

**Rules for the Organization of Studies  
Third Faculty of Medicine**

The Academic Senate of the Third Faculty of Medicine  
based on §27, paragraph 1, letter b) and §33, paragraph 2, letter e) of the law no. 111/1998 Coll., The Higher  
Education Act, as amended, and based on article 10, paragraph 1, letter b) of the Statute of the Third Faculty of  
Medicine, Charles University in Prague, has agreed upon these Rules for the Organization of Studies at the Third  
Faculty of Medicine as its internal regulation.

**Article 1  
Introductory provisions**

These Rules for the Organization of Studies at the Third Faculty of Medicine (hereinafter “the Rules “) establish according to art. 19 par. 1 and 2 and related provisions of the Study and Examination Regulations of Charles University in Prague (hereinafter “the University “) requirements of study programmes carried out at the Third Faculty of Medicine (hereinafter “the Faculty “) and define details of study organization at the Faculty.

**PART I  
REQUIREMENTS OF BACHELOR AND MASTER STUDY PROGRAMMES  
ACCORDING TO THE STUDY AND EXAMINATION RULES OF THE UNIVERSITY**

**Article 2  
Sections of study programmes**

*(Cf. art. 4 par. 5 of the Study and Examination Regulations of the University)*

1. Sections of study programmes are years.
2. The study of Master’s programme “General Medicine” consists of three cycles:  
I. Basic Biomedical Sciences, II. Principles of Clinical Medicine, III. Clinical Preparation.

**Article 3  
Proportion of credits for elective subjects in study assessment**

*(Cf. art. 4 par. 10 of the Study and Examination Regulations of the University)*

The proportion of credits acquired by a student in Bachelor’s or Master’s programme for elective subjects in relation to a normal number of credits in respective study assessment is 15 per cent. Any surplus credits for elective courses may be included upon the Dean’s decision.

**Article 4  
Minimal number of credits**

*(Cf. art. 4 par. 11 of the Study and Examination Regulations of the University)*

1. The student advances into the next section of study based on fulfillment of the two following criteria:
  - a) Student has to achieve a minimum number of credits required for enrollment into the respective section of study

b) the number of incomplete compulsory subjects must be in accordance with the criteria for the repetitive enrollment of a subject, see article 9, paragraph 1.

2. The minimum number of credits are:"

- a) the minimum number of credits for the enrolment into the second and third section of study programme "General Medicine" is 45 and 109 credits respectively,
- b) the minimum number of credits for the enrolment into the fourth section of study programme "General Medicine" is 158 credits,
- c) the minimum number of credits for the enrolment into the fifth and sixth section of study programme "General Medicine" is 226 and 285 credits, respectively,
- d) the minimum number of credits for the enrolment into the 7th section of study programme "General Medicine" is 342 credits,
- e) the minimum number of credits for the enrolment into the 8-11th section of study programme "General Medicine" is 360 credits,
- f) the minimum number of credits for the enrolment into the second and third section of Bachelor study programmes is 49 and 110 credits respectively,
- g) the minimum number of credits for the enrolment into the 4th section of Bachelor study programmes is 171 credits,
- h) the minimum number of credits for the enrolment into the 5th-6th section of Bachelor study programmes is 180 credits.

#### **Article 5 Individual study plan**

*(Cf. art. 4 par. 12 of the Study and Examination Regulations of the University)*

No details on individual study plan are provided.

#### **Article 6 Forms of study, transfers**

*(Cf. art. 4 par. 14 of the Study and Examination Regulations of the University)*

No details on combined study in programmes at the Faculty and on transfers between full-time and combined study within the same study programme are provided.

#### **Article 7 Change of study plan in course of interrupted studies**

*(Cf. art. 5 par. 6 of the Study and Examination Regulations of the University)*

If a student continues to study after an interruption during which there has been a change in the study plan by which students originally studied, the Dean will decide to assign the student to the appropriate section of study if necessary."

