

**Charles University
Third Faculty of Medicine**

**REGULATIONS FOR ORGANISATION OF STUDIES AT THE THIRD FACULTY OF
MEDICINE OF THE CHARLES UNIVERSITY**

The Academic Senate of the Third Faculty of Medicine of the Charles University, in accordance with Section 27 (1) (b) and Section 33 (2) (f) of the law n. 111/1998 Coll. on higher education institutions and on amendments to other acts (the Higher Education Act), as amended, and in accordance with Article 10 (1) (b) of the Statute of the Third Faculty of Medicine of the Charles University, approved these Regulations for Organisation of Studies at the Third Faculty of Medicine as its internal regulation:

Art. 1

Initial regulations

These Regulations for Organisation of Studies at the Third Faculty of Medicine (hereinafter “the Regulations”), in accordance with Art. 19 (2) and related regulations of the Code of Study and Examination of the Charles University (hereinafter “the University”) set requirements of study programmes at the Third Faculty of Medicine (hereinafter “the Faculty”) and regulate details of organisation of studies at the Faculty.

SECTION I.

**REQUIREMENTS OF BACHELOR AND MASTER STUDY PROGRAMMES ACCORDING
TO THE CODE OF STUDY AND EXAMINATION OF THE UNIVERSITY**

Art. 2

Sections of study programmes

(Relating to art. 4 (6) of the Code of Study and Examination of the University)

Sections of study programmes are equal to years of study.

Art. 3

Proportion of credits for optional courses at the regular check of studies

(Relating to art. 5 (8) of the Code of Study and Examination of the University)

The proportion of credits gained by a student enrolled in a Bachelor or a Master study programme for completed optional courses out of the normal amount of credits¹ at the moment of the regular check of studies for enrolling into the next section of studies is 15%. The Dean decides about approving credits for optional courses above this limit for needs of the regular check.

Art. 4

The minimum amount of credits

(Relating to art. 5 (6) of the Code of Study and Examination of the University)

The minimum amount of credits:

- a) the minimum amount of credits for enrolling into the second section of studies in the study programme “General Medicine” is 45 credits,

¹ Art. 5 (5) of Code of Study and Examination of the University

- b) the minimum amount of credits for enrolling into the third section of studies in the study programme “General Medicine” is 109 credits,
- c) the minimum amount of credits for enrolling into the fourth section of studies in the study programme “General Medicine” is 158 credits,
- d) the minimum amount of credits for enrolling into the fifth section of studies in the study programme “General Medicine” is 226 credits,
- e) the minimum amount of credits for enrolling into the sixth section of studies in the study programme “General Medicine” is 285 credits,
- f) the minimum amount of credits for enrolling into the seventh section of studies in the study programme “General Medicine” is 342 credits,
- g) the minimum amount of credits for enrolling into the next section of studies in the study programme “General Medicine” until reaching the maximum length of studies is 360 credits,
- h) in bachelor study programmes, the minimum amount of credits for enrolling into the second section of the study programme is 49 credits,
- i) in bachelor study programmes, the minimum amount of credits for enrolling into the third section of the study programme is 110 credits,
- j) the minimum amount of credits for enrolling into the fourth section of studies in a bachelor study programme is 171 credits,
- k) the minimum amount of credits for enrolling into the following sections of studies in a bachelor study programme until reaching the maximum length of studies is 180 credits.

Art. 5

Right to register into a subject

(Relating to art. 7 of the Code of Study and Examination of the University)

1. A subject is defined by art. 7 (a) of the Code of Study of the Charles University.
The right to register into a subject at the Faculty is restricted:
 - a) by the study plan of the study programme performed at the Faculty if the plan conditions or excludes registration of the concerned subject according to art. 7 (5) (a), (c) or (e) of the Code of Study and Examination of the University in case the subject is classified as compulsory or elective within the relevant study programme,
 - b) by capacity according to art. 7 (8) of the Code of Study and Examination of the University; in such a case, students registering for the subject in accordance with the recommended study plan have priority; the list of subjects and particular capacity restrictions are determined by a Dean’s provision,
 - c) by not providing a medical certificate of eligibility to participate on the relevant subject within the time period determined by the Dean; the list of subjects where participation is conditioned by providing such a certificate is determined by a Dean’s provision,
 - d) by the subject not being open in the relevant academic year.
2. Succession for completing subjects is described in the Study Information System (under the bookmark “Entry Prerequisite”). It also provides the information whether the requirement is a “prerequisite for registration”, i.e. which subjects must be completed before registering for the subject, or a “prerequisite for completion”, i.e. which subjects must be completed before completing this subject.
3. Registration for an optional or elective subject can be cancelled by an application providing a justification handed in by the student alongside with a permission of the head of the department responsible for the subject.
4. A registered optional or elective subject can be changed by an application providing a justification handed in by the student alongside with a permission of the head of the department responsible for the subject that is being cancelled and a permission of the head of the department responsible for the newly registered subject.

