

**3RD FULL VALID WORDING OF THE
RULES FOR ORGANIZATION OF STUDIES
AT THE FIRST FACULTY OF MEDICINE
OF CHARLES UNIVERSITY**

In compliance with Article 27, Subsection 1, Inset (b), and Article 33, Subsection 1, Inset (f), in Act No. 111/1998 Coll., the Act on Schools of Higher Education and on Changes and Amendments of Other Acts (thereinafter „Higher Education Act“) in its valid wording, and with Article 35 of the Constitution of the First Faculty of Medicine of Charles University, the Academic Senate of the First Faculty of Medicine of Charles University decided upon these Rules for organization of studies at the First Faculty of Medicine, as its internal rule:

Article 1

Introductory provisions

In compliance with Article 19 Subsection 2 and other relevant provisions of the Code of Study and Examination of Charles University (thereinafter „Code of Study and Examination of the University“), these Rules for Organization of Studies at the First Faculty of Medicine of Charles University (thereinafter „Faculty Rules“) stipulate the requirements of the study programmes implemented at the First Faculty of Medicine (thereinafter „Faculty“) and specify the details of organization of studies at the Faculty.

Part I

**Requirements of the Bachelor and Master degree study programmes according to the
Code of Study and Examination of the University**

Article 2

Sections of study programmes

(Pertaining to Article 4 Subsection 5 of the Code of Study and Examination of the University)

Sections of study in all study programmes are years of studies.

Article 3

The minimum numbers of credit points

(Pertaining to Article 4 Subsection 11 of the Code of Study and Examination of the University)

- (1) The minimum number of credit points to be collected in the respective year of studies as a requisite for enrolment for the next section of studies within the standard duration of studies is provided as follows:

Year of studies	Study programme			
	General medicine in Czech or English language	Dentistry in Czech or English language	Follow-up Master	Bachelor
	Minimum number of credit points			
1st year	50 (EC)	50 (EC)	50 (EC)	50 (EC)
2nd year	110	110	120	110
3rd year	170	170	-	180
4th year	230	230	-	-
5th year	300	300	-	-
6th year	360	-	-	-

- (2) The minimum numbers of credit points necessary required for enrolment for the next year of studies beyond the standard duration of studies will always equal the sixtyfold of the standard duration of studies in terms of academic years.

Article 4

Credit points collected in elective subjects

(Pertaining to Article 5 Subsection 13 of the Code of Study and Examination of the University)

To judge whether a student collected the sufficient number of credit points for enrolment for the next year of studies, the number of credit points gained for passing elective subjects shall

only be included to constitute not more than 15 per cent of the normal number of credit points.

Article 5

The right to register for a subject

(Pertaining to Article 7 Subsection 2 of the Code of Study and Examination of the University)

- (1) A student has the right to register a subject taught at the Faculty within the period provided by the Dean.
- (2) The right to register for a subject taught at the Faculty may be limited:
 - (a) By the curriculum of the study programme implemented at the Faculty, if this programme conditions or excludes the registration for the given subject according to Article 7 Subsection 5 Insets (a), (c) or (e) of the Code of Study and Examination of the University, if the subject is one of those included in the given study programme as a compulsory or compulsory-elective one.
 - (b) On the grounds of limits of the teaching capacity according to Article 7 Subsection 8 of the Code of Study and Examination of the University; in such a case the students who register for the subject according to the recommended curriculum always have priority on registration.
 - (c) By necessity of written approval by the Principal Teacher of the subject¹ if the registration is for a subject that involves clinical training or utilization of a dead person's body, if the subject is registered for by the student beyond the curriculum of his/her study programme.
- (3) Registration for a subject can be cancelled
 - (a) within the period set by the Dean's Directive if tuition in the subject (if elective or compulsory-elective) was not commenced and if the student did not apply for the subject to be replaced with another subject according to Subsection 5;
 - (b) in case of a failure to submit a medical certificate as a proof of the ability to attend the instruction in the given subject; the requirement of health ability,² list of the subjects in which submitting such a certificate is required, and the deadline for submitting the certificate are provided by the Dean's Directive.
- (4) A subject registered for can be replaced with another subject on repeated enrolment for the studies on the provision that:

¹ Part 2 Chapter II of the Appendix to the Regulation # 247/2016 Coll., governing the standards of accreditation in university education.