#### **Article 8 Right to enroll for a subject**

*(Cf. art. 6 par. 1 and 2 of the Study and Examination Regulations of the University)*

1. A subject is defined according to art. 6 par. 1. of the Study and Examination Regulations of the University.

The right to enroll for a subject taught at the Faculty is affected by

- a) a study plan of a study programme implemented at the Faculty, if the former requires or rules out the subject enrolment cf. art. 6 par. 5 a), c) or e) of the Study and Examination Regulations of the University, in case the subject is listed in the given study programme as compulsory or compulsory optional;
- b) capacity reasons cf. art. 6 par. 6 of the Study and Examination Regulations of the University; in such a case a reference is given to students who enroll for the subject in accordance with a recommended study plan; a list of subjects with respective capacity limits is issued as a Dean's decree.
- c) non-delivery of a medical certificate on a due date set by the Dean confirming the student's competence to attend the given subject; a list of subjects with respective limits based on required medical certification is issued as a Dean's decree.
- d) no teaching of the subject in a given academic year.

2. The continuity of achieved subjects (article 6, paragraph 5 of the Study and Examinations Regulations of the University) is defined in the Study Information System (Entry prerequisites) „It is stated here whether it is a "prerequisites for registration", i.e. which subjects have to be accomplished before the registration of the respective subject, or "prerequisites for completion", i.e. subjects that have to be accomplished before completing the course. "

#### **Article 9 Repeated enrolment for a subject**

*(Cf. art. 6 par. 7 of the Study and Examination Regulations of the University)*

1. A repeated enrollment for a compulsory subject completed by a credit or examination will be permitted upon achieving at least the minimum number of credits for completed stages in the respective study section as follows:"

- a) in the Master's programme :  
Cycle I: once 3 subjects  
Cycle II: once 3 subjects  
Cycle III: once 3 subjects

b) In the Bachelor's programmes, the repeated enrolment for a compulsory subject is allowed only once for three subjects during the whole course of studies.

2. Repeated enrolment for a subject listed as compulsory in a respective study plan is possible only once and exclusively within the immediately following study section when the subject is taught.

3. Repeated enrolment for any subject listed in any study plan of any study programme as compulsory optional is ruled out.

4. Repeated enrolment for a subject taught at the Faculty listed as optional in a respective study plan is ruled out unless stated otherwise in the subject annotation.

#### **Article 10 Credits**

*(Cf. art. 6 par. 10 of the Study and Examination Regulations of the University)*

For subjects taught at the Faculty, a colloquium is a prerequisite for achieving a credit; the credit test is either a prerequisite for taking an examination or a final assessment of the subject.

#### **Article 11 Taking part of State Final (Rigorous) Examinations**

*(Cf. art. 7 par. 7 of the Study and Examination Regulations of the University)*

1. The number of credits required for taking any part of the State Final Examination (hereinafter "the State Examination") in Bachelor's study programmes is 180. The final part of the State Examination shall always be the defense of Bachelor thesis.

2. The number of credits required for taking any but the final part of the State Rigorous Examination in Master's study programme is equal to the sum of subject credits required for the respective part.

3. The number of credits required for taking the final part of the State Rigorous Examination in the Master's study programme is 360.

#### **Article 12**

##### **Sum total of credits in compulsory and compulsory optional subjects**

*(Cf. art. 7 par. 8 of the Study and Examination Regulations of the University)*

The sum of credits in compulsory subjects required for taking respective parts of the State Examination in study programmes at the Faculty along with the minimal number of credits in compulsory optional subjects must not add up to more than 95 % of the sum stated in art. 7 par. 8 of the Study and Examination Regulations of the University.

#### **Article 13**

##### **Further conditions for graduating with distinctions**

*(Cf. art. 7 par. 11 of the Study and Examination Regulations of the University)*

A further condition for graduating with distinctions in any study programme is the achievement of a regular number of credits at every assessment of study progress and a regular completion of studies in time not extending over the standard length of study by more than one year.

### **PART II**

#### **DETAILS ON THE ORGANIZATION AND ASSESSMENT OF STUDIES IN BACHELOR'S AND MASTER'S STUDY PROGRAMMES**

#### **Article 14**

##### **Enrolment to studies**

1. Enrolment days are announced by the Dean. They are published in a sufficient advance on the official Faculty noticeboard. The enrollment is terminated at the latest 15 days after the commencement of instructions."

