Charles University

Third Faculty of Medicine

RULES FOR THE ORGANIZATION OF STUDIES AT THE THIRD FACULTY OF MEDICINE OF CHARLES UNIVERSITY

The Academic Senate of the Third Faculty of Medicine of Charles University, pursuant to Section 27(1)(b) and Section 33(2)(f) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended, and pursuant to Article 10(1)(b) of the Statutes of the Third Faculty of Medicine of Charles University, has adopted the following Rules for the Organization of Studies at the Third Faculty of Medicine of Charles University as its internal regulation:

PART ONE

BASIC PROVISIONS

Article 1

Introductory Provisions

These Rules for the Organization of Studies at the Third Faculty of Medicine of Charles University (hereinafter referred to as the "Rules") set forth, pursuant to Article 1(2) and related provisions of the Study and Examination Regulations of Charles University (hereinafter referred to as the "University Study and Examination Regulations") the requirements for study programs offered at the Third Faculty of Medicine of Charles University (hereinafter referred to as the "Faculty") and set forth the details regarding the organization of studies at the Faculty.

PART TWO

STUDIES IN BACHELOR'S AND MASTER'S STUDY PROGRAMS

Article 2

Sections of Study Programs

(Regarding Article 10 of the University's Study and Examination Regulations)

1. The stages of study in all degree programs offered by the faculty are academic years.

Article 3

Minimum Number of Credits

(Regarding Article 17 of the University's Study and Examination Regulations)

1. The minimum number of credits required for enrollment in the next stage of the "General Medicine" study program are:

    a. 45 credits for enrollment in the second stage of study,
    b. 109 credits for enrollment in the third stage of study,
    c. 158 credits for enrollment in the fourth stage of study,
    d. 226 credits for enrollment in the fifth stage of study,
    e. 285 credits for enrollment in the sixth stage of study,

f. 342 credits for enrollment in the seventh phase of study,
g. 360 credits for enrollment in subsequent stages of study until the maximum duration of study is reached.

2. The minimum number of credits required for enrollment in the next phase of study in bachelor's degree programs are:
   a. 49 credits for enrollment in the second stage of study,
   b. 110 credits for enrollment in the third stage of study,
   c. 171 credits for enrollment in the fourth stage of study,
   d. 180 credits for enrollment in subsequent stages of study until the maximum duration of study is reached.

3. The minimum number of credits required for enrollment in the next phase of study in a master's degree program are:
   a. 49 credits for enrollment in the second phase of study,
   b. 110 credits for enrollment in the third stage of study,
   c. 120 credits for enrollment in subsequent stages of study until the maximum duration of study is reached.

4. Only credits earned as part of the study program to which the interim review pertains are counted toward the minimum number of credits.

Article 4

Proportion of Credits for Elective Courses

(Regarding Article 17, Paragraph 6 of the University's Study and Examination Regulations)

The proportion of credits earned by students enrolled in a bachelor's or master's degree program for completing elective courses, relative to the standard number of credits required for the interim review for enrollment in the next phase of study—beyond which the dean decides on the inclusion of elective courses for the purposes of this interim review—is 15%.

Article 5

Enrollment in the Next Stage of Study

1. Enrollment in the second and subsequent stages of study takes place electronically via the Study Information System (hereinafter "SIS").
2. After fulfilling the necessary academic requirements for the given stage of study and verifying that all completed academic requirements are recorded in the SIS and that the student has met the conditions for advancement to the next stage of study, the student shall enroll in the next stage of study via the SIS.
3. In the case of re-enrollment in a course completed by credit or examination, the student repeats the course only to the extent that they did not fulfill the requirements in the previous stage of study.
4. Details regarding the enrollment of students in a study program conducted in English are set forth in an agreement concluded between the faculty and the students.

Article 6

Minimum Capacity of a Course

(Regarding Article 20 of the University's Study and Examination Regulations)

1. If, by 5 business days before the end of the course registration period specified by the dean's directive, the minimum capacity set for a required-elective or elective course has not been met, the dean may, after consultation with the program coordinator, and provided that no student is enrolled in the course for a second time, cancel the course no later than the end of the course registration period specified in the Dean's regulation. In such a case, students will be simultaneously notified of the course cancellation via SIS.

