

LF – B3-1/2016-PN

**FACULTY OF MEDICINE AND DENTISTRY OF
PALACKÝ UNIVERSITY
DEAN'S DIRECTIVE**

**DIRECTIVE OF THE DEAN OF THE FACULTY OF
MEDICINE AND DENTISTRY OF PALACKÝ
UNIVERSITY TO IMPLEMENT THE STUDY AND
EXAMINATION CODE OF PALACKÝ UNIVERSITY**

Drafted by: prof. MUDr. Milan Kolář, Ph.D.
Dean of the Faculty of Medicine and Dentistry of Palacký
University

In force: As of the date of signing

Into effect: As of the date of its publication

Distribution list: Dean, Vice-Deans, Secretary of the Faculty
Head of the Faculty's Students Office
Executive staff members of the Faculty

After consideration by the Academic Senate of the Faculty of Medicine and Dentistry of Palacký University in Olomouc (hereinafter referred to as the "Faculty") and in accordance with the Study and Examination Code of Palacký University as amended (hereinafter referred to as the "Code") the Dean of the Faculty issues the present directive to implement the Code:

Article 1

Studies Administration

The Head of the Faculty's Students Office shall be responsible for the data intended for processing of study records in accordance with the Code to be kept relevant, up-to-date, complete and accurate.

Article 2

Student' Obligations regarding the Organisation of Study

1. Once courses have been included in the personal study plan for the respective academic year, students must attend such courses. It is obligatory to attend any practical seminars, seminars, field trips and hands-on training.
2. During classes at the clinical departments, students are obliged to wear a name tag (identification card) visibly displayed

Article 3

Academic Year

At the Faculty both the Winter and the Summer semester shall last 15 weeks.

Article 4

Auditing the Course of Study

1. The timetable for auditing the course of studies is annually displayed at the official notice board of the Faculty not later than 2 months before the audit starts.
2. Students of Master's degree programmes are obliged to submit their study credit book as well as a list of registered courses for the following academic year at the Students

Office at the Dean's Office. After the course of studies has been audited and a note thereof has been made by the competent Students Office staff member in the study credit book, students are not allowed to register for other obligatory courses.

3. The date of the main audit of the course of studies shall correspond to the date when the teaching period starts – see the respective Academic Year Calendar. Should the student fail to undergo the audit of the course of studies, this shall constitute a breach of the Code.

Article 5

Credit System

1. In the first year of study, students are obliged to register for all obligatory courses in their respective field of study.
2. If the curriculum designates an obligatory course to be completed in the first year of study, such a course can be registered for only once and students must obtain credits for it in the first year of study. Failure to meet this requirement shall be deemed to be failure to acquire the required number of credits for an academic year, or a block or phase of studies, pursuant to the Code.
3. Two courses at the Faculty may be related as follows:
 - a) no relationship – registration for a course is not subject to any conditions.
 - b) conditioned by registration – students may register for the course if they have simultaneously registered for or previously completed the prerequisite course. However, students are obliged to complete the prerequisite subject first, no matter what the form of completion of the course is (course credit, examination, colloquium).
 - c) conditioned by completion – students may register for the course only if they have completed the prerequisite course.
 - d) preclusive – during the course of their studies students may only register for one of the courses in question.

4. In one academic year, students are obliged to register for courses totalling at least 40 and at most 90 credits.
5. Credits acquired during previous study are included in the total of credits only if the student applies for their recognition and the Dean of the Faculty so approves. If credits from previous study are recognized, the decision on the recognition shall state the number of credits that the student must acquire to advance to the following year of study
6. Only courses listed on the official notice board of the Faculty for the respective academic year may be enrolled from optional courses listed in the programmes of study of other faculties of Palacký University (hereinafter referred to as "UP") or in an all-university list of courses.
7. The total of credits acquired from courses completed at other UP faculties must not exceed 2 credits in one academic year, i.e. a total of 10 credits for the whole period of study.
8. The minimum number of credits which the student shall acquire for obligatory, elective and optional subjects is defined by the student's respective study plan. Acquisition of these credits is a necessary precondition to sit for the State Final Examination.