Art. 6

Repeated registration for a subject

(Relating to art. 5 (6) of the Code of Study and Examination of the University)

1. A repeated registration for a compulsory or elective subject completed by receiving course credits or by an examination is possible with following restrictions if the minimal amount of credits for the completed sections of study were attained:
 - a) in a Master programme from the 2nd to 6th year for no more than two subjects per year,
 - b) in a Bachelor programme once for three different subjects during the whole studies.
2. A repeated registration for a subject that the relevant study plan classifies as compulsory or elective is possible only once and only in the closest upcoming section of study when the subject will be open.
3. A repeated registration for a subject provided by the Faculty that is optional for the relevant study programme is not possible.

Art. 7

Credit

(Relevant to art. 8 (7) of the Code of Study and Examination of the University)

1. If a subject is completed by receiving course credit or by passing a colloquium, students have the right for three resits.
2. If the condition for receiving course credit is passing a test or handing in a seminar paper or a similar report, the head of the subject will inform students about the extent of tested knowledge or the requirements for the report on the first day the subject takes place in the relevant academic year at the latest. The teacher will give results of the test to the students within 5 work days after the test; in case handing in a report is the requirement for receiving course credit, this time limit is 10 days and the results will be provided in the manner usual for the Faculty (given personally and individually, sent by e-mail).

Art. 8

Passing parts of State Final Examinations

(Relating to art. 9 and 10 of the Code of Study and Examination of the University)

1. Individual parts of the State Final Examination (hereinafter the "State Examination") can be passed separately.
2. The amount of credits required for taking any part of the State Examination in the Bachelor study programme is 180. The last part of the State Examination in this study programme is always the defence of Bachelor thesis.
3. The amount of credits necessary for taking other parts of the State Examination than the last one in a Master study programme equals the sum of credits for subjects that were compulsory to be completed before taking the relevant part.
4. The amount of credits necessary to take the last part of the State Examination in a Master study programme is 360.

Art. 9

The total amount of credits for compulsory and elective subjects

(Relating to art. 9 (9) of the Code of Study and Examination of the University)

The total amount of credits corresponding to all compulsory subjects necessary for taking individual parts of the State Examination in study programmes at the Faculty combined with the minimum amount of credits for elective subjects must not exceed 95% of the value given in art. 8 of these Regulations for the relevant study programme.

Art. 10

Other conditions for graduating with distinctions

(Relating to art. 9 (13) of the Code of Study and Examination of the University)

Another condition for graduating with distinctions for all study programmes is completing studies in a period that does not exceed the standard study period by more than one year.

Art. 11

Processing student applications at the Faculty

1. According to art. 17 (3) of the Code of Study and Examination of the Charles University, the Vice-Dean for Study Affairs processes student applications.
2. An application for a review of a Vice-Dean's procedure in matters stated in the paragraph above are processed by the Dean.

SECTION II.

DETAILS OF ORGANISATION AND CHECK OF STUDIES IN BACHELOR AND MASTER STUDY PROGRAMMES

Art. 12

Certificate of study

1. Only a listing of data on study subjects and results of checks of studies from the Study Information System of the Charles University, officially certified or bearing the recognized electronic marking of the University can be considered a valid certificate of study.
2. A paper document will be also authorized by the Study Division on student's demand. Students have the right to ask that results of an examination or a course credit are noted in the certificate of study immediately after the results of the examination or course credit are announced. In case the certificate of study is lost or destroyed, a student can apply for a new certificate to be issued and certified by the Study Division.
3. A student proves his or her identity to the Faculty with a student card or an identity document (usually a national identity card).

Art. 13

Enrolment into the next section of study

1. Enrolments into the second and subsequent sections of study are performed electronically via the Study Information System (SIS).
2. After a student meets all necessary study requirements in the relevant section of study and after a check which confirms that all student's completed study requirements are registered in the SIS and that the student met all conditions for enrolling into the next section of study, he or she will enrol into the next section of study via the SIS.
3. After an officer of the Study Division performs the check, the student will print out the Personal File and the overview of results of examinations for the current section of study in the module Personal Data.
4. The student will sign the Personal File and the overview of results for the current section of study and will deliver these documents to the Study Division (via post or by leaving them in the post-box of the Study Division) before the date determined every year by a Dean's provision.
5. In case a student repeatedly registers for a subject concluded by receiving course credit or an examination, the student repeats the subject only in the extent that he or she did not fulfil in the previous section of study.