2. If the dean cancels a required elective or elective course pursuant to paragraph 1, the dean shall simultaneously designate a course or courses of the same type with at least the same credit value that the student is entitled to enroll in subsequently.
3. A student has the right to register for an additional course or courses of the same type no later than one week after the end of the course registration period specified by the Dean's order.

Article 7

Course Registration, Cancellation, and Replacement

(Regarding Articles 22 and 23 of the University's Study and Examination Regulations)

1. A course is defined in accordance with Article 18(1) of the University's Study and Examination Regulations.
2. The right to enroll in a course taught at the faculty is subject to the following restrictions:
   a. the curriculum of the degree program offered by the faculty, if the curriculum makes enrollment in the course conditional or excludes it pursuant to Article 22(3)(a), (c), or (e) of the University's Study and Examination Regulations, in the case of a course classified as required or required-elective in the given degree program,
   b. capacity constraints pursuant to Article 21 of the University's Study and Examination Regulations; in such cases, students who register for the course in accordance with the recommended study plan (course of study) always have priority; the list of courses specifying the specific capacity constraints is established by a decree of the dean,
   c. failure to submit a medical certificate confirming eligibility to participate in the course within the deadline set by the dean; the list of courses for which enrollment is contingent upon the submission of such a certificate is established, in accordance with Article 7, paragraph 4, of the University's Study and Examination Regulations, by a decree of the dean,
   d. the course not being offered in the given academic year.
3. The prerequisites for completing courses are listed in the course description in SIS. This indicates whether it is a "prerequisite for enrollment"—i.e., which courses must be completed before enrolling in the course—or a "prerequisite for completion"—i.e., which courses must be completed before successfully completing the course.
4. Enrollment in a required-elective or elective course may be canceled upon a justified request submitted by the student and with the approval of the head of the department offering the course.
5. A registered required-elective or elective course may be replaced with another course based on a justified request submitted by the student and with the approval of the head of the department offering the course being canceled and the head of the department offering the newly registered course.

Article 8

Re-enrollment in a Course

(Regarding Article 24 of the University's Study and Examination Regulations)

1. Re-enrollment in a required or required-elective course completed with a credit, a graded credit, or an exam is permitted upon achieving at least the minimum number of credits for the completed stages of study as follows:
   a. in a master's program, in the 2nd through 6th years, for a maximum of two courses per year;
   b. in bachelor's and master's programs, three different courses once during the entire course of study.
2. Re-enrollment in a course designated as required or required-elective in the curriculum of a given study program is permitted only once, and exclusively in the next available study period in which the course is offered.
3. Re-enrollment in a course taught at the faculty that is an elective for a given degree program is not permitted.

Article 9

Course Assessments

(Regarding Article 26 of the University's Study and Examination Regulations)

1. A student may withdraw from a course assessment no later than 2 business days before the start date of the assessment.

Article 10

Conduct of Course Assessments

(Regarding Article 27 of the University's Study and Examination Regulations)

1. During the course assessment, students are required to use only those aids permitted for the assessment of the given course.
2. Students are expressly required to refrain from using any electronic devices during the course assessment, including, but not limited to, cell phones, tablets, laptops and computers, smartwatches and fitness trackers, headphones, and smart glasses with a camera.
3. If there is reasonable suspicion of a violation of the obligation set forth in the preceding paragraph, the examiner is authorized to issue a request in order to prevent potential fraudulent conduct or to verify compliance with the obligation set forth in the preceding paragraph. Students who are requested to do so are required to comply with this request.
4. If it is reasonable or appropriate, the monitoring of coursework may be conducted using electronic devices. This applies primarily to monitoring of studies conducted remotely or in a partially remote format using information and communication technologies (see Article 27(1) of the University's Study and Examination Regulations) and to monitoring of studies carried out using technological devices designated by the examiners (e.g., faculty-issued tablets). The use of electronic devices during examinations as described in the preceding sentence is permitted only if it is possible to verify the students' identities and ensure compliance with the rules established for the examination of the course in question.
5. If necessary to support or monitor students' health, the examiner responsible for conducting the course assessment may allow students to use a specific electronic device (e.g., a glucose meter, etc.). Consent under the preceding sentence must be requested before the start of the course assessment, and examiners are required to grant it only if the relevant students have a confirmation from a healthcare provider or have a record of this fact in SIS.
6. A violation of the obligations set forth in paragraph 2 or paragraph 3 of this article will result in the termination of the course assessment with a grade of "fail" within the meaning of Article 27, paragraph 8, of the University's Study and Examination Regulations.
7. A violation of the above-stated rules regarding the use of electronic devices during an examination will be assessed as a disciplinary offense within the meaning of Article 2(1) of the Disciplinary Regulations for Students of Charles University.
8. If a student is caught using unauthorized aids, this conduct will be assessed in accordance with the relevant provisions of the Faculty's Disciplinary Regulations for Students and the University's Disciplinary Regulations for Students.
9. If a violation of these Rules is detected, the examiner or the person responsible for monitoring academic progress is required to report it to the appropriate authorities for the purpose of initiating disciplinary proceedings.