² For example, according to Subsection 9 of the Regulation # 537/2006, governing the vaccination against infectious diseases, as amended.

- (a) during the period of suspension of the studies a change occurred in the curriculum under which the student had studied;
 - (b) the elective subject that the student had registered for is not taught any more at the Faculty.
- (5) The subject registered for can be replaced by another subject at the student's request within the period provided by the Dean's Directive, unless – in case of a elective or compulsory elective subject – tuition in the subject has commenced.

Article 6

Repeated enrolment for a subject

(Pertaining to Article 7 Subsection 9 of the Code of Study and Examination of the University)

- (1) Repeated registration for a subject which is set as a compulsory or compulsory-elective one by the curriculum of the given study programme is possible only once, on the provision that the student failed the review of study progress in the respective subject and the repeated registration is not excluded according to Subsection 2. The student is only allowed to register repeatedly in the immediately following section of studies in which the respective subject can be registered for.
- (2) Repeated enrolment for a subject which is set as a compulsory-elective one by the curriculum of the given study programme is excluded if:
 - (a) the student has successfully passed³ the review of study progress in this subject; or
 - (b) successful passing of the subject has been included in the conditions provided in the student's individualized curriculum ("individualized study plan").⁴
- (3) Repeated enrolment for a subject taught at the Faculty which is elective for the given study programme is excluded, unless stated otherwise in the annotation of the subject in the Student Information System (thereinafter "SIS")⁵.

Article 7

Review of study progress in a subject

(Pertaining to Article 8 Subsections 3, 4 and 7 of the Code of Study and Examination of the University)

- (1) Review of study progress in a subject registered for in the given section of studies can take place not later than 2 to 3 weeks prior to the end of the academic year in which the

³ Article 8 Subsection 2 of the Code of Study and Examination of Charles University.

⁴ Article 5 Subsection 14 of the Code of Study and Examination of Charles University.

⁵ Article 13 Subsection 1.

student studied in the given section of studies. The specific date is provided by the Dean in the Academic Calendar⁶ for the respective academic year.

- (2) Requisites necessary to pass a course credit, examination, graded course credit, colloquium or classroom essay shall be announced by the Principal Teacher of the subject, in compliance with the Code of Study and Examination of the University, in the subject description in the Student Information System. If according to the respective Academic Calendar tuition at the Faculty begins sooner than the semester does, the requisites shall usually be announced on the first day of tuition.
- (3) A student can take a course credit, graded course credit, colloquium or classroom essay in the respective subject not more than three times, i.e. he/she has the right to take 1 regular examining date and 2 resit dates, unless the nature of the requirements announced in the subject description according to Subsection 2 suggests that they cannot be fulfilled repeatedly (e.g. attending the tuition or practical placement).

Article 8

Recognition of the fulfilment of assessment of a subject

(Pertaining to Article 8 Subsection 16 of the Code of Study and Examination of the University)

- (1) Upon a student's application in writing, the Dean can recognize the fulfilment of assessment of a subject if the student fulfilled a similar study obligation at the University or another university-level school in the Czech Republic or abroad, if prior to submission of the application it was fulfilled within the previous period corresponding to the standard duration of the study extended by two years.
- (2) By his/her Directive, the Dean can specify the principles and details that will be considered on judging the application.

Article 9

Taking a part of State Rigorous Examinations

(Pertaining to Article 9 Subsections 5 and 9 of the Code of Study and Examination of the University)

- (1) In the study programmes of General medicine and Dentistry, provided in the Czech as well as in English language, particular parts of the State Rigorous Examination are taken separately.
- (2) In the study programme of General medicine, provided in the Czech as well as in English language, the number of credit points necessary for admission to particular parts of the State Rigorous Examination is set as follows:
 - (a) at least 180 credit points for the part of the State Rigorous Examination in "Hygiene and epidemiology";

⁶ Article 3 Subsection 3 of the Code of Study and Examination of Charles University.