2. Students may apply to the Dean in writing to postpone the enrolment, however only for particularly serious reasons and on condition that they have fulfilled all study obligations required to proceed into the higher study section.

Assessment of studies

(1) The only valid certificate of study are considered to be a transcription of data about the study courses and the results of inspections of study from the Study information system of the Charles University in Prague (hereinafter "SIS"), which is officially certified or accompanied by a recognized electronic mark of the University.

(2) Upon a request, the Study Division will authorise a paper document for the student for confirmation of carrying out the examinations, which can also serve to prove the identity of the student (hereinafter "the Index"). The student has the right to request that the examination results or gaining of credit is written into the index, immediately after the examination or the credit takes place. In case of loss or destruction of the index, the student can apply for authorizing a new index, he/she is not entitled however to ask for refilling in the information about previous examinations.

(3) A student proves his identity with a student identity card, some other certificate of identity (especially identity card) or an index."

#### **Article 15**

##### **Student enrolment into the 1st study section**

1. Upon enrollment admitted applicants present their personal identification card or passport and a certified copy of secondary school leaving certificate, alternatively a certified copy of the certificate of completed secondary education, if it has not been submitted yet at the entrance examination; together with other necessary documents.

2. The Study Division gives admitted applicants these forms “Certificate of Entrance Preventive Medical Examination” and “Certificate of Vaccination against Hepatitis B” (details are outlined in Dean’s guidelines).

#### **Article 16**

#### **Enrolment into further study sections**

1. Enrollments into further unit of study will be done electronically via SIS.
2. SIS and that the student has met the requirements for the advancement to the next unit of study, the student submits an application for enrollment in the next unit of study via SIS.
3. Having completed all study obligations of the given unit and once it is proved that all fulfilled study obligations are recorded in After a check made by an officer of the Study division the student will print documents Personal file from module Personal Data and an overview of results for the current unit of study from module Summary of exam results.
4. The student will sign the Personal file and the overview of results for the current unit of study and will deliver them to the Study Division (by mail or into the mailbox of the Study Division) no later than the dates which are set annually by the Dean’s order.
5. In case of the repeated registration of a study subject terminated by a credit test or exam, the student repeats only those parts of the subject that he/she did not fulfill.
6. Electronic enrollment does not apply to:
  - a) 1<sup>st</sup> year student enrolling in studies;
  - b) students who enroll after an interruption;
  - c) students who are studying according to an individual study plan.
7. If the student enrolls in the first section of study into the study programme General Medicine in English, he/she may not be enrolled in any subsequent study sections into the study programme General Medicine in Czech and vice versa.
8. Other conditions for the enrollment of students in the parallel study programme in English will be defined in the contract made between the Faculty and the student.

#### **Article 17**

#### **Matriculation**

1. The date of matriculation ceremony for 1st-year students is announced by the Study Division by means common to the Faculty.
2. The fact that students have taken the Matriculation Oath will be certified, after the Oath has been signed, by the Study Division in SIS.

#### **Article 18**

#### **Credits**

1. Conditions for awarding credits will be determined by the head teacher of the subject at the latest on the first day of instruction in the respective academic year and they will be posted in the Study Information System (tab “Requirements to the exam”).
2. If attendance at instruction is a prerequisite for credit achievement, then the proportion required cannot be higher than 80 % in any individual instruction form of the subject concerned.
3. If writing a test or a seminar paper is a prerequisite for credit achievement, the head teacher shall determine the scope of the test or the requirements for a seminar paper at the latest on the first day of instruction in the respective academic year. The responsible teacher publishes the test results no later than 5 work days after the testing; in case of seminar paper, the due date is 10 work days after its submission. The publication of test or paper assessment results is done in a manner common at the Faculty (individual personal announcement, electronic mail).
4. In case of an oral examination being required for credit achievement, provisions of point 3 are applied reasonably.

