

**CHARLES UNIVERSITY
FACULTY OF MEDICINE IN HRADEC KRÁLOVÉ**

**RULES OF STUDY
AT THE FACULTY OF MEDICINE IN HRADEC KRÁLOVÉ**

Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, in compliance with the Code of Study and Examination of Charles University, as amended, and under Article 18 of the Constitution of the Faculty of Medicine in Hradec Králové, as amended, the Academic Senate of the Faculty of Medicine in Hradec Králové has adopted the following Rules of Study at the Faculty of Medicine in Hradec Králové as an internal regulation of the Faculty.

**Part I.
Introductory Provisions**

Article 1

These Rules of Study at the Faculty of Medicine in Hradec Králové (“the Rules of Study” or “the Rules”) determine, in accordance with Article 19 (2) and the related provisions of the Code of Study and Examination of Charles University (“the Code of Study and Examination of the University”), the requirements of study programmes offered at the Faculty of Medicine in Hradec Králové (“the Faculty”), and they stipulate the details of the organization of study at the Faculty. *

**Part II.
Studying in Bachelor’s and Master’s Programmes of Study**

**Article 2
Units of Study**

(under Article 4 (6) of the Code of Study and Examination of the University)

* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.

The unit of study in a study programme corresponds to a year.

Article 3

Minimum Number of Credits

(under Article 5 (6) of the Code of Study and Examination of the University)

1. Based on the recommended course of study, 60 credits are considered, for the purposes of these Rules of Study, as the normal number of credits for each completed unit of study. The numbers of credits for each unit of study are added together.
2. The minimum number of credits required for registration in the subsequent unit of study in a bachelor's programme of study is 10 credits lower than the normal number of credits.
3. The minimum number of credits required for registration in the subsequent unit of study in the General Medicine and/or Dentistry master's study programme is 10 credits lower than the normal number of credits; in the case of registration for the second unit of study it is 18 credits lower than the normal number of credits.

Article 4

Right to Register for a Subject

(under Article 7 (2) of the Code of Study and Examination of the University)

The right to register for a subject may be restricted:

- a) by a curriculum of a programme of study if the registration for a compulsory, elective, or optional subject is subject to conditions or precluded under Article 7 (5) (a) of the Code of Study and Examination of the University;
- b) due to capacity reasons under Article 7 (8) of the Code of Study and Examination of the University; in such a case, priority is always given to students who are enrolling for the subject in accordance with the recommended course of study;
- c) due to failure to submit, within a time period set out by the Dean, a medical certificate of competence to participate in the instruction of a given subject.

Article 5

Repeated Registration for a Subject

(under Article 7 (9) of the Code of Study and Examination of the University)

1. A compulsory or elective subject can be registered for only twice, and solely in immediately successive units of study.
2. Repeated registration for an optional subject is precluded.

Article 6

Assessment of Study

(under Article 8 (3), (4), (5), (7), (9), (13) and (14) of the Code of Study and Examination of the University)

1. The latest deadline for the assessment of study of subjects in a given unit of study is the seventh working day before the end of the academic year.
2. The course credit is either an independent assessment of study of a subject which is not completed with an exam or a prerequisite for taking an exam in a given subject.
3. The conditions for acquiring the course credit and requirements for the exam are determined by the guarantor of the subject before the beginning of the semester and are published in the Student Information System ("SIS"). A student has the right to two retakes for both the course credit and the exam.
4. The course credit is graded as "credited" - "not credited" ("započteno"- "nezapočteno")
5. When carrying out the continuous assessment of a student, an examiner can make use of oral examination, written examination, examination via electronic devices, or elaboration of a written work (e.g., a paper/presentation) on a given topic outside the instruction time.
6. An examiner is either the guarantor of the subject or a designated member of the academic staff. When doing the second retake, a student has the right to be examined by a different examiner than the one who examined him on the regular date and on the date of the first retake, provided that the student has applied therefor to the Dean. The Dean may decide that the exam be taken before the examination board.
7. Where the exam consists of several parts, when grading it, account is taken of the rules for the assessment of the exam which form part of the details for the given exam set out in SIS.
8. The guarantor of the subject may publish a date for the assessment of study outside the examination period, a so-called pre-sitting date. The date must be published no later than two weeks in advance. A pre-sitting date may be published after the completion of the instruction of a given subject in such a way that it does not interfere with the instruction of other subjects.
9. The result of the exam taken will be recorded by the examiner in the student's Study Credit Book. The result is always recorded in words and complemented with the date on which the exam was taken and the signature of the examiner. The examiner is also obliged to ensure that the result of the exam is recorded in SIS without undue delay.
10. If a student fails to appear for an exam on the date for which he has enrolled without duly excusing himself in advance, he is not graded and the exam date lapses. The examiner or the chair of the examination board decides whether an excuse is legitimate. If a student fails to finish the exam, he is graded as "fail" unless there has been a serious medical reason therefor.