6. The electronic enrolment does not apply for:
 - a) applicants enrolling into studies,
 - b) persons who interrupted their studies and the period for which they interrupted their studies ended,
 - c) students following an individual study plan.
7. Details of enrolment for students of a study programme in the English language are determined by the contract between the Faculty and the student.

Art. 14 Course credit

1. Requirements for receiving course credits are determined by the head of the subject on the first day of the semester at the latest and he or she will publish them in the Study Information System (the bookmark "Requirement for examination")². It is not possible to change these requirements during the academic year.
2. If one of the requirements is presence at class, the requirement cannot exceed 80% for each separate form the class uses.
3. If one of the requirements for receiving credits is an oral examination, the provisions from art. 19 (3) of these Regulations apply to them in a reasonable manner.
4. The dates of tests, oral examinations or deadlines for handing in semester paper or similar reports will be determined by the head of the subject, usually on the first day on which the course takes place in the relevant academic year, the latest date is three months before the first test / oral examination / deadline for handing in the report. Along with dates and deadlines mentioned in the last sentence, the head of the subject will also determine the number of resits of the tests or examinations in case of failure – the minimum are two resits.
5. The dates for course credits in the form of examination, test or a similar form are published in the SIS at least seven calendar days before the date for registration. The time period given in the last sentence can be adequately shortened in case of an additional date, i.e. a date above the requirement of 150% of the number of students in the relevant section of study.
6. The time when the registration starts will be chosen so that it does not collide with regular classes (i.e. outside the period between 8 AM and 7:30 PM on a weekday).
7. The head of the subject or an academic official assigned by him or her will note received course credits into the Study Information System without needless delay. The Study Division will print out and archive protocols about received course credits after the exam period ends.
8. On a student's demand, the examiner will write the date when the course credits were received in the student's index and sign it.

Art. 15 Examination

1. Requirements of the examination (questions, particular domains) and its form will be determined by the head of the subject on the first date of the semester and published in the SIS (the bookmark "Requirements for examination").
2. The head of the subject will announce a sufficient number of dates for the examination at least three months before the first date in the Study Information System, the sufficient number means that the total capacity exceeds the number of students registered for the relevant study obligation in the academic year by at least 50%, the head of the subject will also determine the maximum number of students that can register for each date. This does not affect the possibility of giving additional dates if needed. The head of the subject will also determine examiners and substitute examiners for individual dates. The provisions in the first sentence do not grant a right for receiving an additional date for an examination. Examinations of students in

² Art. 8 (4) of the Code of Study

- full-time study take place exclusively on weekdays. The head of the subject will also determine obligatory equipment for the examination (lab coat, phonendoscope, etc.)
3. The date of the examination must be published in the SIS at least seven calendar days before the first day when it is possible to register for the examination. The time period given in the last sentence can be adequately shortened in case of an additional date, i.e. a date above the requirement of 150% of the number of students in the relevant section of study.
 4. The time when the registration starts will be chosen so that it does not collide with regular classes (i.e. outside the period between 8 AM and 7:30 PM on a weekday).
 5. For resit examinations, the head of the department will assure – within the possibilities of staff resources for the subject – that a different examiner than in the regular date or the first resit examines the student.
 6. The examiner can be a professor, a docent (associate professor), a senior assistant professor assigned by the Dean or another teacher from the Faculty. This does not affect the provisions about the number of examiners at State Final Examinations and State Rigorous Examinations.
 7. The time of the examination will be chosen so that the examination does not begin before 8 AM and later than at 6 PM. An exception from the preceding sentence is possible with a written consent of the examined student.
 8. The times for examinations for students in full-time study are determined so that the examination is usually finished before 8 PM.
 9. During an oral examination, students randomly draw their questions with the exception of cases when the content of the examination is the same for all students – especially in case of objective structured clinical examination (OSCE) the written examination has the form of either a test or an essay whose instructions students choose randomly by drawing. Instructions must be based on domains or list of examination questions announced in accordance with internal regulations of the Faculty.
 10. A student has the right for an adequate time for preparation for the examination. The department will prepare space for this preparation. During the time between assigning questions and finishing the examination, the student does not leave the space designated for preparation and examination. The examiner can grant an exception from the previous sentence.
 11. If a student withdraws from the examination before drawing a question, he or she is not graded, if a student withdraws after being assigned a question, he or she is graded “failed.”
 12. If a student uses unauthorized tools during preparation for the examination (including mobile phones and cameras), the examiner will end the examination, will grade the student with “failed” and will inform the Dean about a possible disciplinary transgression of the student in accordance with the Code of Disciplinary Proceedings for students of the Faculty.
 13. If a student receives any other grade than “failed”, a resit is not possible.
 14. The examiner (the president of the board of examiners) will note the grade into the SIS without needless delay. The Study Division will print out and archive protocols about received credits after the exam period ends. On a student’s demand, the examiner will write the date when the credits were received in the student’s index and sign it.
 15. For every examination, there is a report about the proceedings of the examination which states: the date of the examination, the name(s) of the examiner(s), the student’s name, questions (full transcription or by noting the numbers from the list in the SIS), the result of the examination, the signature of the examiner (the president of the board of examiners).
 16. In case of a “failed” grade, the student did not fulfil the relevant form of study check. All grades from all examinations and resits are used for the purpose of counting the average of grades.
 17. In case of a second resit of an examination of a subject for which a student registered repeatedly (i.e. the last possible date), the Vice-Dean for study affairs or a person assigned by him or her will be present at the examination. The head of the subject will

