

## **Faculty of Medicine in Hradec Králové, Charles University**

### **Dean's measure No. 9/2016-2017**

Title: **Study assessment and study result records**

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

Effective and coming into force: on the day of the dean's signature.

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#### **Article no. 1 Introductory provision**

1. This measure determines how study results are assessed and recorded in compliance with article 8 and 9 of the Code of Study and Examination of Charles University and under article 6, 7 and 8 of the Rules of Study at the Faculty of Medicine in Hradec Králové. Assessing academic study for the purpose of this measure means assessing study in a given academic subject in the form of a credit and an exam, and a state rigorosum examination and a state final examination (hereinafter "state examination"). Assessing study of an academic subject means that the given subject has been successfully completed and finished.
2. This measure does not determine the procedure of assessing and recording study results in PhD programs.

#### **Article no. 2 Study information system**

The Study Information System (hereinafter "SIS") is a web application which enables e-recording of facts related to study assessment, including the dates of the assessment and the type of evaluation:

- a) credit
- b) examination
- c) state rigorosum examination and state final examination or any part of it.

#### **Article no. 3 Registering for an academic subject**

1. Registering for academic subjects in the second and further units of the study is performed electronically via SIS within the time periods determined in the Time Schedule of Academic Year. Changes to the registration of optional subjects can be done (in the case of serious health reasons or in the likelihood of an individual ending further study) by the Study Department, regardless of the determined time period and with previously obtained consent of the guarantor of the subject and the vice-dean of study.

2. In the case of repeated registration in the subject, the guarantor shall specify the extent of the student's participation in classes.
3. Electronic registration of compulsory subjects does not apply to students enrolling for the first year of study, to persons who repeatedly enrol in study after having had their study interrupted, or students who follow an individual curriculum. In the above-mentioned cases enrolment takes place at the Study Department.
4. Only students who have registered for the given subject in SIS can participate in practical instruction (exercises, seminars, micro-lessons, and the like).

#### **Article no. 4**

##### **Publishing the dates of exams and state exams.**

1. The examiner is the guarantor of the subject and academic staff participating in instruction of the given subject who were nominated by the guarantor upon the approval of the dean.
2. Basic requirements for credit and examination are published on SIS in the module Subjects ("Předměty") one week before the beginning of each term at the latest.
3. All published dates of the exams, including dates of the state exams, must be published via SIS in the module Exams dates – publishing ("Termíny zkoušek – vypisování") and shall be published by the guarantor or a person nominated by the guarantor.
4. Examination dates within a regular examination period shall be published by the first day of the period at the latest. The capacity of the examination dates must exceed at least by 30% the number of students who are obliged to participate in the assessment of the study.
5. The guarantor of the subject may publish a date for the assessment outside the examination period either as a pre-sitting date or a regular date. Both the dates may be published after the instruction of the given subject has been completed and in such a way that it does not interfere with the instruction of other subjects.
6. The dean or a vice-dean, as designated by the dean, publishes upon the proposal of the chair of the board one regular date and two retakes of the state examination or any part of it. Each such date shall be published on SIS and in a publicly accessible part of the faculty's web pages at least a week in advance. The two-week period during which the examinations take place shall be published on a publicly accessible part of the faculty's web pages at least three months in advance.

#### **Article no. 5**

##### **Signing up of students for exams and state exams**

1. The students are obliged to sign up for examination dates, including dates for state examinations, via SIS. After the student has signed up for one of the published dates, the date becomes binding for the student and the examiner or examining board.
2. Prerequisites for signing up for the published date are set by a guarantor (i.e., the necessity of having a credit from the given subject beforehand or the possibility of signing up for the

date without the credit). However, the credit is always a prerequisite for sitting for the examination.