Article 11

Language of Examinations

If the program is conducted in English, all communication between students and examiners—including the posing of examination questions—as well as all communication among examiners in the presence of these students must take place exclusively in English. Communication between students and patients during the

practical portion of the examination shall always take place in Czech or in a language that the patients understand.

Article 12

Colloquium, Course Credit, Graded Course Credit, and Final Exam

(*Regarding Article 31 of the University's Study and Examination Regulations*)

If assessment of coursework for a course takes the form of a credit, a graded credit, or a colloquium, the student is entitled to at least two retakes.

Article 13

Credit

(Regarding Article 31, Paragraph 3 of the University's Study and Examination Regulations)

1. The requirements for earning a credit are set by the course instructor no later than the start of the course registration period and are published in the course description in SIS. These conditions may not be changed during the academic year.
2. If the requirement for earning credit is the completion of a test, seminar paper, or similar assignment, the course instructor shall specify the scope of the material to be tested or the requirements for the seminar paper no later than the first day of teaching of the course in the given academic year. The instructor will notify students of the test results no later than 5 business days after the test is administered; if the requirement for earning credit is the completion of a seminar paper, the deadline is 10 days after the paper is submitted, in the manner customary at the faculty (individual in-person notification, email).
3. If attendance in class is a requirement for earning credit, the requirement for the student's in-person attendance may not exceed 80 %, calculated separately for each form of teaching for the given course.
4. If an oral examination is a requirement for receiving credit, the provisions of Article 14, paragraph 3, of these Rules shall apply mutatis mutandis.
5. The dates for tests, oral examinations, or the submission of seminar papers or similar assignments are generally set by the course instructor on the first day of teaching of that course in the given academic year, but no later than three months before they are to take place. At the same time as the dates are set in accordance with the preceding sentence, the maximum number of retakes for tests or exams in the event of failure is determined, with a minimum of two retakes.
6. Dates for course completion via examination, test, or similar method are posted in SIS at least seven calendar days before the registration deadline. The deadline specified in the preceding sentence may be reasonably shortened in the case of additional dates, i.e., dates scheduled in excess of 150% of the number of students in the given program section.
7. The start time for registration is set so as not to conflict with regular class hours (i.e., outside the hours of 8:00 a.m. to 7:30 p.m. on weekdays).
8. Credits earned shall be entered into SIS without undue delay by the course instructor or an academic staff member authorized by the instructor.

Article 14

Examination

1. The conditions for the exam (exam questions, topics) and its format shall be determined by the course director no later than the start of the course registration period and published in the course description in SIS.
2. No later than three months before the first exam date, the course director shall schedule a sufficient number of exam dates in SIS so that the total exam capacity exceeds by at least 50% the number of students enrolled in the course for the academic year, and shall specify the maximum number of students who may register for a given exam date. This does not preclude the possibility of scheduling additional

exam dates if necessary. Furthermore, the course director shall designate examiners and their alternates for each exam date. The provision in the first sentence does not establish a right to a special exam date. Exams for full-time students are generally held on weekdays. At the same time, the course instructor shall specify any mandatory equipment students must bring to the exam (lab coat, stethoscope, etc.).