Article 7

Recognition of the Assessment of Study

(under Article 8 (16) and (17) of the Code of Study and Examination of the University)

1. The completion of a subject can be replaced with another subject completed at a

university or another higher education institution in the Czech Republic or abroad which can be considered equivalent in terms of the fulfilment of the curriculum of the relevant programme of study. The recognition of such fulfilment of the assessment (equivalent credit) is subject to the consent of the guarantor of the subject.

2. If a student does not have the right to repeatedly register for the subject, it will not be recognized that the assessment of study of the subject has been fulfilled by completing a similar or identical subject at a university or other higher education institution in the Czech Republic or abroad.
3. The time limit for the possibility to have the assessment of study of a subject recognised by the Dean is determined as the standard period of study for the study programme in which a student is registered, extended by two years.

Article 8

State Rigorosum Examination and State Final Examination

(under Article 9 (2), (3), (4), (5), (9) and (10) of the Code of Study and Examination of the University)

1. The requirements for the State Rigorosum Examination and for the State Final Examination (“State Examinations”) or parts thereof following from a programme of study will be published in SIS by the guarantor of a subject before the beginning of the academic year. The individual parts of the examinations are taken separately.
2. The grade for a part of a State Examination is decided on by a board of examiners in a closed session held on the date of the examination. Each member of the board present is obliged to vote on the grading. If there is an equal number of votes, the student gets the more favourable grade.
3. The number of credits required for taking a part other than the last part of a State Examination in the General Medicine study programme is 282 credits for compulsory subjects from the first to fifth years, increased by credits for the relevant pre-State Examination practical trainings which precede individual parts of the State Examination. The prerequisite for taking the last part of the State Examination is the acquisition of 360 credits.
4. The number of credits required for taking the State Examination in the Dentistry study programme is 300 credits.
5. The number of credits required for taking the first part of the State Examination, i.e., the defence of the bachelor’s thesis in bachelor’s study programmes is 180 credits.
6. The total number of credits corresponding to all compulsory subjects required for taking the State Examination or the last part thereof in a given programme of study together with the minimum number of credits from elective subjects is set at 95% of the number of credits equal to the standard length of study in years multiplied by sixty.
7. The Dean determines one regular date and two retake dates for the taking of the State Examination or a part thereof in such a manner that the State Examination may be retaken no sooner than after 30 days have lapsed since the previous attempt.
8. A student may always register for only one date of a State Examination or a part thereof. He may register for a subsequent date after having been given the grade “fail”, after

cancelling the previous registration, or after the lapse of the date.

Article 9

Additional Requirements for Graduating with Distinction

(under Article 9 (13) of the Code of Study and Examination of the University)

In order to graduate with distinction from bachelor's and master's study programmes, there are additional concurrent requirements to be met:

- a) a student has not repeatedly registered for a compulsory or elective subject during the entire course of study;
- b) no exam has been graded as "fail" during the entire course of study;
- c) a student has been graded as "good" no more than once during the entire course of study;
- d) a student has been graded as "excellent" in the State Examination, or as "very good" in no more than one part of the State Examination and as "excellent" in all other parts, and at the same time, he has not re-sat the State examination or any part thereof.

Part III

Study in Doctoral Programmes of Study

Article 10

Fundamental Provisions

1. Study in individual programmes of study is monitored and assessed by the Subject Area Board established under section 47 (6) of the Higher Education Act and Article 22 (13) and (14) of the Constitution of Charles University.
2. The administrative work connected with the study in doctoral programmes of study, as well as the administrative arrangements for the activity of Subject Area Boards, are handled by a Vice-Dean of the Faculty designated by the Dean ("the Vice-Dean").

Article 11

Subject Area Boards

1. The members of a Subject Area Board are appointed and dismissed by the Dean after the Research Board of the Faculty of Medicine in Hradec Králové ("the Research Board") has expressed its opinion thereon.
2. Subject Area Boards make proposals to the Dean regarding the composition of the Admissions Board and the appointment of supervisors and advisors, they assess and approve students' individual curricula, they set the requirements for the State Doctoral

Examination in compliance with the programme of study, nominate members of the boards for defence of dissertation thesis and boards of examiners for the State Doctoral Examinations, they organise these examinations and defences of theses, and they organise and publish lists of lectures and seminars for students. They also consider and approve the annual assessment of students under Article 10 (8) of the Code of Study and Examination of the University, and express their opinions on the extent of the fulfilment of study obligations for the past academic year. Furthermore, the Subject Area Boards set individual curricula containing, in the first place, lectures, courses, prescribed examinations, and other formats of study in a given programme of study.