3. A prerequisite for signing up for the state examination in the Dentistry study program is the acquisition of 300 credits and in the bachelor's study program 180 credits. This fact is checked by the Study Department. The student is obliged to come to the Study Department and to finalize his/her student's credit book (index).
4. A student can sign up for the published date of the state examination in the General Medicine study program without having credit from the relevant pre-state examination practice. Nevertheless, the credit is a prerequisite for part of the examination to take place. Accumulation of 360 credits is a prerequisite for the final part of the state examination to take place. The number of credits is monitored by the Study Department, and the Study Department will arrange the last part of the state examination on SIS if the required number of credits has been attained.
5. The student can sign up for only one examination or state examination date. He/she can sign up for another date in the event of being graded as "failed", after signing out from a preceding date, or after forfeiting the date to which he/she had originally signed up.
6. After the date of examination or state examination has been published on SIS, the system automatically sends an e-mail to the students' e-mail addresses notifying them about this fact.
7. Students can sign out from the date of an examination or state examination within 48 hours of it taking place. In special cases, the student can apologize to the examiner or to an authorized academic person of the relevant department immediately before the examination takes place and be excused from taking the exam.
8. If the student fails to appear on the date of an examination or a state examination for which he/she has signed up, and does so without a prior officially approved excuse, he/she will not be graded and the date of the examination is forfeited without any substitute. A belated excuse can be accepted only in the case of serious reasons. The examiner or the head of the examination board decides if the excuse is officially approved. If the student does not finish the examination, he/she will be graded as "failed" unless the reason is a serious health indisposition.
9. If the date is cancelled by the examiner, students who have signed up for the date will be immediately notified via e-mail and a new date will be offered upon agreement.

#### **Article no. 6** **Study in English**

1. If the study program takes place in English, all communication among students and the examiner, including assigned questions for the examination as well as communication among examiners themselves in the presence of the student being examined, shall be exclusively in English.
2. Communication of students with patients within the framework of the practical part of the exam shall be held in Czech or a language which the patient can understand.

**Article no. 7**  
**Keeping records of the study results**

1. Credit is recorded by the teacher into the student's record book immediately after the credit has been attained by the student. Should the student fail to get the credit, the teacher puts down in the student's record book the date when the student sat for the credit, N (meaning "no credit") and the examiner's abbreviated signature.
2. A condition for taking an examination is acquiring the required credits. The result of the examination shall be recorded in the student's record book in the form of the wording "excellent," "very good" or "good," and is confirmed by the examiner's signature. Should the student fail to pass the examination, the examiner shall record in the student's record book the date of the examination, the numeral grading 4 (meaning "fail") and the examiner's abbreviated signature.
3. The examiner or a person nominated by the examiner shall enter (module "Examination results") the results, either of the credit ("credit" – "not credited") or of the exam (including grading "failed" – 4) into SIS without undue delay, and within 48 hours at the latest. In the case of a written form of credit and an exam, the results will be entered into SIS within two weeks of the date it took place. The result of the state examination shall be entered into SIS by the chair of the examination board or a person nominated by him on the day the state examination took place.
4. A record on the results of the state examination or any part of it will be made out. It has to contain, besides the grade, also the questions drawn by the student. The record must be signed by the chair of the board or his deputy and all members of the board. The number of members of the board present at the state examination cannot be less than three. At least two members of the board must be present during the examination. In the case of the second retake, usually one of the vice deans is present at the examination.
5. The student shall resolve with the guarantor of the subject or with a person nominated by the guarantor any possible differences between the record in the student's record book and the record in SIS according to the archived records in the relevant department. The results of the study cannot be recorded in SIS on the basis of the record in the student's record book. In the case of ambiguity or doubts the student can ask the relevant vice-dean for study for help.
6. Provided more departments are participating in the assessment of a student within one subject, either each shall keep and archive its own records or, based upon a mutual agreement, one of the departments shall keep common records. In such a case and based upon agreement, the credit (or, as the case may be, examination) will be written in the student's record book only by one of the departments.
7. The department archives records on the course of study of the enrolled students (for example participation, results of the continuous tests), including the record of granting credit and the results of an exam if the subject is concluded by an exam. These records are archived minimally for the entire period of the student's study.

8. A teacher who is ending his/her working contract shall, before leaving, hand over all materials (in written form) necessary for the final evaluation of the study in the subject to the head of the department or to the guarantor of the subject.
9. In order to sign up for the next unit of study the student has to produce the document obtained from SIS which lists all subjects he/she has completed. He/she has to compare the SIS listing with the records in the student's record book and confirm the correctness of the records by his /her signature in the study results checking form. This form shall be put in the personal file of the student at the Study Department.

**Article no. 8**  
**Final provisions**

1. The Dean's measure No. 4/2011-2012 on the publication of exam dates and recording of study results which came to force on the 6<sup>th</sup> of January 2012 is hereby repealed.
2. This measure becomes effective and comes into force on the date of the dean's signature.

In Hradec Králové on 8. 9. 2017

prof. Dr. Miroslav Červinka, M.D., Ph.D.  
Dean