3. The deadline for registering for an exam must be entered into SIS at least seven calendar days before the date set as the start of the registration period. The deadline specified in the preceding sentence may be reasonably shortened in the case of additional exam sessions, i.e., sessions scheduled beyond the 150% limit of the number of students in the given program section.
4. The start time for registration is set so as not to conflict with regular class hours (i.e., outside the hours of 8:00 a.m. to 7:30 p.m. on weekdays).

Article 15

Conduct of the Examination

1. The examiner may be a professor, an associate professor, or a teaching assistant or other faculty member authorized by the dean. This does not affect the provisions governing the composition of the examining board for state final examinations and state rigorous examinations.
2. For oral retake examinations, the head of the department shall ensure, within the limits of the available faculty for the given course, that the student is examined by examiners other than those who examined the student during the regular examination or the first retake.
3. The start time of the examination shall be set so that the examination does not begin earlier than 8:00 a.m. or later than 6:00 p.m. Exceptions are possible with the written consent of the student being examined.
4. Exam dates are scheduled so that the exam is generally completed by 8:00 p.m.
5. For oral examinations, students draw questions at random, except in cases where the content of the exam is the same for all examinees—particularly for the Objective Structured Clinical Examination (OSCE). Written examinations take the form of either a test or an essay, the prompt for which the student draws at random. The assignment must be based on the list of exam questions published in accordance with the faculty's internal regulations. A faculty member must be present when questions are drawn or essay topics are assigned.
6. The student has the right to a reasonable amount of time to prepare for the exam. The department shall provide the necessary facilities for this preparation. From the time the questions are assigned until the end of the exam, the student shall not leave the designated area set aside for preparation or for taking the exam. An exception to the preceding sentence may be granted by the examiner.
7. If a student withdraws from the exam before the questions are assigned, the exam is not graded; if the student withdraws after the questions are assigned, the student receives a grade of "fail."
8. In the case of an oral exam, the student must always answer all questions drawn or assigned. Therefore, it is not permissible to terminate the exam prematurely on the grounds that the student demonstrates a fundamental lack of knowledge, except in cases where the student requests it.
9. If a student receives a grade other than "fail," a retake is not permitted.
10. The examiner (chair of the examination committee) shall enter the exam result into SIS without undue delay.
11. A record of the exam is kept, which includes: the date of the exam, the name(s) of the examiners, the student's name, the questions asked (either written out or by reference to the serial number from the list in SIS), the exam result, and the examiner's (chair of the examination committee's) signature.
12. If a student receives a grade of "fail," the student has not successfully completed the relevant form of assessment for the course. If it is necessary to calculate the grade point average ([1]), all grades from all exams taken, all graded credit assignments, and all retakes are included in the calculation.

[1] Article 32, Paragraph 1, of the Charles University Study and Examination Regulations

Article 16

Oral Examination Before an Examination Committee

(*Regarding Article 29 of the University's Study and Examination Regulations*)

1. In the case of a second retake of an exam in a course that has been re-enrolled in (i.e., the last possible attempt), the oral exam is always conducted before an examination committee consisting of at least two examiners, and the Vice Dean for Undergraduate Studies and Student Affairs, or a person authorized by him or her, participates as an observer. The course instructor shall notify the head of the Study Division of this fact, generally two weeks before the exam is held.
2. A student may request that the dean hold an oral examination before an examination committee consisting of at least two examiners, with the Vice Dean for Undergraduate Studies and Student Affairs—or a person authorized by him or her—present as an observer, even in the case of the second retake attempt for the first enrollment in a course. In such a case, the dean shall proceed in accordance with Article 29, paragraph 3, of the University's Study and Examination Regulations.
3. A student may take an oral examination before an examination committee consisting of at least two examiners, in the presence of the Vice Dean for Undergraduate Studies and Student Affairs, or a person authorized by him or her as an observer, even in other cases deserving special consideration.