- (b) 300 credit points for the other parts of the State Rigorous Examination, excluding the last part; and
 - (c) 360 credit points for the last part of the State Rigorous Examination.
- (3) In the study programme of Dentistry, provided in the Czech as well as in English language, the number of credit points necessary for admission to particular parts of the State Rigorous Examination is set as follows:
- (a) 240 credit points for any other part of the State Rigorous Examination than the last one; and
 - (b) 300 credit points for the last part of the State Rigorous Examination.

Article 10

Taking a part of State Final Examinations

(Pertaining to Article 9 Subsections 5 and 9 of the Code of Study and Examination of the University)

- (1) In other study programmes than those according to Article 9, the State Final Examination is composed of more particular parts, which may be taken separately. One part of the State Final Examination is always the defence of the Bachelor degree thesis or Diploma thesis.
- (2) Particular subjects and topics of a part of the State Final Examination cannot be taken separately.
- (3) In Bachelor degree study programmes, the number of credit points necessary for admission to take any part of the State Final Examination is 180 credit points.
- (4) In follow-up Masters study programmes, the number of credit points necessary for admission to take any part of the State Final Examination is 120 credit points.

Article 11

Total number of credit points collected for compulsory and compulsory-elective subjects

(Pertaining to Article 9 Subsection 10 of the Code of Study and Examination of the University)

The total number of credit points, corresponding to all compulsory subjects for taking the particular parts of the State Rigorous Examination or the State Final Examination (thereinafter "State Examination")⁷ in the study programmes of non-medical health care profile, which are implemented at the Faculty, together with the minimum number of credit points from compulsory-elective subjects, is set at 95 per cent, unlike the number given in Article 9, Subsection 10 of the Code of Study and Examination of the University.

⁷ Article 8 Subsection 1 Inset (f) of the Code of Study and Examination of Charles University.

Article 12

Further requisites of graduation with distinction

(Pertaining to Article 9 Subsection 13 of the Code of Study and Examination of the University)

- (1) Further requisites of graduation with distinction in all study programmes implemented at the Faculty include:
 - (a) regular completion of the study within a period that does not exceed the standard duration of studies by more than one year;
 - (b) all parts of the State Examination passed by the student and graded as “výborně” (excellent);
 - (c) the student has been classified with a grade of 'good' no more than twice for the entire study period in an exam or classified credit, and has not taken any exam or classified credit in the make-up term, or has been classified with a grade of 'good' no more than once and simultaneously has taken only one exam or classified credit in the first make-up term, with a classification of 'excellent.'

Part II

Details of organization of studies in the Bachelor and Master degree study programmes

Article 13

The Study Information System and the course of studies

- (1) The Student Information System (also “SIS”) is an internet application, where facts and data pertaining to the conditions of studies at the Faculty in general as well as the course of studies of particular students are entered in electronic form.
- (2) As the University Study Report (“credit book”), exclusively a transcript of records of study subjects and assessment of study progress kept in the Student Information System will be considered, if officially confirmed or fitted with the authorized electronic signature tag of the University. Details of entries in the Student Information System, record-keeping and announcement of results of assessment of study progress are provided by a Dean’s Directive.
- (3) Further, the Faculty can issue a printed document for a student, mainly for the purposes of proving the registration for study subjects and results of particular assessments of study progress (thereinafter “University Study Report”). The University Study Report can also serve as the student’s proof of identity. At the student’s request, the result of a successfully passed assessment of study progress shall be recorded in the student’s University Study Report immediately following the announcement of the result of the passed assessment of study progress within the period set by the principal teacher of the

subject. It is the record entered in the Student Information System that is considered decisive.