Article 6

Course of Study

1. Students are obliged to attend classes where 100% attendance is required. If a student fails to attend such classes due to health or other serious reasons, he or she must attend substitute classes provided that he or she has provided a satisfactory excuse. A maximum of one third of obligatory class time may be made up for. Whether the reason stated is serious enough and excusable shall be determined by the respective teacher. In the event that the excuse has not been accepted, students may ask the head of the department which guarantees the course to have the situation reviewed.
2. Students from the Czech programmes of study General Medicine and Dentistry preparing to complete part of their studies abroad under an Exchange programme contract may, as

part of their preparation, attend some courses in English, provided the capacity of the course in question allows so.

Article 7

Interruption of Studies

A student who has been granted an interruption of studies is obliged to submit his or her study credit book and identification card to the Students Office of the Faculty not later than eight days after the studies have been interrupted, together with evidence showing that all obligations towards UP have been settled.

Article 8

Course Completion

1. When completing a multi-semester course with course credit, the proper sequence of the courses must be followed. Students are obliged to complete classes and acquire credit from the previous semester first.
2. The head of the department, which guarantees the course, may extend the examination period for retakes until the deadline for the fulfilment of study requirements for the given academic year as defined in the academic year calendar if the ensuing examination period was the examination period after the winter semester.
3. Examination dates shall follow immediately after the teaching period of the semester or immediately after the so-called block teaching has finished, no later than within 14 days. Students who have attended block teaching are entitled to sit for the examination at a date following the respective block. For courses taught regularly in a semester, regular examination dates shall be announced within 4 weeks after the beginning of the teaching period, so that the registration date for the exam is announced at least 3 days in advance. The total capacity of examination dates, including the retake dates, in an academic year must be in agreement with the number of students registered for the course in the respective semester. In the event that the capacity of the scheduled examination dates is not sufficient, the Dean of the Faculty shall ask the head of the

department which guarantees the course in writing that more examination dates be announced. The authorized employee shall enter the exam results in the electronic study records system not later than within 3 days after the examination date; if the examination is taken in the last week before the deadline, the authorized employee shall enter the results in the system not later than at 3 pm of the business day following the deadline.

4. In the electronic study records system, students may withdraw from an examination date not later than 7 days before the actual examination date. After such time, it is only possible to withdraw from the date at the respective department if the guarantor of the course deems the withdrawal to be justified.

Article 9

Examination

Preparing for and sitting for an examination does not constitute an excuse to be absent from regular classes in other courses.

Article 10

Board Examination

1. In one academic year, students may not sit for an examination in a registered course more than 3 times.
2. If it is the first time the student has registered for the course, the second retake shall take place before a board appointed by the head of the departments guaranteeing the course. If the student has registered for the course repeatedly, then such a retake takes place before a board appointed by the Dean of the Faculty upon a proposal by the head of the departments guaranteeing the course.
3. If the course is registered for repeatedly, the second retake shall be attended by a Vice-Dean, or as the case may be, an authorized member of the Vice-Dean's Education Committee.

4. With respect to the second retake, the report on the examination shall be signed by all members of the Board. The report on the examination shall include the dates of the preceding examination dates on which the student has failed.
5. The board examination may be in the form of a test, written in the presence of at least one teacher. Members of the board participate in the assessment of the test.

Article 11

State Final Examination

1. With reference to Act No. 111/1998 of the Coll., on universities, and on the amendment and modification of other acts (Universities Act), as amended, the General Medicine and Dental Medicine programmes of study are completed by State Comprehensive (Rigorosum) Examinations.
2. The State Comprehensive Examination may not be re-sat more than twice. The second retake of the State Comprehensive Examination is attended by a Vice-Dean, or as the case may be, by an authorized member of the Vice-Dean's Education Committee.
3. The course of the State Comprehensive Examinations shall be regulated by a Dean's directive.

