

Charles University, Faculty of Medicine in Hradec Králové

Dean's measure No 8/2021

Ref. UKLFHK/205011/2021

Title: **Assessment of Study and Study Result Records**

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

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

**Article 1
Initial Provisions**

1. This Measure shall, in accordance with Articles 8 and 9 of the Code of Study and Examination of Charles University and in accordance with Article 6, 7 and 8 of the Rules of Study at the Faculty of Medicine in Hradec Králové, determine the procedure for the assessment of study and the recording of the results of studies. For the purposes of this Measure, study assessment refers to the assessment of study of a subject in the form of a credit or an exam and the state rigorous and state final examination (hereinafter also the 'state exam'). Assessment of a study subject refers to the verification that the subject has been passed successfully.
2. This Measure does not determine the procedure of assessing and recording study results in doctoral study programs.

**Article 2
Study Information System**

The Study Information System (SIS) is a web-based application in which, among other things, data related to study assessment are recorded electronically, including the dates of their conduct and the classification method, i.e., information on:

- a) credits;
- b) examinations;
- c) state rigorous and state final examinations or parts thereof.

**Article 3
Registration of Subjects**

1. The registration of both mandatory and elective subjects in the second and subsequent sections of studies shall be made electronically via the SIS within the time limits set out in the schedule of the academic year.
2. The obligation to register electronically in accordance with the preceding paragraph shall not apply to persons who are re-enrolled for study after the end of a study suspension or

students who study according to an individual study plan. In these cases, the registrations are made at the Study Department with the student's personal participation.

3. Registrations of both mandatory and elective subjects by applicants who are enrolled into the first section of study shall be made in person at the Study Department. This does not apply to the registration of new elective subjects for the summer semester during the dates set by the schedule of the academic year, which is carried out electronically.
4. After the conclusion of the registration or at a time outside the dates laid down in the schedule of the academic year, a registered subject can be deregistered or a new subject may be registered upon an electronic request from the student submitted via the SIS or in a paper form by means of the registry of the Faculty of Medicine in Hradec Králové (hereinafter 'the Faculty'). Outside of the dates set out in the schedule of the academic year, the Study Department may make changes to the registration of elective subjects only in exceptional and justified cases (e.g., serious medical reasons, threat to further study) and with the prior consent of the guarantor of the subject and the Vice-Dean for teaching.
5. Only students with the subject registered in the SIS may participate in practical training (exercises, seminars, micro-lessons, etc.).
6. In the event of repeated registrations of a subject, the guarantor of the subject shall determine the extent of the student's participation in the tuition.
7. Prior to the enrolment to the next section of study, the student is required to perform an electronic check of the completion of the study plan in the SIS and to send a request to the Study Department via SIS to check the learning obligations.
8. The Study Department shall carry out a check of the student's completed learning obligations in the SIS and shall file a written record of the completed obligations in the student's file. If the student has completed the learning obligations required to advance to the next section of study, they shall electronically enrol the student to the next section of study without the need for the student's personal presence at the Study Department.
9. If the student has not been transferred to the next study section within 10 working days of the request being sent in the SIS, they shall contact the Study Department immediately.

Article 4

Publishing Dates of Exams and State Exams

1. The guarantor of the study subject and the academic staff of the Faculty involved in the teaching of the relevant study subject, who will be designated by the guarantor of the study subject after discussion with the Dean, are the examiners.
2. The basic requirements for the credit and exam shall be published in the SIS no later than one week before the start of each semester in the 'Subjects' ('Předměty') module. The basic requirements for the state exam shall be published in the SIS in the 'Subjects' ('Předměty') module before the start of the academic year.
3. All dates of exams, including dates of state exams, shall be entered via the SIS in the module 'Dates of Exams – publishing' ('Termíny zkoušek – vypisování') and shall be published by the subject guarantor or by the staff authorized by them.

4. The dates in the regular exam period shall be published no later than the date of commencement of the exam period. The capacity of the exam dates must be at least 30% higher than the number of students required to complete the assessment of study of the subject.
5. Early dates and dates outside the exam period may be published by the guarantor after the course of the subject in such a way that they do not interfere with the teaching of other subjects.
6. Regular dates and two retakes of the state exam, or part thereof, shall be announced by the Dean or their authorized Vice-Dean on the basis of a proposal from the chair of the examining committee. Each such date shall be published in the SIS and in the public section of the website of the Faculty with a precise timeframe at least one week in advance; the two-week period during which these terms are to be held shall be published in the public section of the Faculty website at least three months in advance.

