DEAN’S DIRECTIVE,
which issues Dean’s Order No. 6/2020,
Special procedures for assessments of studies in distance form
at the Third Faculty of Medicine of Charles University

Art. 1

Subject of the Directive

This directive amends special procedures for assessments of study for the 2019/2020 academic year at the Third Faculty of Medicine, Charles University (hereinafter “the Faculty”), in relation to the state of emergency proclaimed by the Government of the Czech Republic on March 12, 2020 due to the epidemic of the Coronavirus, exceptional measures issued by the Czech government and Ministries and Special Rules of Study at the Charles University.

Art. 2

Credits and Examinations in distance form

1) Some credits and examinations can take place in the distance form.

2) The guarantor of the subject shall inform students about the particular form of the fulfilling the requirements for credit or examination through the Study Information System. The information shall especially include the following:

a) specification of the form of connection and the particular electronic tool for examination (meet.lf3.cuni.cz),

b) the time frame (the beginning and the end) of examination of individual students; students are obliged to be on-line at the announced beginning,

c) contact telephone number/e-mail for technical support in case of issues during the examination,

d) the obligation to prove the examinee’s identity with an ID, passport or Student ID (ISIC),

e) the information about recording of the examination (if applicable).
3) The Study Division of the Dean’s office will ensure that the examiner/chair of the examination committee has the list of phone numbers of the students at their disposal at least one week before the examination for every term of the examination.

4) Students shall prove their identity by placing their ID (see Art. 2, letter d) in front of their camera so that all present can read the data on it.

5) In case of oral examination, the examiner/chair of the examination committee assigns the examination question either through a random number generator (e.g. http://www.generatorciseli.zaridi.to or https://cs.calcprofi.com/online-generator-nahodnych-cisel.html) or a ballot under visual control of all participants of the examination. There will be no time for preparation for the examination, which the examiner shall take into account during the examination.

6) The student shall be connected through a camera and a microphone during the whole examination. In case the communication between the student and the examiner is interrupted for more than one minute, the examination shall be discontinued. The examiner will decide about further steps depending on the length and development of the examination up to that point – possibly giving new or additional examination questions. The interruption and further steps shall be noted into the examination protocol.

7) The regular documentation and protocol about the examination is made.

8) In case examinations take place outside of the examination period, they can only take place after 2 PM so that they do not disrupt lectures.

Art. 3

State Final Examinations in distance form

1) The period for State Final Examinations shall be announced at least four weeks ahead. Particular terms shall be announced at least fifteen days ahead.

2) The guarantors of State Final Examinations shall announce to students at least one week before the examinations the following:

   a) specification of the form of connection and the particular electronic tool for examination (meet.lf3.cuni.cz),
b) the time frame (the beginning and the end) of examination of individual students; students are obliged to be on-line at the announced beginning,

c) contact telephone number/e-mail for technical support in case of issues during the examination,

d) the obligation to prove the examinee’s identity with an ID, passport or Student ID (ISIC),

e) the information about recording of the examination.

3) The Study Division of the Dean’s Office will ensure that the chair of the examination committee has the list of phone numbers of the students at their disposal at least one week before the examination for every term of the examination.

4) All members of the examination committee are usually physically present at the same room for the whole duration of the examination.

5) A student shall prove her/his identity by placing her/his ID (see Art. 2, letter d) in front of her/his camera so that all present can read the data on it.

6) In case of oral examination, the chair of the examination committee assigns the examination question either through a random number generator (e.g. http://www.generatorciseli.zaridi.to or https://cs.calcprofi.com/online-generator-nahodnych-cisel.html) or a ballot under visual control of all participants of the examination. There will be no time for preparation for the examination, which the examiners shall take into account during the examination.

7) The student shall be connected through a camera and a microphone during the whole examination. In case the communication between the student and the examiners is interrupted for more than one minute, the examination shall be discontinued. The committee will decide about further steps depending on the length and development of the examination up to that point – possibly giving new or additional examination questions. The interruption and further steps shall be noted into the examination protocol.

8) The regular documentation and protocol about the examination is made.

9) In case the examination includes a practical part, the provisions of this article shall be applied to it appropriately.

10) The examinations shall be recorder and archived.
11) The faculty shall ensure ongoing technical support of an IT department employee for the whole duration of the State Final Examination.

Art. 4

Final Provisions

1) In case of ambiguousness of this provision, I declare the Vice-Dean for Student Affairs and Teaching responsible for its interpretation.

2) This provision comes into force and effect on the day of its signature.

3) This provision ceases to be in force and effect on September 30, 2020.

In Prague on March ……, 2020

Processed by: The Study Division

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Dean of the Third Faculty of Medicine