- (4) The Dean provides the dates of enrolment for the studies and for enrolment for the next section of studies in such a manner that they can be announced in the public access part of the Faculty's web pages not later than 2 months in advance.
- (5) The Dean can provide that the enrolment for the studies can be performed through the Student Information System.

Article 14

Forms and ways of tuition

- (1) The usual forms of tuition in the study subjects at the Faculty are:
 - (a) lecture – the attendance is recommended but not a prerequisite for completing the study subject;
 - (b) seminar – tuition with active participation of students, in which not more than 40 students participate at a time in clinical subjects; the attendance in the stipulated extent can be a prerequisite for completing the study subject;
 - (c) practical classes – the student gains practical skills and experience, the attendance in the stipulated extent is a prerequisite for completing the study subject; during the classes, the student is obliged to visibly wear the student ID⁸ card as a badge on his/her outer garment;
 - (d) clinical placement – practical training in a clinical field; the attendance in the stipulated extent is a prerequisite for completing the study subject; the duty imposed on the student in Inset (c) will apply in this case as well;
 - (e) practical placement – the student is involved in clinical work; the attendance in the stipulated extent is a prerequisite for completing the study subject. The duty imposed on the student in Inset (c) will apply in this case by analogy.

Article 15

The individualized curriculum

- (1) Fulfilment of an individualized curriculum (“study plan”) is subject to continuous and regular annual evaluation.
- (2) An individualized curriculum, excluding an individualized curriculum under Article 5 Subsection 15 of the Code of Study and Examination of the University, is not permissible in two immediately following years of studies.
- (3) An individualized curriculum can be especially permitted by the Dean if in the next year of studies the set curriculum, through the requisites set for registration for further subjects,

⁸ Article 4 Subsection 4 of the Code of Study and Examination of Charles University.

does not allow for collecting the minimum number of credit points necessary for enrolment for the following year of studies.

Article 16

Common provisions on setting the dates of examination and details of registration and cancellation

- (1) Registration for a particular date of a graded course credit, examination or State Examination or its parts is performed through the Student Information System. Registration for a course credit can be announced by the principal teacher of the subject, announcing the requirements according to Article 7 Subsection 2.
- (2) The principal teacher of the subject ensures that the total capacity of the examining dates is in keeping with the capacity of the respective subject, set in compliance with the Code of Study and Examination of the University.⁹ The examining dates within the examining period shall be announced not later than four weeks prior to the beginning of the examining period. If other dates are set as well, the principal teacher of the subject shall act in compliance with the Code of Study and Examination of the University.¹⁰
- (3) In case of a course credit, graded course credit and examination, the rules of registration and cancellation shall be stipulated by the principal teacher of the subject. In case of a State Examination or its part, they shall be stipulated by the Dean or the principal teacher of the subject put in charge by him/her, in compliance with the principles provided by the Dean's Directive.
- (4) Requisites for registration for an examining date do not include:
 - (a) in case of an examination, passing the course credit in the respective subject;
 - (b) in case of a State Examination or its part, passing the compulsory subjects that are set by the curriculum so that it can take place; conditions of their taking¹¹ are not affected.
- (5) A date set within the time before the regular examining period ("pre-term") shall be announced at least in a two-week advance. In case of block training or a placement, the pre-terms can be announced:
 - (a) at the beginning of the academic year, releasing the access to registration through Student Information System is such a way that will enable the registration above all for those students who are taking the training in the current block of tuition; or
 - (b) gradually during the course of the training block in particular study groups, doing so in consideration of further tuition.
- (6) A student's participation at the provided date of assessment of study progress must not affect fulfilment of requirements according to Article 7 Subsection 2.
- (7) A delayed apology from a student who failed to turn up for a course credit, graded course credit, examination, State Examination or its part on the date that the student registered for can only be acknowledged by the examiner or chairperson of the examining board for strong reasons¹² and considering the nature of reasons the student is giving to apologize his/her absence.

⁹ Article 8 Subsection 12 of the Code of Study and Examination of Charles University.