Article 12

Recognition of Course Credits, Colloquia and Examinations

1. Students admitted for study at the Faculty on the basis of admission proceedings, who have duly completed the respective years of study during a previous study at the same programme of study at the Faculty (or in the Lifelong learning form of study, the content of which is equal) may apply to the Dean of the Faculty to have the completed year (or years) recognized. Courses of the year of study in which the student is enrolled, completed in previous study, shall be recognized by the Dean of the Faculty on a student's request only if they have been duly completed with course credit, colloquium or an examination graded "A" to "D". A course in an uncompleted year may not be recognized if it is a multi-semester course and if it was graded "E".

2. If the student was awarded the course credit when registered for the course for the first time, the credit shall be recognized even if the course is registered for repeatedly. During an audit of the course of study, the respective Students Office staff member shall enter “uznáno” (“recognized”) in the student’s study credit book.

Article 13

Subject Area Board

1. The Subject Area Board for the doctoral degree programme of study shall have a minimum of 5 members, out of whom a minimum of two shall be external to the Faculty and a minimum of one shall be external to Palacký University.
2. Only full professors and associate professors in the given or related field may serve on the Subject Area Board. In justified cases, academics holding Ph.D., DrSc. or CSc. degrees may also qualify for serving on the Subject Area Board.

Article 14

President of the Subject Area Board

1. In addition to the powers defined in the Code, the President of the Subject Area Board shall:
 - a) propose that a doctoral student’s supervisor be appointed or removed, subject to prior approval by the Subject Area Board,
 - b) propose the members of the Examination Board for the State Doctoral Examination, including changes in this Board if the respective programme of doctoral study has a permanent board, subject to prior approval by the Subject Area Board,
 - c) consent to writing the dissertation in a foreign language, subject to prior approval by the Subject Area Board,
 - d) propose the members of the Dissertation Defence Board, subject to prior approval by the Subject Area Board.

Article 15

Doctoral Students

1. Not later than by the end of September, doctoral students shall appear at the Faculty's Students Office to have the fulfilment of their study requirements in the previous year audited; furthermore, doctoral students shall draft an annual report on the past academic year, which shall be, together with their supervisor's assessment, submitted upon enrolment for the next academic year. Failure to do so constitutes grounds for termination of studies.
2. The report shall include a concise and comprehensive list of courses completed in the previous academic year. The total credit value of these courses shall not be less than 40. The report shall be consented to by the Supervisor, and approved by the Vice-Dean for the Doctoral Degree Programme.

Article 16

Doctoral Studies Individual Curriculum and Checking of Results

1. Students shall agree with their Supervisor to prepare their individual curriculum which will enable them to complete all obligatory and elective subjects as stated in Appendix No. 1 to the present Directive during the course of their studies.
2. The individual curriculum shall be made in such a way that the total number of credits acquired by the student after fulfilling all requirements following from the individual curriculum is not less than 240 credits
3. The individual curriculum shall be approved by the Vice-Dean for the Doctoral Degree Programme.
4. The Students Office of the Faculty of Medicine and Dentistry and the Vice-Dean for the Doctoral Degree Programme shall be responsible for checking whether the student's individual curriculum is adhered to.
5. If studies are interrupted for reasons defined in the Code, students shall submit the report for the corresponding part of the academic year, during which they were students in the doctoral degree programme. The number of credits for such a part of the academic year shall be in compliance with the prescribed minimum of 40 credits for the whole academic year.

6. Foreign nationals studying in the doctoral degree programme in the Czech language are required to pass an English language examination.

Article 17

Withdrawal from Study

After withdrawing from study, students shall settle all financial matters related to their doctoral studies.

Article 18

Application for the State Doctoral Examination

1. If all requirements following from the individual curriculum, with the exception of published works, have been fulfilled, the student may file an application for the State Doctoral Examination.
2. Upon a proposal by the President of the Subject Area Board, the Dean of the Faculty shall determine the areas for the State Doctoral Examination not later than 2 weeks before the State Doctoral Examination is to take place.

