

Charles University, Faculty of Medicine in Hradec Králové

Dean's measure No 12/2021

Ref. UKLFHK/414972/2021

Title: **Rules for the Recognition of Completion of Study Assessments**

Implementation of: Code of Study and Examination of Charles University and Rules of Study
at the Faculty of Medicine in Hradec Králové

Validity and effectiveness: on the day of the Dean's signature

Article 1
Initial Provisions

1. This Measure shall, in accordance with Article 8(17,18) of the Code of Study and Examination of Charles University and in accordance with Article 7 of the Rules of Study at the Faculty of Medicine in Hradec Králové, determine the procedure for the recognition of completion of study assessments. For the purposes of this Measure, the study assessment of a subject shall be understood to mean assessment of the subject in the form of credit and examination. Assessment of a study subject refers to the verification that the subject has been passed successfully.
2. This Measure does not determine the procedure for the recognition of completion of study assessments in doctoral study programs.

Article 2
Conditions for the Recognition of Completion of a Study Assessment

The Dean may recognize the completion of the study assessment to the student at the Faculty of Medicine in Hradec Králové (hereinafter the 'LF HK' or 'Faculty') if:

- a) this is a mandatory subject in which the student has enrolled in the given year according to the study plan;
- b) the completed study obligation – the credit has been assessed as 'passed' or 'credited' and the classified credit and subject completed by an examination has been evaluated as 'excellent' or 'very good' or in a manner corresponding with such assessment in its substance;
- c) the content and scope of the teaching of the similar fulfilled study obligation (completed subject), performed in another study program at the LF HK or performed at another university in the Czech Republic or abroad or as part of a study in an accredited educational program at a higher vocational school (hereinafter 'other school'), are identical with the content, the scope of teaching and the requirements for the enrolled subject at the LF HK (i.e., the scope of the subject completed is considered to correspond to at least 90 % of the LF HK plan for the enrolled subject at the LF HK);

- d) the completion of the study assessment of the subject was not previously recognized for the student as part of the study of any study program at the LF HK.

Article 3

Time Limit for Submitting an Application for Recognition of Completion of the Study Assessment

The student may apply for the recognition of completion of the study assessment after enrollment in the study of the given year, but no later than the last working day before the beginning of the relevant academic year, in accordance with Article 4 of this Measure. The deadline shall be considered to be met if the application is delivered to the Faculty's premises within the prescribed time limit.

Article 4

Procedure for Submitting and Processing Applications for Recognition of Completion of the Study Assessment

1. In the case of fulfilling the obligation, completing the examinations and credits within the same study program at the LF HK:
 - a) The student submits a form with a completed and signed application for recognition of completion of the study assessment at the Study Department of the LF HK or at the Faculty registry.
 - b) The application shall be commented on by the appropriate Vice-Dean for Teaching.
2. In the case of fulfilling the obligation, completing the examinations and credits within another study program at the LF HK or at another faculty of Charles University or other school:
 - a) The student submits a form with completed and signed application for recognition of completion of the study assessment at the Study Department of the LF HK or at the Faculty registry. The annexes to the submitted application must be a statement of study obligations, called transcript (i.e. proof of examinations carried out pursuant to Article 57(1)(d) of Act No. 111/1998 Coll., on universities and on amendments to and supplementing other laws, as amended) and syllabuses of the subject for which recognition is requested by the student, issued and certified by the school at which the student has carried out the similar subject and related study obligation, examination, or credit.
 - b) The Study Department of the Faculty shall carry out a check of all the requirements of the application pursuant to Article 4(2)(a) and forward the application with annexes to the guarantor of the subject at the LF HK. The subject guarantor shall assess the equivalency of the contents, the scope of teaching and the requirements between the subject completed and the subject enrolled in at the LF HK pursuant to Article 2(c) (i.e. that the scope of the subject completed corresponds to at least 90 % of the LF HK plan for the enrolled subject at the LF HK), recommend / not recommend recognition of completion of the study assessment of the subject according to the submitted application and return the assessed application to the Study Department.
 - c) The application shall be further commented on by the appropriate Vice-Dean for Teaching.

3. The submitted application shall be decided on by the Dean of the LF HK.

Article 6

Cases of Special Consideration

When assessing an application for recognition of the completion of a study assessment, the Dean of the Faculty may, regardless of the conditions laid down in this Measure, take into account the fact that the continuity of successful studies has not been interrupted (the student has completed all the registered compulsory subjects), or that the applicant is already a graduate of a program accredited on the same or higher theoretical basis as the subject.

Article 5

Procedure for the Recognition of Subject Completed at the Time of an Internship

The recognition of subjects completed while at internships carried out as part of an internship approved by the LF HK is entirely within the competence of the guarantor of the subject and is not subject to the conditions laid down in this Measure.

Article 7

Final Provisions

1. The application form for the recognition of completion of the study assessment is published on the Faculty website.
2. This Measure shall be valid and take effect on the date of the Dean's signature.
3. The draft Rules for Recognition of the Completion of Study Assessments were discussed by the Dean's Council on 23rd September 2021.

In Hradec Králové on 24th September 2021

prof. MUDr. Jiří Mandřák, Ph.D.
Dean of the Faculty