5. If an oral examination is a prerequisite for credit achievement, it is subjected to the provisions of Article 19, Par. 3 of these rules appropriately."
6. In case that the fulfillment of credit prerequisites is recorded in the Index on another day than the actual day of their achievement, teachers are not authorized to require personal presence of the student on this occasion. In the case mentioned above, the date of credit award entered into the Index is the actual day of credit achievement.
7. The Head of Department or a member of academic staff authorized by them enter the award of credits immediately into the "Study Information System ". After termination of the examination period, the Study Division of the Faculty prints out the protocol on awarded credits and ensures its archiving."
8. The Head of Department or a member of academic staff authorized by them enter the award of credits immediately into the "Study Information System ". After termination of the examination period, the Study Division of the Faculty prints out the protocol on awarded credits and ensures its archiving."

### **Article 19** **Examinations**

1. The Head of Department shall define, at the latest 3 months prior to the first examination date in the Study Information System, a sufficient number of examination dates so that the total examination capacity exceeds the number of students enrolled for the given subject in the academic year by at least 50%; the Head of Department shall also set the maximum number of students who can sign up for the given dates. This does not affect the possibility of announcing further dates as necessary. Further, the Head of Department appoints examiners and their substitutes for respective dates. The provision of the first sentence does not substantiate a request for a special examination date. Examinations of full-time students take place on work days as a rule. The Head of Department also determines if students are obliged to bring certain equipment for the examination (white coat, stethoscope etc.).
2. Examination specifics (examination questions, scope) and its form are defined by the head teacher of the given subject at the latest on the first day of instruction in the respective academic year and are published in SIS and for teaching in the General Medicine study programme 1st – 4th year also in the application "Výuka". ( tab "Requirements to the exam"). "
3. When a student repeats an examination, the head teacher of the given subject ensures, with respect to local conditions and restrictions, that the student is examined by other teachers than those that examined him/her at his/her first/second attempt, respectively.
4. Examinations may be carried out by a professor, docent (associate professor), or other faculty teacher authorized by the Dean. This has no effect on provisions stating the qualification of examiners for the State Final Examinations and State Rigorous Examinations.
5. The beginning of an examination shall be scheduled so that it does not start prior to 8 a.m. and later than 6 p.m. Exceptions to this rule are allowed only with a written consent of the student examined.
6. The examinations of full-time students shall be so organized as to finish by 8 p.m.
7. The examiner assigns questions to students in the following manner: in oral examination by a draw, in written examination by a randomly assigned test or (in the case of an essay) by means of a draw. The question must come from a list of topics or questions published previously in accordance with Faculty regulations.
8. The student has the right to an adequate preparation time for the examination. The Department provides enough space for this preparation. The student does not leave the preparation /examination room in the time between question assignment and end of examination. The exception to the rule is permitted by the examiner.
9. If the student withdraws from the examination prior to the question assignment, he/she is not graded. If he/she withdraws after the assignment, then the grade awarded is "failed ".
10. If the student uses prohibited aids (incl. a mobile phone or a camera) during the preparation or the actual examination, the examiner terminates the examination, grades the student's performance as "failed"(neprospěl)

and reports the breach of discipline to the Dean of Faculty. The breach is processed according to the Code of Discipline applicable to students of the Faculty.

11. If the student is classified other than “failed”, a repeated examination is impossible.

12. The Head of Department or a member of academic staff authorized by them enters the examination results into the “Study Information System” immediately. After the termination of examination period, the Study Division prints out the protocol on the awarded credits and ensures its archiving. At a request made by the student the examiner records the date and result of the examination into index and appends his/ her signature.”

13. A record of the course of the examination is taken, wherein is stated: the date of the examination, the name/names of the examiners, the name of the student, given questions (written out in full or by stating the serial number of the question from the list provided in the Study Information System), the result of the examination, the examiners signature (of the Chairman of the of the examination committee)”; the following paragraphs will be renumbered.

14. If student is classified by the grade "failed", he/she has not passed the required form of study assessment. If it is necessary to determine the average grade, all grades from all examinations and all resits are taken into account. “

15. In the case that the examination is the second repeated examination of a subject that the student has enrolled in repeatedly (i.e. the last possible date), the examination will be attended by the Vice-Dean for Undergraduate Education and Student Affairs, or a person delegated by him/her. The head teacher of the subject will announce this actuality to the Head of Study Division no later than 2 weeks before the examination takes place.”