Article 17

State Examinations

(Regarding Article 37 of the University's Study and Examination Regulations)

1. The individual parts of the state examination (hereinafter referred to as "SZk") may be taken separately.
2. The number of credits required to take any part of the SZk in a bachelor's degree program is 180. The final part of the SZk for this degree program is always the defense of the bachelor's thesis.
3. The number of credits required to take any part of the SZk in a master's degree program is 120. The final part of the SZk for this degree program is always the defense of the master's thesis.
4. The number of credits required to complete any part of the study program other than the final part in a master's degree program is determined by the sum of the credits for the courses that are required to complete that part.
5. The number of credits required to complete the final part of the study program in a master's degree program is 360.
6. It is not permitted to schedule SZk exam dates in a way that disrupts the regular teaching of students in a given study group during the following class block. SZk exam dates may only be scheduled on business days.
7. The start time of a final exam may not be set earlier than 8:00 a.m. or later than 6:00 p.m. Exceptions to the preceding sentence are possible with the written consent of the student taking the exam.
8. Exam dates for full-time students must be scheduled so that exams are generally completed by 8:00 p.m.
9. In the case of a second retake of the final exam that is conducted orally, the Vice Dean for Undergraduate Studies and Student Affairs, or a person authorized by him or her, shall attend the exam. This person is not a member of the examination committee and shall attend both the public and non-public parts of the exam. The secretariat of the department coordinating the final exam shall notify the head of the Study Division of this fact, as a rule, no later than two weeks before the exam takes place.
10. The chair of the committee will record the proceedings and results of each component of the SZk in SIS; at the same time, the head of the department or a staff member authorized by him or her will enter the results into SIS on the day the SZk takes place. After the end of the examination period, the chair will print the report with the grades for each component of the SZk, sign it, and submit it to the faculty's Study Division.
11. The overall result of the final exam is graded using the following grades (a grade of "fail" is not included in the overall average for the parts of the final exam): excellent – up to an average of 1.20; very good – up to an average of 2.20; good – from an average of 2.21.
12. The arithmetic mean is rounded to two decimal places according to mathematical rules.

Article 18

Total Number of Credits for Required and Required-Elective Courses

(Regarding Article 38 of the University's Study and Examination Regulations)

The total number of credits corresponding to all required courses for taking the individual parts of the state examination in study programs offered by the faculty, together with the minimum number of credits from required-elective courses, may not exceed 95% of the value specified in Article 17 of these Regulations for the relevant study program.

Article 19

Additional Conditions for Graduation with Honors

(Regarding Article 43(6) of the University's Study and Examination Regulations)

An additional condition for graduating with honors in all study programs is the successful completion of studies within a period not exceeding the standard duration of study by more than one year.

Article 20

Transfers

(*Regarding Articles 46–47 of the University's Study and Examination Regulations*)

1. The faculty does not permit transfers within the faculty or transfers from another faculty.
2. Transfers between study programs taught in different languages are not permitted.

PART THREE

STUDIES IN DOCTORAL PROGRAMS

Article 21

Doctoral Study Programs Offered by Multiple Faculties

If a doctoral program is offered by multiple faculties, these Rules shall apply unless otherwise specified in an agreement between the relevant faculties. In such cases, the agreed-upon rules shall be published in the public section of the faculty's website.

Article 22

Procedure for Enrolling Applicants

1. Upon enrollment, applicants must present an ID card or other form of identification, as well as any other necessary documents.
2. Each year, upon enrollment, applicants and students must complete an introductory training session on occupational safety and health and fire safety.

Article 23

Discussion of the Dissertation Topic

(pursuant to Article 56(3) of the University's Study and Examination Regulations)

1. The dissertation topic defense (hereinafter referred to as the "defense") consists of a discussion of the progress made to date on the dissertation, its methodology, and preliminary research findings.
2. The discussion takes place before an examination committee appointed by the dean.
3. The number of committee members present during the defense must not be fewer than 3.
4. The position of committee chair is incompatible with the positions of supervisor and advisor to a student in a doctoral program.

Article 24

Details Regarding the Oral Defense

1. A doctoral student may take the oral defense no more than twice; that is, the student is entitled to one retake.
2. The defense begins with verification of the doctoral student's identity. The student's identity is verified by presenting a student ID card or an identity card, including an electronic application or other form of identification with a photograph.
3. Minutes of the defense are drawn up and signed by the chair of the committee and at least one other committee member.
4. The minutes of the oral examination shall primarily record its course and the grade awarded; in the case of a "fail" grade, the reasons for the grade shall also be recorded.