3. Where there are serious objections to the activity of a Subject Area Board, the Dean may, upon consideration by the Research Board, propose to the Rector that the composition of the Subject Area Board be changed.
4. The Research Board continuously monitors the content and level of study, as well as the activity of the Subject Area Boards.

Article 12

Supervisor

(under Article 10 (6) and (7) of the Code of Study and Examination of the University)

1. A student is guided by a supervisor appointed and dismissed on the proposal of the Subject Area Board by the Dean.
2. The supervisor is in particular obliged:
 - a) to approve the topic of the research work and to assist the student in preparing a research plan;
 - b) to prepare, along with the student, his individual curriculum;
 - c) to continuously monitor the student's study and to regularly assess the student in accordance with Article 10 (8) of the Code of Study and Examination of the University.
3. The supervisor must be in an employment relationship with the Faculty. Exceptions to this requirement may be granted by the Dean.
4. The supervisor, or the student through the supervisor, may propose to the Subject Area Board that an advisor be appointed, usually from among the members of the academic staff of the Faculty, who is, owing to his special professional knowledge, or his methodological and technical skills, capable of guiding the student within the framework of a particular subject-matter or temporal unit of his study. The advisor is appointed and dismissed by the Dean on the proposal of the Subject Area Board.

Article 13

Individual Curriculum

(under Article 10 (6) of the Code of Study and Examination of the University)

1. Study in a doctoral programme of study follows an individual curriculum ("the IC"). The

supervisor assists a student in preparing the IC. The supervisor submits the IC for approval to the Subject Area Board no later than two months after the beginning of the academic year in which the student is enrolled. The individual curriculum contains, in particular:

- a) the details and time schedule of study, as well as of scholarly and research activities;
- b) the topic of the dissertation thesis;
- c) the time limits for phases of research work;
- d) the schedule of examinations;
- e) a list of selected courses, seminars, and lectures;
- f) study abroad and internships;
- g) other requirements (particularly, having one's works published, active participation in scholarly gatherings, etc.) in the extent determined in a Dean's measure.

After the IC has been approved by the Subject Area Board, it becomes binding on the student.

2. The study consists of lectures, seminars, discussions on readings done, self-study, examinations, and work on the assigned research topic. The IC determines which lectures are compulsory for the student.
3. The IC usually consists of two parts: the study part and the part focusing on the writing of a dissertation thesis; it always determines what the prerequisites for the passing of a State Doctoral Examination are.
4. The study part is usually divided into:
 - a) the general part focused on the deepening of the general basis both in the field a student has chosen to study and branches related to that field, and
 - b) the specialised part focused on doing a particular research task.
5. The IC also always includes study of the English language focused on the specialisation being studied by the student; the language study is always completed with a compulsory exam.

Article 14

State Doctoral Examination

(under Article 11 of the Code of Study and Examination of the University)

1. The State Doctoral Examination ("the Examination") is taken in the scope determined by the programme of study. Its aim is to assess the student's ability to think scientifically, i.e., his ability to capture the essence of a problem, including his ability to suggest his own ways of solving the problems presented. The prerequisite is that the student will prove during the examination not only knowledge of the chosen field in its entirety at the undergraduate level, but also the knowledge of research trends and modern methods in contemporary medicine. In addition, the student must also prove detailed knowledge in the field related to the topic of his dissertation thesis.
2. A student must take the Examination before he defends his dissertation thesis and after he has acquired course credits and passed the exams prescribed in the IC.
3. The course of the Examination and the announcement of the results are public. The

Examination is oral and consists of one part. The student must be guaranteed sufficient time to prepare his answers to the exam questions.

4. The Examination is taken before the State Doctoral Examination Board. The Chair and members of the Examination Board are appointed by the Dean after consideration by the Subject Area Board in compliance with Article 11 of the Code of Study and Examination of the University.
5. The Examination takes place based on the student's application submitted to the Subject Area Board. Should the student be unsuccessful, the Examination can be re-taken only once.
6. The Chair of the Subject Area Board must, in compliance with Article 11 of the Code of Study and Examination of the University, inform the relevant Vice-Dean of the Faculty about the holding of the Examination.
7. The Examination Board decides on the grading in a closed session by voting. If there is an equal number of votes or the required majority has not been reached, the student gets the more favourable grade.
8. The result of the Examination is graded using the grades "passed" ("prospěl/a") or "failed" ("neprospěl/a"); the Chair of the Examination Board will record the result in the records of the State Doctoral Examination.

