

## **University of Chemistry and Technology, Prague**

<b>Title</b>	<b>Circular No. B/O/963/02/2020</b>
Subject	<b>Checking and record-keeping of study obligations and the use of UCT credit book starting from the academic year 2020/21</b>
Applicability	Teachers, students, Dean ´s Offices of the respective faculties
Effective from	7 September 2020
Effective to	-
Revision	Annually
Cancelled	-
Prepared by	Department of Education - 963
Issued by	doc. Dr. Ing. Milan Jahoda

### **Article 1 Introduction**

1. Starting from the academic year 2020/21, the information in connection with the study is primarily kept in the electronic study information system of UCT Prague (hereinafter the "SIS"). Thus, the obligation to keep a paper form of the records regarding study obligations and their fulfilment in the Výkaz o studiu na vysoké škole (Report on Study at a Higher Education Institution) ceases to exist. Students may continue using their credit book UCT Index (hereinafter the "Index").
2. In addition, the circulation amends the wording of Articles 4, 15, 22, 37 and 40 of the Study and Examination Rules (dated 10 July 2019) until a new version is published.

### **Article 2 Information for students – Index of UCT Prague**

1. The Index of UCT Prague (hereinafter the "Index") is provided, free of charge, to every student during their matriculation in the first year of bachelor studies and, on request, in the Dean´s Office to students of the first year of follow-up master studies if the student has completed his/her bachelor studies at other higher education institution.
2. The Index may also be purchased in Respirium, building B. One Index can be used for the entire duration of studies at UCT Prague.
3. The Index is valid from the moment when the student´s passport photograph is glued and the first page is filled out, i.e. name and surname, date of birth, and student´s signature are provided.

4. Other than first year students may use the current credit book Výkaz o studiu na vysoké škole (Report on Study at a Higher Education Institution) for records of the passed exams, or they may purchase a new Index.

### **Article 3**

#### **Information for students – recording of results**

1. The Index may hold final results of the study obligations the student registered for. The result shall be recorded by the examiner, or by a person designated by the head of department, upon the examined student's request.
2. Only **successfully completed study obligations**, including courses completed with credit only, are to be recorded. Interim credits obtained in courses are not recorded in the Index.
3. Recording of classification by the examiner in the Index serves as confirmation that the exam has been passed.
4. Before the examiner records the result of the study obligation, the student shall fill in the course identification (name and, if applicable, code of the subject).
5. The examiner fills in the classification by using the respective letter (A,B,C,D,E), name, date and signature.
6. Records made in the Index do not substitute recording of the results in the SIS.
7. No later than by the end of the respective semester, students shall check that the study results in SIS are correct; in case of any discrepancy, they shall solve the situation with their examiner of the person designated by the head of department.
8. In addition to results of study obligations, other activities related to the studies and life at UCT may be recorded in the Index as well.

### **Article 4**

#### **Information for teachers – recording of results**

1. Results of examinations shall be recorded in the SIS by the examiner or a person designated by the head of department no later than within three working days from the examination.
2. **Failed attempts and credits** (interim or final) are recorded are also to be recorded in SIS.
3. **Upon student's request**, the examiner records the result of the examination in the Index to the respective subject.
4. The record in the Index serves as confirmation of the passed exam with the respective classification.
5. The examiner writes in the Index the classification (by using a letter), his/her last name in block letters, date and signature.
6. **Only successfully completed study obligations**, including courses completed with credit only, are to be recorded. Interim credits obtained in courses are not recorded in the Index.

### **Article 5**

#### **Dean's Office of the Faculty**

1. To check the study obligations of the semester/year/studies, only records in SIS shall be used.
2. Dean's Offices do not write or confirm anything in the Index.
3. Registration of courses for the next semester is done electronically via the SIS.

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Vice-Rector for Education