

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

**Dean's measure No. 7/2020**

**No. UKLFHK / 133476/2020**

Title: **Special rules for holding final state examinations in the academic year 2019/2020 at the Faculty of Medicine in Hradec Králové**

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

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**Art. 1**

**Subject of the measure**

1. This measure regulates special rules for holding final state examinations (hereinafter referred to as the “state examination”) at the Faculty of Medicine in Hradec Králové (hereinafter also “FM HK”) for the academic year 2019/2020.
2. The measure is issued in connection with the state of emergency declared by the Government of the Czech Republic on 12 March 2020 in connection with the coronavirus epidemic and with regard to subsequent emergency measures announced by the Government and the Ministries of the Czech Republic, relevant laws of the Czech Republic related to the current state, Act on special Rules on Education and Decision-Making at Higher Education Institutions in 2020, and on the Assessment of the Period of Study for the Purposes of Other Acts, and Special Rules of Study at Charles University.

**Art. 2**

**Organization of state examinations**

1. In agreement with the guarantors of study programs, the dean has decided on the possibility to hold state examinations in distance form in all ongoing study programs in FM HK in the academic year 2019/2020 under the conditions set out in Article 3 of this measure. The dean has also set rules for holding state examinations in physical form.
2. If the student does not use the possibility of a distance form of the state examination, the state examination will be held with the personal participation of the student under the conditions set out in Article 4 of this measure.

**Art. 3**

**State examinations held in a distance form**

1. Taking the state examination in distance form is voluntary. It can be performed only with the express consent of the student under the following conditions.
2. The guarantor of the study program shall notify students at least one week in advance:
  - a. specification of the form of connection and the specific electronic tools for examination,
  - b. the time interval (beginning and end) of the examination for individual students; the students are obliged to be online at the announced beginning of the examination,
  - c. that a contact telephone number and e-mail address must be provided in case of technical problems during an examination,
  - d. the obligation of each student to prove his/her identity with an identity card, passport, or student's ID card (ISIC),
  - e. information on recording the course of the state examination or on a different way of ensuring the state examination is public.

The notice period can be shortened with the student's consent.

3. The study department will ensure that the chairperson of the examination commission receives, at least 2 days in advance, telephone numbers and e-mail addresses of the students for each date of the state examination.
4. Prior to the commencement of the state examination, the student shall send electronically their consent with holding the state examination in distance form and the acceptance of specific examination conditions. The recommended statement is enclosed with this measure.
5. In general, all members of the examination board shall be physically present in the same room throughout the examination, with the exception of external experts who may be connected online during the examination.
6. The student shall prove their identity with an appropriate document in such a way so that the data is visible and legible to all present members.
7. The chairperson of the examination commission shall assign examination questions by means of a random number generator or by drawing lots under visual inspection of all participants in the examination. Preparation time for the examination is not provided.
8. Throughout the examination, the student is connected via camera and microphone. In the case of an interruption of communication between the student and the examiners lasting longer than 2 minutes, the examination will be discontinued. In such a case, based on the length and content of the current course of the state examination, the chairperson of the examination commission decides on the completion of the state examination, or on assigning additional examination questions. The chairperson of the examination commission shall make an entry in the state examination report on the interruption of the connection and on the further procedure of the state examination.

9. The course of the examination is recorded and archived for a period of 5 years, unless a link to a videoconference through which the state examination takes place is published on the faculty's website in advance.
10. Continuous technical assistance must be provided throughout the state examination.

#### **Art. 4**

##### **State examinations conducted in a physical form**

1. State examinations in physical form are held only for the necessary number of persons taking the examination (maximum participation of 5 persons), including the examined student, in compliance with the following security measures:
  - a. participants in the state examination may participate in the state examination only if they have been free of acute health problems corresponding to a viral infectious disease (e.g. fever, cough, breathlessness, sudden loss of taste and smell, etc.) for at least 14 days prior to the test; and if they are not subject to any quarantine measures,
  - b. the student shall provide a signed statutory declaration stating that there have been no symptoms of a viral infectious disease in the previous 14 days and that he/she has not been ordered to take quarantine measures at that time. The recommended statement is enclosed with this measure,
  - c. the student is obliged to prove their identity with their identity card, passport, or student's ID card (ISIC),
  - d. before entering the examination room, the participants in the state examination shall sanitize their hands,
  - e. all participants in the state examination are obliged to wear a mask or other protective means to cover the respiratory tract for the entire duration of the state examination and to maintain the recommended distances between them.
2. If the final state examination includes a practical part, the provisions of paragraph 1 shall apply mutatis mutandis to it or it may be carried out in a different, predetermined manner, always maintaining the necessary hygienic safety measures.

#### **Art. 5**

##### **Final Provisions**

1. In case of breaching or non-compliance with the conditions of the state examination according to this measure by the student, the student will not be admitted to take the examination within the given date or the examination will be cancelled.
2. This measure shall be valid and effective on the date of signature.

Appendix: Student's statement prior to the state examination at the Faculty of Medicine in Hradec Králové held in accordance with the Dean's Measure No. 7/2020 Special rules for holding final state examinations in the academic year 2019/2020 at the Faculty of Medicine in Hradec Králové

In Hradec Králové dated 24. 4. 2020

Professor Jiří Mand'ák, M.D., Ph.D.  
dean



UNIVERZITA KARLOVA  
Lékařská fakulta  
v Hradci Králové

**Student's statement prior to the state examination at the Faculty of Medicine in Hradec Králové held in accordance with the Dean's Measure No. 7/2020 Special rules for holding final state examinations in the academic year 2019/2020 at the Medical Faculty in Hradec Králové**

I make this statement for the holding of the final state examination on the stated date in **distance form** in points 1., 2., 3., 10. a 11.,  
**physical form** in points 4., 5., 6., 7., 8., 9., 10. a 11. (inappropriate to be deleted)

1. I agree to take the state examination in a distance form.
2. I am aware of the fact the distance form is voluntary.
3. I agree that the course of the examination to be recorded for archiving purposes.
4. I agree to take the state examination in a physical form.
5. I agree with the hygienic-epidemiological measures during the examination.
6. I have no signs of acute health problems corresponding to a viral infectious disease (fever, cough, breathlessness, sudden loss of taste and smell, etc.).
7. I have not had these health problems in the previous 14 days.
8. I have not been ordered to take quarantine measures at the time of the state examination.
9. In the past 14 days I have not been outside the Czech Republic.
10. I make this statement voluntarily, and the information stated therein is true and I have not concealed any essential facts.
11. I expressly declare that I am fully acquainted with the conditions and rules of holding of the final state examination according to the Dean's Measure No. 7/2020. I agree to perform the final state examination according to the conditions stipulated by this Dean's measure. I understand that in case of breaching or non-compliance with the conditions of the final state examination according to the Dean's measure by the student or the falsity of the data in this statement, I will not be admitted to the examination within the given date, or the examination will be cancelled.

Date of holding of the state examination.....

Student's name and ID .....

Student's signature (in case of physical examination) .....



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