

Faculty of Medicine in Hradec Králové, Charles University
Dean's measure no. 7/2019

Title: **Rules for entrance exams procedure**

Execution of: Article no. 6 paragraph 6 Code of Admissions Procedure for Charles University applicants

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

Article no. 1
Introductory provisions

1. This Dean's measure adjusts details for entrance exams and their procedure in compliance with the Code of Admissions Procedure for applicants of Charles University (hereinafter "Code of Admissions Procedure").
2. The term applicant means an applicant for studies as defined in § 50 of Law no. 111/1998, The Higher Education Act and in Amendments and Supplements to some other Acts (The Higher Education Act), as amended. The applicant becomes a student on the day of enrolment.

Article no. 2
Basic provisions

1. To start the admission process to the Faculty of Medicine in Hradec Králové (hereinafter "faculty") the applicant is required to send an application.
2. The faculty examines fulfilling conditions for acceptance also through an entrance exam.
3. The faculty can skip the entrance exams for applicants who fulfil conditions for acceptance without passing the entrance exam, which are published along with the conditions for the admission process for the respective academic year. The application for skipping the entrance exam is evaluated by the Dean as part of the admission process.
4. The entrance exam has a written or oral form and takes place in one day. Detailed conditions are published in the section of the faculty website for the respective academic year.
5. For the entrance exam, one regular term and at least one substitute term are set. Conditions for substitute term procedure are set in Article no. 6 Code of the Admissions Procedure.
6. Decision about acceptance and appeal against this decision are specified in Articles no. 11 and no. 12 of the Code of the Admissions Procedure.

Article no. 3
Entrance exam for master and bachelor study programs

1. The applicant must come on the day and time specified in the invitation letter, which is sent 30 days prior to the entrance exam at the latest.
2. The term, for which the applicant is invited, is a mandatory one. Once the exam itself starts, the applicant cannot join the exam.
3. Before the entrance exam starts the applicant must provide the following:
 - a) a valid identity card or passport, or other document for identity verification,
 - b) a **printed** invitation letter for the entrance exam (an electronic document stored on mobile equipment is not acceptable),
 - c) a high school diploma (unless the applicant sits the exams at a later term),
 - d) a certificate of Czech language exam from a certified workplace if such document is required. Detailed requirements for the certificate are established and published in conditions for the admission procedure for the respective academic year.
4. If the applicant fails to provide the documents acc. to section 3, he or she will not be allowed to sit the exam.
5. Obligations listed in section 3 are valid for entrance exam in foreign language as well.
6. The Dean assigns an authorised person, who will introduce the applicant with rules for sitting the entrance exam prior to its start.
7. The applicant must follow the rules during the course of the entrance exam.
8. When the authorised person asks to check the completed materials for the entrance exam, the applicant is obliged to do so. During the check the applicant must follow the commands of the authorised person with regards to:
 - a) the method of checking of the given material, incl. the readability,
 - b) the method of filling in the identification part of the material,
 - c) the method of filling in answers into the score sheet,
 - d) risks for possible incorrect completion.
9. The applicant must inform the authorised person immediately in the case of any discrepancies.
10. The applicant is allowed to start the exam only on the explicit command of the authorised person.
11. For completing the materials the applicant is required to use only a ballpoint pen, which he or she receives prior to the exam.
12. Apart from the given materials and pen the applicant is allowed to have a calculator with basic functions (if calculations are part of the test) and a drink on the desk during the course of the entrance exam.

13. During the course of the exam the applicant is forbidden to
 - a) use a cell phone or other electronic source of information any tables or the applicant's own notes,
 - b) copy from others or allow others to copy from the applicant,
 - c) leave the desk without handing the materials to the authorised person,
 - d) enter information into the score sheet after the determined time limit expires.Failing to follow these rules serves as a reason for termination of the applicant's entrance exam acc. to Article no. 7 paragraph no. 2 of the Code of Admissions Procedure.
14. The applicant must hand over the entrance exam materials within the determined time limit, which is determined by the authorised person prior to the exam's start. The applicant must hand over the materials if requested by the authorised person based on reasons stated in Article no. 3 Section 13 b).
15. The method for entrance exam termination in the case of sudden health indisposition is specified in Article no. 7 Paragraph no. 1 of the Code of Admissions Procedure.

Article no. 4
Entrance exam for doctoral study programs

1. The entrance exam is usually in an oral form. The departmental council can determine adjustment for the specified skills for the respective program.
2. The exam's procedure follows Article no. 6 of the Code of Admissions Procedure.

Article no. 5
Closing provisions

1. This measure is valid and in effect from the day of signature of the Dean.
2. By this the Dean's measure no. 5/ 2016-2017 Rules for entrance exam process, effective from 11. 4. 2017, are cancelled.

In Hradec Králové on 24. 4. 2019

prof. Jiří Mandáček, M.D., Ph.D.
Dean