Article 15

Dissertation Thesis and Defence of Dissertation Theses

(under Article 11 of the Code of Study and Examination of the University)

1. A dissertation thesis is a comprehensive paper in which the author's own scientific research, supported by his own original works that have been published or accepted for publication, are precisely defined. The paper must cite all sources used. A dissertation thesis is submitted to the Subject Area Board by a student either in Czech or in English, in both printed and electronic forms. The details are set out in a Dean's measure in compliance with Article 12 of the Code of Study and Examination of the University.
2. The Board for the Defence of Dissertation will appoint two reviewers, who cannot be members of the academic community of the Faculty. The following persons also cannot act as reviewers:
 - a) the supervisor;
 - b) an employee who participated in the creation of the dissertation;
 - c) a person who is in a superior or subordinate relationship with the student within the framework of employment.
3. Along with the dissertation thesis, a student submits a summary (in Czech or English) of the main findings which must contain the aim of the work, abstract, methodology, main inferences, list of published author's works with an emphasis on works published in impact factor journals. Further details may be set out in a Dean's measure.
4. An application for defence of the dissertation is submitted by a student to the Dean after consideration by the Subject Area Board. The date of defence is set by the Chair of the Subject Area Board upon receipt of reviewers' reports and the satisfaction of all requisite

formalities.

5. The requisite formalities of an application for the defence of dissertation are as follows:
 - a) the dissertation thesis;
 - b) the summary;
 - c) the supervisor's comments of the student and the dissertation thesis;
 - d) the opinion of the Subject Area Board;
 - e) the opinion of the supervising entity;
 - f) copies of the original scholarly works;
 - g) the list of works published and their possible citation impact.Further formalities and details may be set out in a Dean's measure.
6. If the Subject Area Board arrives at a conclusion that the dissertation thesis does not satisfy all the requirements for a doctoral dissertation thesis, it will invite the applicant to rectify the flaws within a reasonable period of time.
7. The Board for the Defence of Dissertation is established and acts under Article 11 of the Code of Study and Examination of the University. The Board prepares a report on the defence in which it records the course of the defence and its opinion thereon; the report is sent to the Subject Area Board and to the relevant Vice-Dean.
8. A student may withdraw from the defence of dissertation for serious reasons. However, he is obliged to notify this in writing to the Chair of the Subject Area Board and the Dean no later than seven calendar days before the date of defence.
9. The grading is decided on by a vote in a closed session of the Board. If there is an equal number of votes or the required majority has not been reached, the student gets the more favourable grade.
10. In case of failure, the defence of dissertation may be re-taken only once. The conditions for the re-taking of the defence of dissertation are set out by the Subject Area Board in compliance with Article 11 (12) and (15) of the Code of Study and Examination of the University.

Part IV

Common and Final Provisions

Article 16

Dealing with Students' Submissions Regarding the Organisation of Study

(under Article 17 (3) of the Code of Study and Examination of the University)

1. The Vice-Dean of the Faculty is competent to process submissions regarding the organisation of study.
2. The Dean is competent to deal with students' applications for review of the processing of their submissions.

Article 17

Publication of Graduation Theses

(under Article 12 of the Code of Study and Examination of the University)

The publication of bachelor and dissertation theses is governed by Article 12 of the Code of Study and Examination of the University.

Article 18

Transitional Provisions

1. The provisions of these Rules of Study apply with necessary modifications to the implementation of fields of study within the framework of programmes of study accredited under the Higher Education Act effective before 1st September 2016.
2. The rights and obligations of students who commenced their studies before the effect of these Rules of Study are governed by these Rules.

Article 19

Repealing Provisions

The Rules of Study at the Faculty of Medicine in Hradec Králové approved by the Academic Senate of Charles University on 10th October 2008 are hereby repealed.

Article 20

Final Provisions

1. These Rules of Study were approved by the Academic Senate of the Faculty of Medicine in Hradec Králové on 29th May 2017.
2. These Rules of Study were approved by the Academic Senate of Charles University on
3. These Rules of Study come into force on the date of approval by the Academic Senate of Charles University and they become effective on 1st October 2017.

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