

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

**Dean's measure No. 2/2021**

**Ref. UKLFHK/12827/2021**

Title: **Specific Rules for Carrying Out Study Reviews at the Faculty of Medicine in Hradec Králové in Exceptional Situations**

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

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**Article 1  
Initial Provisions**

This measure amends, on the basis of Act No. 495/2020 Coll., amending Act No. 111/1998 Coll., on universities and on amendments to and supplementing other laws, as amended, (hereinafter 'the Act on Universities') and to implement Study and Examination Regulations of Charles University, as amended by 1<sup>st</sup> January 2021, Specific Rules for Carrying Out Study Reviews at the Faculty of Medicine in Hradec Králové (hereinafter 'the LF HK' or 'the Faculty') in Exceptional Situations.

**Article 2  
Carrying Out Study Reviews**

1. If justified or expedient, the Dean, in agreement with the guarantors of the individual study programs, may decide to carry out study reviews at the LF HK in a remote or partly remote form.
2. Carrying out a study review in a remote or partly remote form shall be voluntary and may be held only with the agreement of the student under the conditions laid down in Article 3 and 5 of this Measure.
3. If the student does not make use of the possibility of a remote study review, the study review shall be conducted with the student's in-person participation under the conditions laid down in Article 4 and 6 of this Measure.

**Article 3  
Study Reviews Conducted in a Remote Form**

1. The test or exam may be carried out in a wholly remote or partly remote form using information and communication technologies, provided that it is possible to verify the identity of the student and to ensure that the rules laid down for the study review of the given subject are complied with.

2. The guarantor of the study subject will announce to students no later than one week in advance:
  - a) specification of the means of connection and the specific electronic tool for testing,
  - b) the time interval (start and end) of each student's exam, with students being required to be online at the announced start of the exam,
  - c) contact telephone number and e-mail in case of technical problems during testing,
  - d) the obligation of the student to prove their identity with an identification card, passport or student identification card (ISIC).
3. Prior to the start of the exam, the student shall confirm their agreement to conduct the study review of the subject in a remote form and their acceptance of the specific testing conditions. The examiner shall record the student's consent to the student's card.
4. The examiner assigns test questions using a random number generator or by drawing lots. During the study review of the subject no time to prepare for the answer shall be granted.
5. The student is connected through a camera and microphone throughout the entire course of exam. In the event of an interruption of communication between the student and the examiner for more than 2 minutes, the study review shall be interrupted. In this case, the examiner shall decide on the termination of the exam, on the basis of the length and content of the exam up to that moment, or on the allocation of additional or supplementary testing questions. The examiner will record the interrupted connection to the student's card.
6. Continuous technical assistance must be provided during the course of the study review of the subject.

#### **Article 4**

##### **Subject Study Reviews Carried Out with the Student's In-Person Participation**

Subject study reviews may be carried out under strict compliance with the hygiene and epidemiological guidelines laid down by the emergency measures announced by the government and relevant competent ministries, with the maximum number of persons present according to the said measures and in full compliance with the following measures:

- a) persons may only participate in a study review of a subject if they have been without acute health problems corresponding to a viral infection (e.g. fever, cough, shortness of breath, sudden loss of taste and smell, etc.) for at least 14 days prior to the exam and if they are not under quarantine measures,
- b) the student shall provide a written declaration of the absence of symptoms of a viral infection during the previous two weeks and that they are not required to be under quarantine measures at the time; the recommended declaration is Annex 1 to this Measure,
- c) prior to entering the room, the participants of the study review shall disinfect their hands,

- d) all participants in the study review are required to wear a mask or other protective means to cover the airways for the entire time and to follow the recommended distancing measures.