usually inform the head of the Study Division about this two weeks before the examination takes place.

Art. 16

State examination

1. It is not possible to choose dates of State Examinations in a way that would disrupt regular lectures of students of the relevant study group in the next block of courses. State Examinations take place exclusively on weekdays.
2. The time of the State Examination will be chosen so that the examination does not begin before 8 AM and later than at 6 PM. An exception from the previous sentence is possible with a written consent of the examined student.
3. The times for examinations for students in full-time study must be determined so that the examination is finished before 8 PM.
4. In case of a second resit at the State Examination, the Vice-Dean for study affairs or a person assigned by him or her will be present at the examination. The secretariat of the department responsible for the relevant State Examination will inform the head of the Study Division about this at least two weeks before the examination takes place.
5. The president of the board of examiners will write down a protocol about the process and the result of an individual part of the State Examination and will hand it over to the Study Division no later than the next weekday. The head of the department or an officer assigned by him or her will also note the result into the Study Information System on the same day as the State Examination took place. After the end of the exam period, he or she will print out the protocol with the grade for the individual part of the State Examination, sign it and hand it over to the Study Division of the Faculty.
6. The final result of the State Examination is graded by these grades (the grade "failed" is not used for counting the total average for all parts of the State Examination):
Excellent – up to the average of 1.20
Very good – up to the average of 2.20
Good – above the average of 2.21
The arithmetic average is rounded up or down to the nearest hundredth following the mathematical rule.

Art. 17

Language of examination

If studies take place in the English language, all communication between students and examiner(s), including instructions and questions at the examination, and all communication among examiners in presence of such a student, must take place exclusively in English. Communication between students and patients during the practical part of the examination always takes place in Czech or in a language that the patient understands.

SECTION III.

STUDIES IN DOCTORAL STUDY PROGRAMME

Art. 18

Procedure of enrolment of applicants

1. The Division for Science and Research Administration will issue a certificate of study to the student at the registration for studies if the data given in this document are not already kept in the SIS. A list of these data, officially confirmed by the Faculty, is considered a certificate of study.

An applying student will present the following documents during the registration:

- a) a national identity card or another ID,
 - b) documents about finished or on-going Master studies (an officially confirmed copy of a diploma or a confirmation of a completed State Final Examination) if such a document was not a part of the application for studies,
 - c) other necessary documents.
2. Applicants and students undergo an entry training on safety and health protection during work and on fire safety.

SECTION IV.

Art. 19 Temporary and final provisions

1. Rights and obligations of students who began their studies at the Faculty before these regulations came into effect are determined by these regulations.
2. The Rules of Organization of Studies approved by the Academic Senate of the University on the 3rd June 2016 are revoked.
3. These regulations were approved by the Academic Senate on the 9th May 2017.
4. These regulations take force on the day the Academic Senate of the University approved them and they take effect on the first day of the academic year 2017/2018.
5. The Academic Senate approved these regulation on 2.6.2017.

.....
Mgr. et Mgr. Marek Vácha, Ph.D., m.p.
President of the AS of the 3rd FoM

.....
prof. MUDr. Michal Anděl, CSc., m.p.
Dean of the 3rd FoM

.....
PhDr. Tom Nigrin, Ph.D., m.p.
President of the Academic Senate of the CU