¹⁰ Article 8 Subsection 14 of the Code of Study and Examination of Charles University.

¹¹ Article 9 Subsections 8 and 9 of the Code of Study and Examination of Charles University.

¹² Article 8 Subsection 14 of the Code of Study and Examination of Charles University.

Article 17

Examination and its course

- (1) By the manner of execution, the examination may be oral, written, practical, or combined. The form of examination is stipulated by the principal teacher of the subject, in consideration of employing such forms of examination that will enable the maximum objectivity of examination.
- (2) The examiner can be the principal teacher of the subject or another academic staff member authorized by him/her. The principal teacher of the subject is only authorized to put in charge of examination other staff members than full or associate professors if the Dean consents. This does not affect the provision that regulates the scope of examiners in State Examinations.¹³
- (3) The examination can be held before a board if the principal teacher of the subject provides so.
- (4) The second re-sit of oral examination in an obligatory subject is always taken by the student before an examining board.¹⁰
- (5) If an examination is taken before a board, the board shall always be composed of not fewer than two members. The composition of the board is determined by the principal teacher of the subject. The chairperson of the board must not be the same person that examined the students on both previous attempts of the examination.
- (6) Together with the requirements concerning the examination according to Article 7 Subsection 2, study resources recommended shall also be displayed by the principal teacher of the subject in the Student Information System.
- (7) Questions/Topics for an oral examination are drawn by the student at random. The examiner shall allow the student to take appropriate preparation time for answering the questions; in case of distance examination or partly distance examination, the preparation time may or may not be provided. The questions/topics drawn are guidance for the order in which the examination proceeds.
- (8) Unless the principal teacher of the subject announces, according to Subsection 6, other principles of assessment, then in an oral or practical examination it is assumed that the student's answers to particular questions are graded with "výborně" (grade 1, excellent), "velmi dobře" (grade 2, very good), "dobře" (grade 3, good), "neprospěl" or "neprospěla" (for male and female students respectively, grade 4, failed).
- (9) On the course of the examination, a written record shall be made, comprising at least the date of the examination, name(s) of the examiner(s), grading of particular questions, result of the examination, and the examiner's or examining board chairperson's signature.

¹³ Article 9 Subsection 3 of the Code of Study and Examination of Charles University.

Article 18

State Examination

- (1) In the study programme, elective parts of the State Examination may be provided; the details of the ways and options of the choice are set by the Dean.
- (2) The principal teacher of the subject shall announce the requirements concerning the State Examination in the Student Information System not later than 6 weeks before the State Examination takes place. At the same time, he/she may announce the principles of assessment for the State Examination.
- (3) The questions for the State Examination or its part are drawn by the student at random. The student shall be allowed appropriate time by the Board to prepare the answers to the questions. In case of distance or partly distance way of examination, the preparation time may or may not be provided. The questions/topics drawn are guidance for the order in which the examination or its part proceeds.
- (4) Unless the principal teacher of the subject announces, according to Subsection 6, other principles of assessment, then in an oral or practical part of the State Examination examination it is assumed that the student's answers to particular questions are graded with "výborně" (grade 1, excellent), "velmi dobře" (grade 2, very good), "dobře" (grade 3, good), "neprospěl" or "neprospěla" (for male and female students respectively, grade 4, failed). If the answer to a particular question is graded with "failed" (4), it constitutes the ground for termination of the whole part of the State Examination.
- (5) In assessment of answers to the questions in particular topic areas that constitute the part of the State Examination, the principles of assessment according to Subsection 2 or 4 shall apply. If the answer to a particular question is graded with "failed" (4), it constitutes the ground for termination of the whole part of the State Examination.
- (6) One regular and two re-sit dates to take the State Examination or its part are set by the Dean or the principal teacher of the subject who is put in charge by him/her, in such a way that the re-sit of the State Examination or its part can be taken not sooner than in 21 days. The provision of Article 16 Subsection 5 second sentence
- (7) A student of a Master degree programme of Medicine or Dentistry can submit and defend a diploma thesis as a voluntary part of the State Examination. The successful defence is recorded in the Appendix to the Diploma, including the grading. If the thesis is not defended successfully, this does not affect the total result of the State Examination.