**Article 5**  
**State Exams Conducted in a Remote Form**

1. The final state exam, the state rigorous exam or part thereof, the state doctorate exam and the defence of dissertation work (hereinafter 'state exam') may be conducted in a remote or partly remote form, provided that the identity of the student can be verified, compliance with the rules laid down for this state exam or part of it are ensured and that the requirement of public involvement is maintained.
2. In particular, a partly remote form refers to the situation in which
  - a) the student is present remotely, the committee present in person and the public present in person,
  - b) the student is present in person, a part of the committee remotely and a part of the commission and the public in person,
  - c) the student is present remotely, the committee present in person and the public present remotely.
3. The guarantor of the study program will announce to students no later than one week in advance:
  - a) specification of the means of connection and the specific electronic tool for testing,
  - b) the time interval (start and end) of each student's exam, with students being required to be online at the announced start of the exam,
  - c) contact telephone number and e-mail in case of technical problems during testing,
  - d) the obligation to prove identity with the student's identity card, passport or student ID card (ISIC),
  - e) information on the recording of the state exam or other means of making the state exam accessible for the public.

The time limit for the announcement may be reduced with the consent of the student.

4. Prior to the start of the state exam, the student shall confirm their agreement to conduct the state exam in a remote form and their acceptance of specific test conditions by means of an electronically submitted declaration. The recommended declaration is Annex 2 to this Measure.
5. As a rule, all members of the examining committee shall be present physically in the same room throughout the testing period, except for external experts who may be connected online during the testing period.
6. The student shall prove their identity by means of an appropriate document in such a way that the data are visible and legible for all people present.

7. The chair of the examining committee shall assign the test questions using a random number generator or by drawing lots under the visual inspection of all the participants of the exam. No time to prepare for the exam shall be granted.
8. The student is connected through a camera and microphone throughout the entire course of exam. In the event of an interruption of communication between the student and the examiner for more than 2 minutes, the exam shall be interrupted. In this case, the chair of the examining committee shall decide on the termination of the state exam, on the basis of the length and content of the state examination up to that moment, or on the allocation of additional or supplementary testing questions. The exam committee chair shall record the interruption of the connection and the further progress of the state exam into the state exam report.
9. The course of testing shall be recorded and archived for a period of 5 years unless a link to the video conference through which the state exam is conducted is published in advance on the website of the Faculty.
10. Continuous technical assistance shall be provided throughout the duration of the state exam.

## **Article 6**

### **State Exams with the Student's Personal Participation**

1. State exams shall be carried out with the participation of only the number of persons required to perform the exam, including the student examined, strictly following the health and epidemiological guidelines laid down by the emergency measures announced by the government and relevant competent ministries, and respecting the following safety measures:
  - a) participants in a state exam may only participate in a state exam if they have been without acute health problems, symptoms of a viral infection (e.g. fever, cough, shortness of breath, sudden loss of taste and smell, etc.) for at least 14 days prior to the exam and if they are not under quarantine measures,
  - b) the student shall provide a written declaration of the absence of symptoms of a viral infection during the previous two weeks and that they are not required to be under quarantine measures at the time; the recommended declaration is Annex 2 to this Measure,
  - c) the student has an obligation to prove their identity with the student's identity card, passport or student ID card (ISIC),
  - d) prior to entering the room, the participants of the state exam shall disinfect their hands,
  - e) all participants in the state exam are required to wear a mask or other protective means to cover the airways for the entire duration of the state exam and to follow the recommended distancing measures.
2. Where a practical part is part of the final state exam, the provisions of paragraph 1 shall apply to the appropriate extent or it may be carried out in a different, predetermined manner, always maintaining the necessary hygiene safety measures.

**Article 7**  
**Final Provisions**

1. In the event of a student's breach or non-compliance with the conditions for a study review under this Measure, the student will not be admitted to the study review in the specified period or the study review will be cancelled.
2. This Measure shall be valid and effective from the date of signature.

