (e.g. secretary) to enter the results into SIS; the examiner remains responsible for the proper and timely results entry into SIS.
3. If a student does not show up for an exam/credit test on the registered date without a proper prior excuse, they are not classified, and the exam/credit test date is considered missed. A late apology can only be accepted for serious reasons. The examiner or the chairman of the examination committee decides on the propriety of the excuse within 8 days after the exam/credit test.
4. Immediately fulfilling the conditions for obtaining credit for diploma or bachelor thesis, the supervisor is required to instruct by e-mail an authorized employee of the department to enter the results into SIS (usually a secretary and / or other employee authorized by the Head of the Department).
5. The student is required to

- a. present their valid student ID card or another official document confirming their identity upon request of the examiner; if the student fails to provide the document, they will not be allowed to fulfill the exam / credit test;
 - b. check the accuracy of the entered result of an exam / credit test in SIS¹; in case the result is not inserted into SIS by the next working day (for a written exam / credit test within 3 working days) from the date of the relevant study obligation or in the case of an inaccurately entered 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;
6. In case that the result is not in SIS within 3 working days after the exam / credit test (for a written exam/ credit test within 6 working days) although the student has alerted the examiner, the student is required to send an e-mail notice to the following address dekanat.studijni.oddeleni@faf.cuni.cz; the name of the subject, the name of the examiner, the date of the exam / credit test 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 examiner and, if necessary, will be forwarded to the Vice Dean for Education for further consideration. Later disputes against the entered result in SIS will not be taken into account.
7. In the event of a missed term, student may give the examiner an absence excuse in writing within 8 days after the exam / credit test date.

Article 2 **Doctoral Study**

1. After passing the exam the "Exam Report" is written out in two 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 Graduate Student & Research Services of the Faculty of Pharmacy; the student's supervisor is responsible for the timely delivery.
2. Student has access to information on the fulfilment of the study requirements in individual subjects for which they enrolled in the study programme in the Student Information System in the section "Exam results - viewing". Student can print out the documentation of their study results continuously throughout the academic year.

Article 3 **Final Provisions**

1. This Directive is to repeal Dean's Directive n. 8/2014.
2. This Directive enters into force on the date of its signature and becomes effective on the date of its publication.

¹ Students are recommended to tick the box in SIS to automatically receive generated e-mails regarding any entries or change of their study results. Such email contains the following information: the name and code of the subject, the name of the study obligation (exam / credit test) and the result.

In Hradec Kralove on 7th February 2023

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Dean of the Faculty