Part III

Details of organization of studies in doctoral study programmes

Article 19

Basic provisions

- (1) Doctoral (Ph.D. degree) study programmes are implemented considering the agreement of co-operation in implementation of doctoral study programmes, concluded by Charles University (thereinafter „University“) and the Academy of Sciences of the Czech Republic.
- (2) The studies in doctoral study programmes implemented under the agreement according to Subsection 1 are co-ordinated in compliance with the above agreement.
- (3) In charge of and responsible for the scope of office duties and clerical support connected with studies in doctoral study programmes is the Vice-dean of the Faculty who was nominated by the Dean (thereinafter „Vice-dean“).

Article 20

The Field Board

- (1) Appointment and removal of members of a Field Board are performed in compliance with the Constitution of Charles University.¹⁴
- (2) The Field Board submits proposals to the Dean for composition of entrance procedure boards, appointment of Supervising Tutors and Consulting Tutors; it appraises and approves the students' individualized curricula, including any changes in them; in accordance with the study programme, stipulates the requirements for the Doctoral State Examination; propose the members of the Boards on Defence of Doctoral Dissertations and Doctoral State Examination Boards; organize these examinations and defences; organizes courses of lectures and seminars for the students and makes their lists public.
- (3) The chairperson of the Field Board settles any possible disputes between the student and the Supervising Tutor.

Article 21

Supervising Tutor

- (1) The student is directed by the Supervising Tutor, who is – with consideration of the student's opinion – proposed by the Field Board. The Supervising Tutor is appointed by the Dean. This appointment is subject to the Supervising Tutor's prior consent in writing.

¹⁴ Article 22 Subsections 14 and 10 of the Constitution of Charles University.

- (2) The Supervising Tutor's duties include in particular:
- (a) approving the topic of the dissertation thesis and – together with the student – prepare the plan for its solution;
 - (b) assisting the student in compilation of the individualized curriculum (“study plan”) or compiling it by himself/herself,¹⁵ submitting it – together with the topic of the dissertation thesis – to the Field Board for approval within two months following the beginning of the academic year, and specifying it according to Article 24 Subsection 2;
 - (c) continuous monitoring of the student's progress and its regular expert evaluation, considering the Dean's directive according to Article 10 Subsection 10 of the Code of Study and Examination of the University; and in case of the student's failure to fulfil the study obligations imposed by the individualized curriculum notifying the Field Board of occurrence of the situation described in Article 10 Subsection 8 Inset (c) of the Code of Study and Examination of the University.
- (3) During the first year of the studies the student can apply for a change of both of the Supervising Tutor and the topic of the dissertation thesis. Such an application must be well substantiated, and discussed in the respective Field Board. The Dean will decide on the change of the Supervising Tutor to the proposal by the Field Board.

Article 22

Consulting Tutor

- (1) The Supervising Tutor can propose the appointment of a Consulting Tutor, from among the academic staff of the Faculty, the staff of the associated institutions or other entities, who thanks to his/her special expertise and/or methodological and technical capacities is able to direct the student within a certain period or particular subject matter of the studies.
- (2) The Consulting Tutor is appointed by the Dean to the proposal by the Field Board. This appointment is subject to the Consulting Tutor's prior consent in writing.

Article 23

Individualized curriculum

- (1) The studies are implemented according to the individualized curriculum, which in terms of extent shall comply with the Decision on accreditation of the study programme.
- (2) The student's individualized curriculum is kept in electronic form in the Student Information System.

¹⁵ Article 10 Subsection 6 of the Code of Study and Examination of Charles University.