#### **Article 20**

##### **State Final Examination and State Rigorous Examination**

1. It is not permitted to schedule dates for any part of the State Final and State Rigorous Examinations in a manner interfering with a regular instruction of a given student group in the subsequent instruction block. The State Final and State Rigorous Examinations shall be scheduled only on working days.

2. The beginning of a State Final and State Rigorous Examination shall be scheduled so that it does not start prior to 8 a.m. and later than 6 p.m. Exceptions to this rule are allowed only with a written consent of the student examined.

3. The examinations of full-time students shall be so organized as to finish by 8 p.m.

4. If the examination is a second resit, there is the Vice-Dean for Undergraduate Education and Student Affairs present at the examination, or a person authorized by him/her. The secretariat will announce this fact to the Head of Study Division ordinarily no later than 2 weeks before the examination takes place.”

5. The chairperson of the examination committee writes a protocol on the course and result of the respective part of the State Final and State Rigorous Examination and delivers the document to the Study Division of the Faculty no later than on the following work day. At the same time, the Head of the respective Department or a person authorized by them enters the examination results into the “Study Information System” on the day of the State Rigorous or State Final Examination. After the termination of examination period, the Head of the respective Department prints out the protocol on the classification of the given part of the State Final and State Rigorous Examination, and delivers the signed document to the Study Division of the Faculty.

6. The overall result of the State Final and State Rigorous Examination is classified in the following way (the grade “failed” for parts of the State Final and Rigorous Examination is not computed into the overall average):

Excellent – up to an average of 1.20

Very Good – up to an average of 2.00

Good – from an average of 2.01

#### **Article 21**

If a student is being examined whose tuition is carried out in English, all communication between the student and the examiner(s), including the examination questions, and all communication between examiners in the presence of the student, must be conducted entirely in English. Students communicate with patients in a practical examination always in the Czech language.

**Article 22**  
**Completion of study**

1. The student returns the following documents to the Study Division: Charles University Student Card with the Faculty coupon. The student receives a discharge sheet where the following items have to be certified

a) Certificate of Centre of Scientific Information (SVI, Third Faculty of Medicine) that the student has no obligations to the library of SVI, Third Faculty of Medicine, signed and stamped by authorized SVI staff;

b) The student's declaration that

- all obligations associated with the study at the Third Faculty of Medicine are fulfilled;
- he/she will inform the respective health insurance company of study completion within 8 days.

2. The student returns the completed discharge sheet to the Study Division. Having completed all the above-mentioned administrative tasks associated with the completion of study, the student who completed his studies successfully may administratively conclude the studies.

3. The graduation dates are announced in the Student Information System in application "Graduation". Scheduling into respective graduate groups is based on the group number the student entered when enrolling into the 6th year of study. The division of study groups into individual time slots is based on the number of students in the study group and based on the capacity of the premises where the graduation ceremony is being held.

**PART III**

**Article 23**  
**Temporary and Final Provisions**

1. The rights and obligations and organization of study of students enrolled into study at the Faculty before this rule becomes valid<sup>nd</sup>, is governed by the existing Study and Examination Regulations of the Faculty, unless defined otherwise by the Study and Examination Regulations of the University [1]).

2. Organization of study of students enrolled into study at the Faculty before this rule becomes valid is governed by existing Study and Examination Regulation of the Faculty with exceptions of Part I. Art.. 10 and 13

3. These Rules for the Organization of Study were approved by the Academic Senate of the Third Faculty of Medicine on April 12th, 2016.

4. This regulation becomes valid on the date of approval by the Academic Senate of Charles University.

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The Change of the rules for Organization of Study at the third Faculty of Medicine was approved by Academic Senate of the Third Faculty of Medicine on April 12th,2016, by Academic Senate of Charles University on June 3rd, 2016 and becomes valid on October 1st,2016 with exception of articles 14a and 16, which becomes valid on September 1st,2016.



Mgr. Marek Vácha, Ph.D.

Chair of the Academic Senate

Prof. Michal Anděl, M.D., Ph.D.

Dean of the Third Faculty of Medicine

Third Faculty of Medicine, Charles University

[1]) article 3, paragraph 2 Changes of Study and Examination Regulations of the university approved by the academic senate of the university on the 21st of April, 2006.