

Faculty of Medicine in Hradec Králové, Charles University

Dean's measure no. 9/2018

Title: **Rules for evaluating student's educational activities at the Faculty of Medicine in Hradec Králové**

Valid and effective: the day of the Dean's signature

Article no. 1

Introductory provisions

In accordance with Article no. 4 and Article no. 5 Code of Rules for Educational Activities Evaluation by Students and Graduates of the Charles University, the method for evaluation of the tuition at the Faculty of Medicine in Hradec Králové is set.

Article no. 2

Extent

This measure refers to the method of evaluation of tuition in bachelor and master study programs (furthermore "undergraduate study") and doctoral study programs at the Faculty of Medicine in Hradec Králové.

Article no. 3

Evaluation of undergraduate tuition (essentials, organisation)

1. The evaluation of undergraduate study takes place annually in every academic year. Based on the character of the evaluation, it can take place anytime during the academic year.
2. The evaluation of undergraduate study includes all compulsory subjects.
3. Each subject can be evaluated by those students who enrolled for the subject in the particular academic year.
4. Each student can evaluate each subject only once in the particular academic year.
5. Anonymous form of evaluation must be secured for the tuition evaluation.
6. The evaluation happens by filling an electronic questionnaire, or on a paper form.
7. The dean authorises an employee who will be responsible for the preparation of questionnaires in cooperation with study program guarantors members of Dean's Advisory Board, teachers and student members of the Academic Senate of the Faculty of Medicine in Hradec Králové (furthermore "Academic Senate").
8. The evaluation questionnaire includes the following in particular:
 - general questions regarding the quality of tuition of the particular subject,
 - evaluation of pedagogical performance of each teacher,

- possibility to insert worded comments.

Article no. 4
Data evaluation

1. The person authorised by the Dean in cooperation with ICT department is responsible for data evaluation.
2. The authorised person provides the outcome of the evaluation to the Dean, subject guarantor, members of Dean's Advisory Board, Academic Senate and the Scientific Board of the Faculty of Medicine in Hradec Králové.
3. The processed results of tuition evaluation will be published on the faculty web by 15. 11. of the particular year at the latest. Worded evaluations about the quality of pedagogical activities of each teacher are not published in this way.
4. The Dean of the faculty informs the heads of departments and guarantors of evaluated subjects of the detailed results of the evaluation of the respective tuition. At the latest by 30. 11. of the particular year, the dean obliges a realisation of corrective actions.

Article no. 5

Evaluation of tuition in doctoral study programs

1. The evaluation of tuition in doctoral study programs is held at least once in three years.
2. The task is delegated to a member of the Dean's Advisory Board, authorised by the Dean.
3. Adequately the provisions stated in Article no. 3, par. 2-8 and in Article no. 4 are applied.

Article no. 6

Closing provisions

1. This measure becomes valid and effective on the day of the Dean's signature.
2. The proposal was evaluated by the Dean's Advisory Board on 12. 4. 2018.

In Hradec Králové, on 7. 6. 2018

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

Dean