- (3) In the first year of the student's course of studies, the Supervising Tutor shall submit the individualized curriculum to the Field Board for approval within two months following the beginning of the academic year in which the student enrolled. Details of the individualized curriculum, including the manner of its compilation, is provided by the Dean's directive. The individualized curriculum is meant for the standard duration of studies.
- (4) The individualized curriculum always includes, in particular:
 - (a) the topic of the dissertation thesis;
 - (b) schedule of the research work;
 - (c) subjects and deadlines for passing them;
 - (d) schedule of publishing output;
 - (e) planned date of taking the State Examination;
 - (f) planned date of taking the defence of the dissertation thesis.
- (5) The individualized curriculum may also include the requirement for a stay/placement abroad. However, if this is required by the Field Board of the respective study programme, it becomes an obligatory part of the individualized curriculum.
- (6) One of the parts of the individualized curriculum is always the study of English language, which is directed towards the student's special field and compulsorily completed with an examination at the Faculty's unit providing the teaching of foreign languages. If the student proves that he/she fulfilled a similar study obligation by an international certificate or having passed a language examination, the examination can be recognized.¹⁶ By his/her Directive, the Dean can provide more specific principles and details to be considered on judging the application, including reduction of the time limit for recognition of the assessment of English language study.¹⁷
- (7) On the student's application, the Faculty may participate in coverage of the student's expenses for an internationally recognized language examination. The application will be decided on by the Dean.
- (8) Fulfilment of the student's obligations provided by the individualized curriculum is subject to the regular annual evaluation. The annual evaluation is performed in electronic form in the Student Information System. The details of the procedure of the annual evaluation are provided by the Dean's directive.
- (9) Requisite for the annual evaluation by the Supervising Tutor in each successive year of studies is the student's statement on fulfilment of the individualized curriculum and facts constituting the subject matter of annual evaluation under this Subsection, done in the Student Information System. A proposal of the annual evaluation of the course of study in the past academic year is submitted by the Supervising Tutor to the Field Board for

¹⁶ Article 8 Subsection 17 the second sentence of the Code of Study and Examination of Charles University.

¹⁷ Article 8 Subsection 17 the third sentence of the Code of Study and Examination of Charles University.

discussion and subsequent approval. The annual evaluation shall include, in particular, the study obligations fulfilled, results of solution of the research assignment and the topic of the dissertation thesis, and proposal of specification or alteration of the individualized curriculum for the next year of study. Any change to the individualized curriculum must be well substantiated.

Article 24

- (1) The files on the students in doctoral study programmes and performance of their obligations is kept at the University in electronic form in the Student Information System.

Article 25

Doctoral State Examination

- (1) The Doctoral State Examination¹⁸ (hereinafter also “examination”) is taken in the extent stipulated by the Field Board in compliance with the study programme.
- (2) The examination must be passed before submitting the dissertation thesis and after completion of the substantial part of the individualized curriculum according to the requirements of the Field Board.
- (3) As a rule, the examination takes place in three months following the application, which is submitted to the Field Board.
- (4) The examination takes place before the Examination Board. The minimum number of the Examination Board members present during the examination is three.
- (5) The examination is oral. The Examination Board shall allow the student appropriate time to prepare the answers to the questions; in case of distance examination or partly distance examination, the preparation time may or may not be provided.
- (6) The Chairperson of the Board shall compile a written record on the course and result of the examination.¹⁹ The record must include, in particular, the questions and a brief description of the student’s answers; if the student does not prove sufficient knowledge, it is imperative to describe this in the record. The record of the examination shall be signed by the chairperson and at least one of the other members of the board. The student must be provably informed of the result of the examination on the spot.

Article 26

Dissertation thesis and its defence

¹⁸ Article 11 of the Code of Study and Examination of Charles University.

¹⁹ Article 11 Subsection 13 of the Code of Study and Examination of Charles University.