Article 5

Signing up of Students for Exam and State Exam Dates

1. The dates of exams, including the dates of state exams, must be registered and deregistered by the students via the SIS. By signing up for one of the published dates, this date becomes mandatory for the student and the examiner or the examining committee.
2. The conditions for signing up for the date of the exam are determined by the subject's guarantor (i.e., the need to obtain a credit for the subject before signing up for the exam, or whether the student can sign up for the exam without yet having received the credit). However, obtaining a credit is always a condition for carrying out an exam.
3. The condition for signing up for the state exam in the study program of Dentistry is completing all the study obligations of the 1st through 5th year and acquiring a minimum of 300 credits. For the Bachelor's degree program, the condition for signing up for the first part of the state exam, i.e., the defence of the Bachelor thesis, is completing all the study obligations of the 1st through 3rd year and acquiring a minimum of 180 credits. This is checked in the SIS, where the student electronically requests a check. When the conditions are met, the student will generate a state exam in the SIS, or the first part thereof, in the case of a Bachelor's degree program.
4. The student may apply for the published date of a part of the state exam in the General Medicine study program without receiving a credit from the corresponding pre-state-exam practice. However, obtaining the credit is a condition for carrying out the relevant part of the state exam. The condition for carrying out the last part of the state exam is the completion all learning obligations of the 1st through 6th year and acquiring a minimum of 360 credits. This is checked in the SIS, where the student electronically requests a check. Once the conditions are met, the student will generate the last part of the state exam in the SIS.
5. A student may only sign up for one date of the exam, state exam, or part thereof, at a time. A following date may only be registered after a "fail" classification, after deregistering from the previous date, or after the date has expired.

6. When a date for an exam or state exam is published in the SIS, the system automatically sends the students information to their email addresses.
7. A student may deregister an exam or state exam date in the SIS within 48 hours prior to the exam. In exceptional cases, the student may apologize immediately before the exam or state exam to the examiner or to an authorized employee at the relevant department.
8. If a student does not attend an exam, a state exam, or part thereof, to which they are registered without proper prior apology, they are not classified, and the date of the exam, state exam, or part thereof, is forfeited without compensation. A belated apology can only be accepted for serious reasons. The examiner or the chair of the examining committee shall decide whether the apology is proper. If the student does not complete the exam, the state exam, or part thereof, they shall be classified as “fail” unless the cause is a serious medical hindrance.
9. In the event of the examiner cancelling the date of the exam, the registered student shall be notified immediately by email and shall be offered a replacement date upon agreement.

Article 6 Study in a Foreign Language

1. If the study is conducted in English, all communication between students and examiners, including the assignment of questions for the exam, as well as any communication among examiners in the presence of the student, shall be conducted in English only.
2. The communication of students with patients as part of the practical part of the exam shall be in the Czech language or in a language understood by the patient.

Article 7 Proof and Verification of the Student’s Identity

1. Students are required to submit a valid student’s card or other evidence confirming the student’s identity (e.g., identity card, passport) at the examiner’s request. The identity of the student may also be verified by checking the photograph of the student in SIS.
2. In the event that the student does not submit the relevant document they will not be allowed to take part in the relevant study assessment. In such a case, the student will be regarded as if they had not presented themselves at the study assessment without a proper prior apology, and the study assessment date will be forfeited without compensation.

Article 8 Records of the Study Results

1. The examiner or staff authorized by them shall record in the SIS (module ‘Exam results’, ‘Výsledky zkoušek’) the result of the classification of the credit (‘pass’ – ‘fail’) or examination (including the classification ‘fail’ – 4) without undue delay, but no later than after 48 hours; in the case of a written form of the credit and exam no later than two weeks after their date. The result of the classification of the state examination shall be recorded in the SIS by the chair of the examining committee or by an authorized staff member on the day of the state exam.

2. A report shall be drawn up in the SIS on the result of the state exam, or part thereof, by the chair of the examining committee or by the staff authorized by them, which shall include, in addition to the classification, the questions drawn by the student. The report shall be signed by the chair or, on their behalf, by another member of the examining committee and by all members of the examining committee present on the day of the state exam.
3. The student must check the record of the result of the assessment of a subject in the SIS. In the SIS, the student can opt for automatically generated emails if a result of study is entered or changed (the email thus generated contains the subject name, code, the name of the obligation of the credit/exam and the result).
4. In the event of failure to enter the result or of an incorrectly entered result of the relevant assessment of subject in the SIS, the student shall be required to notify the relevant examiner and the guarantor of the subject of this fact immediately, at the latest on the day of the enrolment to the next year and, for the final years of study, at the latest on the day of the passing of the state exam or the last part thereof. If the result is not entered or corrected in the SIS within 3 working days of the notice, the student shall be required to send a notice of this to the email address of the Study Department head, specifying the subject name, examiner's name, date of the exam, and shall attach a copy of their email message to the examiner, including any reply. Any subsequent contest of the entry in the SIS shall not be taken into account.
5. The department shall keep a record of the course of studies of the students enrolled (e.g., attendance, results of continuous tests), including records of the granting of credits and of the result of exams, if applicable to the subject (hereinafter the 'records'). This record shall be kept for at least the duration of the student's studies. Written forms of assessment of study shall be kept by the department at least until the end the following academic year. The teaching staff are responsible for the completeness of the records of the subject they teach. If the teacher of a subject changes during the academic year, the teacher shall provide in writing the supporting documents necessary for the final assessment of study to the head of the department or to the guarantor of the subject.
6. If multiple departments participate in a student's assessment of a single subject, each site maintains and archives its own records, or the departments may agree to keep a common record at one of the sites. The credit (or exam) shall be entered into the SIS by the department keeping the records.

Article 8

Final Provisions

1. Dean's measure No. 9/2016-2017 Assessment of Study and Study Result Records of 8th September 2017 is hereby repealed.
2. This Measure shall be valid and take effect on the date of the Dean's signature.

In Hradec Králové on 19th May 2021

prof. MUDr. Jiří Mandřák, Ph.D.
Dean of the Faculty