Annex 1: Declaration by the student before the study review in the in-person form according to the provisions of Dean's measure No. 2/2021 Specific Rules for Carrying Out Study Reviews at the Faculty of Medicine in Hradec Králové in Exceptional Situations

Annex 2: Declaration by the student before the state exam at the Faculty of Medicine in Hradec Králové according to the provisions of Dean's measure No. 2/2021 Specific Rules for Carrying Out Study Reviews at the Faculty of Medicine in Hradec Králové in Exceptional Situations

In Hradec Králové on 18<sup>th</sup> January 2021

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



UNIVERZITA KARLOVA  
Lékařská fakulta  
v Hradci Králové

Annex 1

**Declaration by the student before the study review of a subject in the in-person form according to the provisions of Dean's measure No. 2/2021 Specific Rules for Carrying Out Study Reviews at the Faculty of Medicine in Hradec Králové in Exceptional Situations**

I make this declaration for carrying out of study review of a subject as of the given date in an in-person form.

I declare that

1. I do not have any symptoms of acute health problems corresponding to a viral infection (fever, cough, shortness of breath, sudden loss of taste and smell, etc.).
2. I did not have such health problems even in the previous 14 days.
3. I am not diagnosed as COVID-19 positive.
4. At the time of the exam, I have not been ordered to quarantine because of contact with a COVID-19 positive person.
5. In the previous 14 days, I did not (knowingly) meet a COVID-19 positive person.
6. I have not been outside the territory of the Czech Republic during the previous 14 days.
7. I make this declaration voluntarily and of my own free will; the information stated therein is true, and I have not concealed any essential facts.
8. I expressly declare that I am fully aware of the conditions and rules governing carrying out subject study review under Dean's measure No. 2/2021 and that I agree with carrying out of the subject study review under the conditions laid down in this Dean's measure. I understand that in the event of a breach or failure to comply with the conditions for carrying out a subject study review under the said Dean's measure, or the misrepresentation of the information in this declaration, I will not be admitted to the study review on the given date or the subject study review will be cancelled.

Date of the study review .....

Name and ID of the student .....

Signature of the student .....





**UNIVERZITA KARLOVA**  
**Lékařská fakulta**  
**v Hradci Králové**

Annex 2

**Declaration by the student before the state exam at the Faculty of Medicine in Hradec Králové according to the provisions of Dean's measure No. 2/2021 Specific Rules for Carrying Out Study Reviews at the Faculty of Medicine in Hradec Králové in Exceptional Situations**

I make this declaration for the carrying out of the final state exam as of the given date **in a remote form** under point 1, 2, 3, 12 and 13.  
**in an in-person form** under point 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13. (delete as applicable)

1. I agree with taking the state exam in a remote form.
2. I am aware that the remote form of the exam is voluntary.
3. I agree to the recording of the course of the exam for archiving purposes.
4. I agree with taking the state exam in an in-person form.
5. I agree with the hygiene and epidemiological measures during the exam.
6. I do not have any symptoms of acute health problems corresponding to a viral infection (fever, cough, shortness of breath, sudden loss of taste and smell, etc.).
7. I did not have such health problems even in the previous 14 days.
8. I am not diagnosed as COVID-19 positive.
9. At the time of the state exam, I have not been ordered to quarantine because of contact with a COVID-19 positive person.
10. In the previous 14 days, I did not (knowingly) meet a COVID-19 positive person.
11. I have not been outside the territory of the Czech Republic during the previous 14 days.
12. I make this declaration voluntarily and of my own free will; the information stated therein is true, and I have not concealed any essential facts.
13. I expressly declare that I am fully aware of the conditions and rules governing carrying out the final state exam under Dean's measure No. 2/2021 and that I agree with carrying out of the state exam under the conditions laid down in this Dean's measure. I understand that in the event of a breach or failure to comply with the conditions for carrying out the state exam under the said Dean's measure, or the misrepresentation of the information in this declaration, I will not be admitted to the state exam on the given date or the state exam will be cancelled.

Date of the state exam .....

Name and ID of the student .....

Signature of the student (in the case of an in-person state exam) .....