- (1) Dissertation thesis means a coherent treatise with an accurate delimitation of own original results and quotation of all the sources used, founded with two or three original texts which have been published or accepted for publication. The dissertation thesis is submitted to the Field Board in printed form in four bound copies and at a time in electronic form; the details are specified by the Dean's directive.
- (2) Together with the Dissertation, its abstracts are also submitted in both Czech and English language, in the latter including the full title of the dissertation thesis. The abstracts must include the objective of the work, methodology, major findings, summary and list of author's publications. The abstracts are sent to the Examining Board, the reviewers of the dissertation thesis and all major subjects that may participate in performance of the student's course of studies.
- (3) For the defence, the following must be submitted to the Field Board by the student:
 - (1) the dissertation thesis and abstract;
 - (2) the record of the course of studies;
 - (3) the brief CV including the basic personal details;
 - (4) the Supervising Tutor's opinion on the student and the dissertation thesis;
 - (5) the list of publications and their possible responses in quotations.
- (4) The Dean shall complete the above documents with the record of the student's Doctoral State Examination.
- (5) If the Field Board finds that the Dissertation and/or the documents submitted according to Subsection 3 do not comply with all the requirements, it can ask the student to improve the defects within a reasonable period of time.
- (6) To the proposal by the Field Board, the Dean shall establish a board on defence of the doctoral thesis.¹⁸ This Board is established in a manner similar to that in the case of the Examining Board for the Doctoral State Examination.
- (7) The board on defence of the doctoral thesis shall appoint the reviewers²⁰ and allows for an appropriate period of time to prepare the reviews, which usually does not exceed 3 month following the submission of the dissertation thesis by the student. In case of refusal or failure to deliver the review within the period provided, the board shall establish a new reviewer.
- (8) The chairperson of the board shall compile a written record on the course and result of the defence. The record must include, in particular, a brief description of the course of the defence, questions asked by the reviewers and board members, brief description of the student's answers, and the general evaluation of the defence; if the student's answers are not considered as sufficient, it is imperative to describe this in the record. Provisions of Article 25 Subsection 6 shall apply to the record of the defence as appropriate.

²⁰ Article 11 Subsection 9 of the Code of Study and Examination of Charles University

Article 27

Stays (fellowships) abroad

- (1) If a stay (fellowship) abroad is immediately connected with the focus of the student's scientific work (dissertation thesis) and is part of his/her individualized curriculum, it will – as a rule – be taken without an interruption of the studies.
- (2) If a stay abroad is not immediately connected with the student's scientific work, the student can apply for an interruption of the studies in case the stay abroad may interfere with implementation of his/her individualized curriculum.
- (3) Students' stays (fellowships) abroad are filed in electronic form in the Student Information System.

Part IV

Settling of students' applications and complaints concerning organization of the studies

Article 28

- (1) Unless provided otherwise by these Rules, the person authorized to settle students' applications and complaints concerning organization of the studies the respective Vice-dean of the Faculty.
- (2) The person authorized to review the above settling is always the Dean of the Faculty.

Part V

Interim and final provisions

Article 29

Interim provisions

Rights and duties of those students who commenced their studies prior to the effect of these Rules shall obey these Rules.

Article 30

Interim provision on the study programme Specialization in Health Care

A study programme according to this internal regulation also means the study field of the study programme Specialization in Health Care that is implemented under current previous accreditation.

Article 31

Final provisions

- (1) The Rules for organization of studies at the First Faculty of Medicine of Charles University of 23rd June 2017 are thereby repealed.
- (2) This Regulation was approved by the Academic Senate of the Faculty on 11th February 2019.
- (3) This Regulation becomes valid on the day of the approval by the Academic Senate of the University.²¹
- (4) This Regulation comes into effect on the first day of the academic year of 2019-2020.

Prof. MUDr. Přemysl Strejc, DrSc.

Chairman of the Academic Senate of the First Faculty of Medicine

Prof. MUDr. Aleksi Šedo, DrSc.

Dean of the First Faculty of Medicine

Prof. Ing. František Zahálka, Ph.D.

Chairman of the Academic Senate of Charles University

²¹ Article 9, Subsection 1, Inset (b) of the Higher Education Act. The Academic Senate of the University approved this Regulation on 5th April 2019.