Article 19

Examination Board for the State Doctoral Examination

The Dean of the Faculty may appoint the Examination Board for the State Doctoral Examination upon a proposal by the President of the Subject Area Board of the respective doctoral programme of study and subject to approval by the Scholarly Board of the Faculty. The composition of the Board shall be in accordance with the Code.

Article 20

Conditions for Announcing the Dissertation Defence

1. Along with an application for the Dissertation Defence, the student shall submit copies of a minimum of three scientific papers, of which he or she is the main author or co-author.

2. The submitted papers must be directly related to the topic of the dissertation and at least two of them shall contain original research, and not be review articles. At least one of these papers shall be published in a journal with an impact factor. The student shall be the main author of at least two of the submitted papers.
3. The Subject Area Board may determine higher or stricter requirements for the student's publishing activity than those stipulated herein. This change shall only apply to new students admitted for study.
4. To have a published work recognized, it is sufficient to present an editor's confirmation of its acceptance for print.

Article 21

Dissertation

1. The student submits dissertation, which contains all parts defined in the Code, as well as a list of publications directly related to the topic of the dissertation. If the student is a co-author of a publication directly related to the dissertation, he/she is required to specify his/her contribution to the given publication in accordance with the Code.
2. Dissertation cannot be submitted in form of a set of annotated papers.

Article 22

Dissertation Defence

The Vice-Dean for the Doctoral Degree Programme, or another Vice-Dean determined by the Dean of the Faculty may also take part in the Dissertation Defence.

Final Provisions

1. The present Directive comes into force on the date it is issued, i.e. signed by the Dean of the Faculty, and becomes effective upon its publishing on the website of the Faculty.
2. Dean's Directive No. LF UP LF – B3-3/2014-PN of 23 October 2014 is hereby revoked.

In Olomouc on 29 February 2016



A handwritten signature in blue ink, consisting of several stylized, overlapping loops and lines.

prof. MUDr. Milan Kolář, Ph.D.

Dean of the Faculty of Medicine and Dentistry of Palacký University

Appendix no. 1:

The credit system for the four-year doctoral degree programme at the Faculty of Medicine and Dentistry of Palacký University:

Required number of credits for the entire period of study: 240
 Required minimum number of credits for one academic year: 40

Course category	Course and a form of completion	Number of credits
A	Basic examination in the field of study (exam)	25
A	Foreign language (English/German) (exam)	15
A	Grant project – participation in the application process (course credit)	0
A	Teaching undergraduate courses ¹ (course credit)	15
A	State Doctoral Examination	0
A	Dissertation (defence)	0
A	Presentation at a conference with an abstract (main author) (course credit)	8
B	Elective course (exam)	20
B	Introductory course – Basic (course credit)	2/semiar (minimum – 8 / maximum – 16)
B	Original scientific paper in a reviewed journal	10
B	Review article	8
B	Original scientific paper in a journal with an impact factor	20
C	Additional course (exam)	may vary ²
C	Independent research (course credit)	80
C	Research internship (3 months)	30
C	Presentation at a doctoral students' conference	8
C	Presentation at a seminar on the respective field of study (course credit)	5
C	Specialized course (course credit)	see the course credit sheet
C	Implementation of a grant project (course credit)	5–15 ³
Total number of credits:		at least 240
Course categories: A – obligatory		
B – elective		
C – optional		

¹Teaching of undergraduate courses shall mean that the student has taught a minimum of 4 courses/practical seminars for undergraduate students in a semester.

²The number of credits for additional courses is determined in the respective accreditation file of the doctoral degree programme.

3 Students shall only be awarded credits for implementation of such projects, in the application for which they took part during the course of their doctoral study. Credits are assigned on the following basis:

5 credits – the student applied for and was approved for an IGA UP project (student grants of Palacký University)

10 credits – the student applied for and was approved for a project other than an IGA UP project, not registered in the Central Register of Projects (such as the University Development Fund),

15 credits – the student applied for and was approved for a project registered in the Central Register of Projects