Article 25

Conditions for the Defense

A student in a doctoral program may take the defense only after fulfilling the obligations specified in the individual study plan as conditions for the defense.

Article 26

Deadline for the Oral Defense

A student in a doctoral program is required to take the oral defense by the end of the second year of study. If the student receives a "fail" grade, a retake is permitted by the end of the third year of study.

Article 27

Principles for Evaluating the Defense

1. The evaluation of the defense is based on the academic quality of the presentation of the dissertation topic, the doctoral student's ability to defend the chosen research approach, to argue objectively, and to respond to questions from members of the examination committee.
2. The examination committee evaluates, in particular:
    a. the clarity and academic quality of the presentation,
    b. progress to date in the preparation of the dissertation,
    c. the appropriateness of the chosen methodology,
    d. preliminary results and their interpretation,
    e. the ability to engage in substantive discussion.
3. The outcome of the defense is graded as "pass" or "fail."

Article 28

Dissertation, Reviews, and Defense

1. The dissertation must contain original and published results or results accepted for publication.
2. The student submits the dissertation in electronic form via SIS. Submission of the dissertation in SIS fulfills the requirement for its publication.
3. The submitted dissertation is reviewed by at least two reviewers, who may not be the student's advisor or consultant and must be affiliated with a different faculty or research institution than the student's department.
4. Each reviewer prepares a written review, which they submit electronically via SIS or by email to the Department of Science and Research.
5. The reviews of the dissertation are made available to the student at least 10 business days before the defense.

6. The dissertation defense, which is public, takes place before an examination committee, with no fewer than three committee members present.
7. The dissertation defense begins with verification of the doctoral student's identity. Students' identities are verified by presenting a student ID card or personal ID card—including an electronic application or other personal document with a photograph—or, if applicable, a transcript.
8. The result of the defense is graded as "pass" or "fail." The defense may be repeated only once, no sooner than six months later. If at least one review does not recommend the dissertation for defense, the student may withdraw from the defense before it takes place.

PART FOUR

GENERAL PROVISIONS

Article 29

Proof of Identity

1. Students shall prove their identity at the faculty by presenting a student ID card or an identity document (in particular, an ID card or other personal document with a photograph).
2. When verifying identity in connection with monitoring course progress, students may also use an electronic application.
3. During clinical teaching, students are required to wear their student ID in a visible location on the outer layer of their clothing.

Article 30

Academic Transcript

1. A study transcript is defined exclusively as a statement of course information and assessment results from the SIS system, officially certified or bearing the university's recognized electronic seal.
2. Upon request, the Student Affairs Office will also issue a paper copy to the student.

PART FIVE

TRANSITIONAL AND FINAL PROVISIONS

Article 31

Transitional Provisions

1. Proceedings initiated prior to the effective date of these Rules shall be completed in accordance with these Rules.
2. Students who enrolled in the first phase of their studies for academic years that began prior to the effective date of these Rules shall be governed by these Rules, with the exception of matters under Article 3(4), which shall be governed by the previous Rules.
3. For students who enrolled in a degree program and whose first term of study within that program began before March 1, 2025, the state doctoral examination and the defense of the dissertation shall be conducted in accordance with the previous Rules.

Article 32

Final Provisions

1. The Rules for the Organization of Studies at the Third Faculty of Medicine of Charles University, approved by the University Academic Senate on June 2, 2017, are hereby repealed.
2. These Rules were approved by the Faculty Academic Senate on June 9, 2026.
3. These Rules shall enter into force on the date of their approval by the University Academic Senate and shall take effect on the first day of the 2026/2027 academic year.
4. The University Academic Senate approved these Rules on June 19, 2026.

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RNDr. Jana Fauknerová Matějčková, Ph.D., signed
Chair of the Academic Senate, Third Faculty of Medicine

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Prof. MUDr. Jan Trnka, Ph.D., signed
Dean of the Third Faculty of Medicine

……
JUDr. Ing. Josef Staša, CSc., signed
Chair of the Academic Senate of Charles University